

City of Belleville
Health, Housing & Building Dept.
2300 W. Main St.
Building M, Suite M113
Belleville, IL 62226



\$50.00 FEE PAID _____

Date: _____

APPLICATION FOR HOME OCCUPATION

DATE: _____

NAME OF BUSINESS: _____

TYPE OF BUSINESS: _____

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE NUMBER: _____ CURRENT ZONING: _____

I hereby agree that the Home Occupation I am applying for meets the following criteria:

1. THE HOME OCCUPATION SHALL BE CONDUCTED ENTIRELY WITHIN A RESIDENCE AND SHALL BE CLEARLY INCIDENTAL TO THE USE OF THE STRUCTURE AS A RESIDENCE.
2. THE HOME OCCUPATION IS TO BE CONDUCTED ONLY BY MEMBERS OF THE IMMEDIATE FAMILY RESIDING IN THE RESIDENCE, AND NO OTHERS MAY BE EMPLOYED. THIS OFFICE WILL VERIFY OCCUPANCY PERMITS.
3. THERE SHALL BE NO STORAGE OF EQUIPMENT, VEHICLES, OR SUPPLIES ASSOCIATED WITH THE HOME OCCUPATION OUTSIDE THE RESIDENCE OR ACCESSORY BUILDING(S) ON THE PREMISES.
4. THERE SHALL BE NO DISPLAY OF PRODUCTS VISIBLE IN ANY MANNER FROM OUTSIDE THE RESIDENCE.
5. THERE SHALL BE NO CHANGE IN THE OUTSIDE APPEARANCE OF THE RESIDENCE OR PREMISES OR ANY VISIBLE EVIDENCE OF THE CONDUCT OF A HOME OCCUPATION.
6. THE TOTAL AREA USED FOR A HOME OCCUPATION SHALL NOT EXCEED TWENTY-FIVE PERCENT (25%) OF THE GROSS FLOOR AREA OF THE RESIDENCE OR THREE HUNDRED (300) SQUARE FEET, WHICHEVER IS LESS.
7. A HOME OCCUPATION SHALL NOT CREATE GREATER VEHICLE OR PEDESTRIAN TRAFFIC THAN NORMAL FOR THE DISTRICT IN WHICH IT IS LOCATED.
8. A HOME OCCUPATION SHALL HAVE ADEQUATE PARKING SPACES AVAILABLE TO COMPENSATE FOR ADDITIONAL PARKING NEEDS GENERATED.
9. NO EQUIPMENT OR PROCESS SHALL BE USED IN A HOME OCCUPATION WHICH CREATES NOISE, VIBRATION, GLARE, FUMES, OR ODOR DETECTABLE TO THE NORMAL SENSES OFF THE PROPERTY.
10. THERE SHALL BE NO ADVERTISING, DISPLAY, OR OTHER INDICATIONS OF A HOME OCCUPATION ON THE PREMISES BESIDES ONE FLUSH-MOUNTED SIGN, NOT OVER TWO (2) SQUARE FEET IN AREA. THE SIGN MAY ONLY SHOW THE NAME OF OCCUPANT AND TYPE OF OCCUPATION. THE SIGN SHALL NOT BE ILLUMINATED.
11. THERE SHALL NOT BE CONDUCTED ON THE PREMISES THE BUSINESS OF SELLING STOCKS OF MERCHANDISE, SUPPLIES, OR PRODUCTS, PROVIDED THAT ORDERS PREVIOUSLY MADE BY TELEPHONE OR AT A SALES PARTY MAY BE FILLED ON THE PREMISES. THIS IS, DIRECT SALES OF PRODUCTS OFF DISPLAY SHELVES OR RACKS IS NOT ALLOWED, BUT A PERSON MAY PICK UP AN ORDER PLACED EARLIER AS DESCRIBED ABOVE.

APPLICANT'S SIGNATURE

DATE

OFFICE USE ONLY

Revised 2022-06-14

APPLICATION APPROVED

DATE: _____

APPLICATION DENIED

DATE: _____

APPROVED BY: _____

Building Commissioner

For Office Use only PPN _____ Ward # _____
Flood Plain _____ EZone _____ HDistrict _____ Subdivision Name _____ Lot # _____

CERTIFICATE OF HOME OCCUPATION POLICY SHEET

I, _____, do hereby agree to the following conditions and terms the City of Belleville
Printed Name

has set forth for this Home Occupation at _____, Belleville, IL.
Printed Address

1. A Certificate of Home Occupation Permit will be applied for and issued to operate this business. Fee is to be posted at the Health, Housing & Building Office, 2300 W. Main St., Building M / Suite M113, Belleville, IL 62226.
2. The Business will be registered at City Hall, 101 South Illinois Street. There is no cost for this Registration.
3. A Home Occupation is strictly for Office Use only.
4. There shall be no storage of equipment, vehicles or supplies outside of the residence or accessory structure(s) on the premises.
5. No Business use vehicles will be parked on the street at the Residence address while the vehicle is in use for said business. This includes but is not limited to business materials in the vehicle for future or past jobs, accessory equipment attached to the Business vehicle for utilization at a job site and any signage on the Business vehicle for identification or endorsement purposes. If signage is desired for the Business vehicle, a magnetic decal that can be removed when said vehicle is not in Business use is suggested.
6. Absolutely no trucks filled with trash are allowed in residential areas to be parked overnight.
7. No Certificate of Home Occupation Permit will be issued to anyone who has paid employees residing at another residence.
8. No signs in area to advertise Business unless said property is Re-Zoned. The only sign allowed is one (1) flush-mounted sign (attached to the wall of house), not to exceed two (2) square feet in area and the sign shall not be illuminated.
9. The Home Office shall not exceed 25% of the total square footage of the gross floors or shall be less than 300 square feet in area. Submit drawing of Office area. (Sample Attached.)
10. The Building Commissioner will approve the type of Business for the zoning of the property. This office will advise if a Use Variance will be required.
11. Office area shall not be used as a bedroom at any time.
12. If the Business address is a rental unit (house, apartment, etc.), the applicant will provide with the Application and this Policy Sheet a letter on letterhead from the Property Owner agreeing to the use of the property with said Business.
13. I understand all Sewer Bills for this Property must be paid in full and a Staff Member will verify this. If an outstanding or overdue Sewer Bill exists, the Application will be denied until the account has been made current.

I am aware that this Business must also be acknowledged by the City of Belleville. Please contact 618-233-6817 for full regulations and requirements.

Signed _____

Dated _____

City Staff Member _____

Original filed with Application. Copy given to Customer