



# HOME OCCUPATION REGISTRATION APPLICATION

Business Registration # \_\_\_\_\_ (Office Use Only)

Date of Application \_\_\_\_\_

**SECTION I ~ GENERAL INFORMATION:** Please print clearly

	Owner	Co-owner
Name:		
Address:		
Phone #:		
Date of Birth:		
Driver's License #:		

**Business Information:**

Name of Business:		
Business Phone:		
E-mail Address:		
Sales Tax Number:		
Emergency Contact: (Other than an owner or resident of home)	Name:	Phone #:

Please describe in detail exactly what this home occupation will entail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION II ~ ISSUANCE OF HOME OCCUPATION PERMITS:**

A home occupation permit shall be issued by the Zoning Administrator provided that the home occupation is owned solely by the applicant, and conforms to all of the applicable requirements, and is one or more of the following occupations: (Please check the appropriate box(es).)

<input type="checkbox"/> 1. Dressmaking, sewing, and tailoring	<input type="checkbox"/> 2. Laundry, ironing service, housecleaning
<input type="checkbox"/> 3. Mail orders, not including retail sales from the site	<input type="checkbox"/> 4. Home crafts, such as model making, rug weaving, and lapidary work
<input type="checkbox"/> 5. Direct sale product distribution	<input type="checkbox"/> 6. Babysitting and child care
<input type="checkbox"/> 7. Home cooking or preserving if conducted solely within the residence.	<input type="checkbox"/> 8. Stock and bond broker, financial planner, and estate planner.

<input type="checkbox"/> 9. Tutoring, limited to one student at a time	<input type="checkbox"/> 10. Builder's or contractor's office so long as no part of the business is carried on outside of the residence
<input type="checkbox"/> 11. Artistic painting, sculpturing, art restoration, art studio or writing	<input type="checkbox"/> 12. Telephone answering or telephone soliciting if no part of the business equipment is installed outside of the residence other than telephone cables or wires
<input type="checkbox"/> 13. Computer programming if no part of the business equipment is installed outside of the residence other than telephone cables or wires	<input type="checkbox"/> 14. Secretarial, accounting, typing, or word processing services if no part of the business equipment is installed outside of the residence other than telephone cables or wires
<input type="checkbox"/> 15. Other: Please explain	

Please answer the following questions:

1. Is the home occupation being conducted in any other accessory building other than that of the applicant's private dwelling?  Yes  No
2. If a home occupation sign, which can only be installed on the dwelling itself, is used will it be larger than two sq. ft. in size or lighted?  Yes  No
3. Will any materials, merchandise, inventory or equipment be stored in any outbuilding or any exterior portion of the yard?  Yes  No
4. Will the home occupation require any licensing or registering with any other federal, state, or local agency?  Yes  No
5. Will the specific area set aside for the home occupation exceed 25 percent of the total living area of the residence (not including the garage)?  Yes  No
6. Is the home occupation going to employ more than two persons who reside on the premises?  Yes  No
7. Will the home occupation need additional off-street parking spaces other than the minimum two required by the City?  Yes  No
8. With respect to neighboring property, will the home occupation in any way create a nuisance, fire hazard, or substantially increase vehicular traffic?  Yes  No
9. Does the applicant intend to ship or receive any supplies, materials, inventory, or equipment between the hours of 9:00 p.m. and 6:00 a.m.?  Yes  No
10. Is the work being performed considered seasonal, such as lawn care or snow removal?  Yes  No

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**Per the City of Troy Zoning Ordinance, Article 4, Section 5 titled Home Occupations . . .**

**SECTION III ~ STANDARDS:**

All home occupations, whether authorized by permit or conditional use permit, shall conform to the following standards:

1. Home occupations shall not be conducted in any building on the premises other than the building which is used by the occupant as the private dwelling.
2. No interior or exterior business sign shall be larger than two square feet in area and the sign shall be unlighted and installed only on the dwelling building itself.
3. There shall be no exterior or outbuilding storage of business equipment, materials, merchandise or inventory. No equipment materials, merchandise or inventory may be stored in the yard of the residence.
4. Any occupation which requires licensing, registration or permits, by state or federal statute or requirements, or by city ordinance or requirements must be at the time of the application, and at all times thereafter be appropriately licensed, registered, or have a permit and comply with the requirements of all such licenses or permits.
5. There shall be a specific area set aside for the home occupation which shall not exceed 25 percent of the total living area of such residence.
6. Home occupations shall not utilize more than a total of two persons either as an employee, an independent contractor, a volunteer, or in any other capacity to render service in the performance of such occupation, and both of such persons shall reside in the residence wherein the home occupation is conducted.
7. Compliance with off-street parking requirements of the City of Troy, Illinois.
8. Home occupations shall not be capable of creating either a nuisance or a fire hazard with respect to neighboring property, and shall not substantially increase the vehicular traffic.
9. A home occupation conditional use permit may be issued subject to conditions, any violation of which shall be grounds for revocation of such permit.
10. Home occupations shall not initiate or receive deliveries of occupation related items, supplies, materials or inventory between the hours of 9:00 p.m. and 6:00 a.m.
11. Applicants under the age of 18 performing work seasonal in nature, such as lawn mowing or snow removal, need not apply for a Home Occupation Permit.

**SECTION IV ~ APPLICATIONS/FEES:**

**Home Occupation Permits -**

1. The initial fee for a home occupation permit shall be \$50.00, and the annual renewal fee for such a permit shall be \$10.00

**Home Occupation Conditional Use Permits -**

Any appeal of a denial of such home occupation application shall be to the Planning Commission. The Planning Commission shall hold a public hearing prior to its recommendation to the City Council. After receiving the recommendation of the Planning Commission, the City Council shall determine by a majority vote whether to grant or deny the permit.

1. The initial fee for the home occupation conditional use permit shall be \$300.00; the first annual renewal fee shall be \$200.00 and the second and each shall be \$100.00.
2. An additional deposit of \$300.00 must accompany the application with all expenses for the public hearing deducted; any remaining balance will be returned to the applicant.

- *This application will be reviewed to determine if the business is in compliance with the Zoning Ordinance - Home Occupations. The building inspector and City Council base their decision on the City of Troy Code of Ordinances only.*
- *The acceptance of the home occupation by the City of Troy does not warrant or guarantee that it will conform to any restrictions which may be described in a homeowner's deed or subdivision covenant that would prohibit the operation of a business.*
- *The City of Troy's Code of Ordinances and the Zoning Code are available for inspection upon request.*
- *This application must be fully completed and signed with **copies of all federal, state and local licenses or registrations**, if required, attached to this application at the time of filing.*
- *I acknowledge that I have read the above information and fully understand it.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Co-owner

*For office use only:*

Date filed: \_\_\_/\_\_\_/\_\_\_

Fee paid: \_\_\_\_\_

Receipt#: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Inspector

Approved by Building Dept.

Not Approved by Building Dept.

Approved by Planning Commission

Not Approved by Planning Commission

Approved by City Council

Not Approved by City Council

(Rev. 7/07)