



BUSINESS LICENSE APPLICATION PACKET

HOME OCCUPATION

THIS APPLICATION IS TO BE USED BY BUSINESSES LOCATION WITHIN THE BUSINESS OWNER'S PRIMARY RESIDENCE.

Please allow 2 weeks for processing of your business license.

Failure to complete the required fields may delay your application and/or result in denial.

PER TITLE 5 OF THE COLLINSVILLE MUNICIPAL CODE, ALL PERSONS OPERATING A BUSINESS IN THE CITY OF COLLINSVILLE ARE REQUIRED TO LICENSE THEIR BUSINESS WITH THE CITY, WITH THE EXCEPTION OF THOSE BUSINESSES OR OCCUPATIONS SPECIFICALLY EXEMPTED BY STATE OF ILLINOIS STATUTES. EXEMPT BUSINESSES ARE REQUIRED TO REGISTER WITH THE CITY; THERE IS NO FEE TO REGISTER A BUSINESS.

ALL BUSINESSES ARE REQUIRED TO RENEW THEIR LICENSE OR REGISTRATION ON AN ANNUAL BASIS. THE CITY WILL SEND RENEWAL INFORMATION 30-60 DAYS PRIOR TO EXPIRATION. HOWEVER, FAILURE TO RECEIVE NOTIFICATION FROM THE CITY DOES NOT RELEASE THE BUSINESS OWNER OF HIS/HER OBLIGATION TO RENEW AND PROVIDE THE REQUIRED INFORMATION. ALL CHANGES IN OPERATION, LOCATION, NAME, MANAGEMENT OR OWNERSHIP OF THE BUSINESS MUST BE REPORTED.

THE ANNUAL FEE OF \$25 MUST BE PAID BEFORE THE LICENSE IS ISSUED; THERE IS NO FEE TO RENEW A REGISTRATION.

A LICENSE MAY BE SUSPENDED OR REVOKED UPON FRAUD, MISREPRESENTATION, OR FALSE STATEMENT IN THE APPLICATION, VIOLATION BY THE LICENSEE OF ANY CITY ORDINANCE, CONVICTION OF CERTAIN FELONIES AND MISDEMEANORS, FAILURE OF THE LICENSEE TO PAY ANY FINE, PENALTY, JUDGMENT OR LIEN OWED TO THE CITY, REFUSAL TO ALLOW REQUIRED INSPECTIONS, OPERATION OF A BUSINESS CONSIDERED A NUISANCE, OR FOR ANY OTHER VIOLATION OF ANY CITY ORDINANCE, RESOLUTION OR REGULATION.

ADDITIONAL REQUIREMENTS APPLY TO BUSINESSES BEING OPERATED OUT OF A RESIDENCE:

Per The City of Collinsville Zoning code, Section 17.060.070, Pertaining to Home Occupations as an Accessory Use: A home occupation is permitted as an accessory use, subject to first obtaining a Business License, if required, and administrative approval by the Community Development Director. It is the purpose and intent of these requirements to:

- Maintain neighborhood integrity and preserve the residential character of neighborhoods by encouraging compatible land uses;
- Provide residents of the City with an option to utilize their residences as places to enhance or fulfill personal economic goals as long as the choice of home occupations does not infringe on the residential rights of neighbors;
- Establish criteria for operating home occupations in dwelling units within residential districts; and
- Ensure that public and private services such as streets, sewers, water or utility systems are not burdened by home occupations to the extent that usage significantly exceeds that which is normally associated with a residence.

A. Restrictions and Limitations: Home occupations are permitted in all residential districts subject to compliance with the following provisions as determined by the Community Development Director. The Community Development Director may, on a case by case basis, forward petitions for home occupations to the Planning Commission for final authorization.

1. The home occupation shall be incidental and subordinate to the principal residential use of the premises. A home occupation shall be entirely contained within the interior of an approved structure on the site and no more than 25 percent of the floor area of any one floor of a dwelling unit shall be utilized for a home occupation.
2. No visible evidence of the business shall be apparent from the street or the surrounding area.
3. All materials or equipment used in the home occupation shall be stored within an enclosed structure.
4. No alteration of the exterior of the principal residential structure shall be made which changes the character thereof as a dwelling.
5. No person shall be engaged in such home occupation other than a person occupying such dwelling unit as his residence.
6. No equipment shall be utilized that creates a nuisance due to noise, odor, emissions or electrical interference.
7. No parking in the public rights-of-way shall result from the home occupation.

8. No traffic shall be generated by the activity of the home occupation that is abnormal to a residential neighborhood. A home occupation shall not generate more than five (5) business-related visitations per day, consisting of five (5) arrivals and five (5) departures by vehicles.
 9. There shall be no commodities sold or services rendered that require receipt or delivery of merchandise, goods, or equipment by other than a passenger motor vehicle or parcel or letter carrier mail service using vehicles typically employed in residential deliveries. No home occupation shall be allowed that requires deliveries or parking that disturbs the normal neighborhood traffic flow.
 10. A home occupation shall not create noise, dust or dirt, heat, smoke, odors, vibration or glare or bright lighting in excess of that created by a single residential dwelling. The storage of combustible or toxic substances shall not be permitted on site, except for personal use associated with household cleaning or maintenance. A home occupation shall not create interference with, or fluctuations of, radio or television transmissions.
 11. No manufacturing or retail or wholesale sales shall take place on the premises. No stock in trade shall be displayed or sold on the premises. Any production on the premises shall be confined to that normally associated with a residence.
- B. Special Use Permit. A home occupation that does not comply with these provisions shall not be operated without first being issued a Special Use Permit in accordance with the procedures set forth in Section 17.100.
- C. Particular Home Occupations Prohibited: Permitted home occupations shall not in any event include the following:
1. Antiques-retail
 2. Funeral services
 3. Groceries – retail
 4. Second-hand merchandise – retail
 5. Equipment rental
 6. Automobile and other motor vehicle repair services
 7. Physicians
 8. Dentists
 9. Chiropractors
 10. Restaurants
 11. Stables or Kennels
 12. Tourist Home
 13. Renting of trailers or equipment
 14. Massage Therapy

BELOW, AUTHORIZING THE OPERATION OF THE BUSINESS OUT OF THE RESIDENCE:	
PROPERTY OWNER SIGNATURE:	PRINTED NAME:
BY SIGNING BELOW, I HEREBY CERTIFY THAT THE STATEMENTS ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I WILL COMPLY WITH APPLICABLE CITY OF COLLINSVILLE ORDINANCES CONCERNING THE OPERATION OF A BUSINESS IN COLLINSVILLE. I UNDERSTAND THAT ANY CHANGES IN ADDRESS, NATURE OF BUSINESS OR DISCONTINUATION OF BUSINESS MUST BE REPORTED TO THE CITY. FURTHER, I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION ON THIS APPLICATION MAY RESULT IN THE REVOCATION OF THE BUSINESS LICENSE BY AUTHORITY OF THE CITY MANAGER.	
BUSINESS OWNER SIGNATURE:	DATE:
PRINTED NAME OF BUSINESS OWNER:	
OFFICE USE ONLY: ZONING: _____ NAICS CODE: _____	NOTES:
ZONING APPROVAL:	FD APPROVAL: