



## CITY OF LOCKPORT HOME OCCUPATION ACKNOWLEDGMENT FORM

*Last revised 04/18/2018*

Please provide the following information to the City of Lockport to document the intended use of your residence for a home occupation and to provide the City with helpful information in the event of an emergency. Questions can be directed to the City Planner (815) 838-0549 option 4.

### **Home Occupation Rules and Regulations (attached)**

Name of Business: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Phone #: \_\_\_\_\_ After Hours Emergency #: \_\_\_\_\_

Zoning of Property: \_\_\_\_\_

Type of Home:  Single Family Detached  Single Family Attached  Multiple Family

Describe business and how it will function at the location listed above: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Applicant is not the property owner then the property owner information must be provided below.

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**By signing above I agree that I have read and will adhere to the City of Lockport Home Occupation Rules and Regulations.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## HOME OCCUPATION RULES AND REGULATIONS

No home occupation, as defined herein shall be established, altered or enlarged in any residence district unless the home occupation complies with the use limitations imposed by this chapter. Any home occupation that is customarily incidental and subordinate to the principal use of a building as a dwelling shall be permitted in any dwelling unit.

(A) **Definition.** A **HOME OCCUPATION** is a business, profession, occupation or trade conducted for pecuniary gain entirely within a residential building, or, when permitted by division (B) within a structure that is accessory to a residential building.

(B) **Limitations.** In addition to all of the use limitations applicable in the district in which a home occupation is located, no home occupation shall be permitted unless it complies with the following restrictions in all residence districts.

- 1) No person who is not a member of the immediate family occupying the dwelling unit shall be employed in connection with the occupation.
- 2) There shall be no manufacturing or processing of any sort (except if the home occupation is for Home Kitchen Operation as defined in §110.81 of the City of Lockport's Code of Ordinances).
- 3) For a home occupation one flat or dimensional surface sign shall be permitted (a Sign Permit is required, contact the City Planner for details and information) that is, consistent with the character of residence, attached flush with the structure, not more than five square feet in area, shall not be illuminated, and indicated only the name, occupation and phone number of the business.
- 4) No wholesale, jobbing or retail business shall be permitted unless sales are conducted entirely by mail or telephone and the business does not involve the receipt, shipment, delivery or storage of merchandise on or from the premises.
- 5) There shall be no alteration of the principal residential building which changes the character as a dwelling.
- 6) No more than 25% of the area of a dwelling shall be devoted to the home occupation.
- 7) No mechanical or electrical equipment may be used except such types as are customary for purely domestic household, or hobby purposes. Furthermore, no equipment which creates noise vibration, glare, fumes, odors or electrical interference beyond what normally occurs in the applicable zoning district shall be used in the home occupation.
- 8) There shall be no storage outside a principal building or accessory structure of equipment or materials or products used in the home occupation.
- 9) The home occupation shall be conducted entirely within the principal residential building or in a private garage accessory thereto.
- 10) The home occupation shall be conducted in a manner which would not cause the premises to differ from its residential character either by use of colors, materials, lighting, or the emission of sounds, noises, or vibrations.
- 11) The home occupation shall not have an adverse effect on the neighborhood through the congestion of city streets.

(C) **Particular home occupations permitted.** Customary home occupations include, but are not limited to, the following list of occupations, provided, however, that each listed occupation shall be subject to the requirements of divisions (A) and (B).

- 1) Dressmakers, seamstresses, and tailors.
- 2) Music teachers, but regular instruction shall be limited to one pupil at a time, except for occasional groups.
- 3) Artists, sculptors, authors and composers.
- 4) Office facilities for architects, engineers, lawyers, insurance agents and members of similar professions.
- 5) Offices of duly ordained leaders of a religious or spiritual community.
- 6) Office facilities for real estate and other salesmen, sales representatives and manufacturers representatives, when no retail or wholesale transactions are conducted on the premises.

- 7) Homecrafts, such as model-making, rug-weaving, lapidary work, and cabinet making, provided, however, that no machinery or equipment shall be used or employed, other than that which would customarily be incidental to residential occupancy. The machinery or equipment shall include that which would customarily be employed in connection with a hobby or avocation not conducted for gain or profit.
- 8) Day care homes, provided that they are licensed by the Illinois Department of Children and Family Services.
- 9) Barber shops and beauty shops.
- 10) Home Kitchen Operation as defined by §110.81 of the City of Lockport's Code of Ordinances.

(D) **Particular home occupations prohibited.** Prohibited home occupations include, but are not limited to, the following list of occupations and other home occupations that cannot meet the requirements of divisions (A) and (B).

- 1) Dancing schools.
- 2) Funeral homes.
- 3) Nursery schools and day care centers.
- 4) Restaurants.
- 5) Stables, kennels, or animal hospitals.
- 6) Tourist homes and lodging houses.
- 7) Medical or dental offices, clinics or hospitals.
- 8) Antique shops or sales.