

CITY OF WASHINGTON, ILLINOIS
HOME OCCUPATION APPLICATION
(Administrative)

NOTICE TO APPLICANTS

To request a Home Occupation Certificate you must complete and submit the following:

1. this application;
2. Please attach documentation indicating your control of the property for which the Home Occupation is sought (lease, deed, mortgage, etc.)
3. Please attach a detailed and dimensioned site plan, showing the property, for which the Home Occupation is sought, showing property lines, buildings and off-street parking areas.

If you have any questions, call City Hall at 444-3196.

The City of Washington Zoning Code defines Home Occupation as:

“An accessory use of a dwelling unit for gainful employment which: (a) is clearly incidental and subordinate to the use of the dwelling unit as a residence; and (b) is carried on solely within the main dwelling or accessory structure and does not alter or change the exterior character or appearance of the dwelling; and (c) is located in a residential district.”

Applicant Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone No.: _____

Describe the nature of the Home Occupation you are applying for: _____

Would the Home Occupation create any noise, odors, or other offensive by-products? (Y or N) _____
If yes, please explain: _____

Would the Home Occupation be conducted entirely within an enclosed building? (Y or N) _____
If no, please explain: _____

Would there be any exterior display of the Home Occupation? (Y or N) _____
If yes, please explain: _____

Would any person, outside of the household, be employed by the Home Occupation? (Y or N) _____
If yes, please explain: _____

How many motor vehicles does your household own? _____ How many client/customer motor vehicles could normally be expected at any one time at your home? _____ How many off-street parking spaces are available at your home? _____

What kind of traffic is expected to be generated on any given day? _____

CERTIFICATION:

I certify that I have the authority to seek a Home Occupation for the premises described herein. I further certify that all statements contained in this Application and the contents of the attachments hereto are true and accurate to the best of my knowledge. I acknowledge that any misstatement or misrepresentation in this Application and its attachments is sufficient grounds for the Home Occupation to be denied or revoked, if the Home Occupation has been approved.

Signature of Applicant

Date

CITY OF WASHINGTON, ILLINOIS

HOME OCCUPATION REQUEST Notification Sheet

Applicant is responsible to notify residents of all parcels of land adjoining and adjacent the property, ***in writing***. This written notice shall include: (1) that a permit to operate a home occupation has been requested; (2) that such application will be granted and a permit issued; (3) a detailed description of the proposed home occupation, together with a comprehensive list of any and all conditions placed on the operation or maintenance of the home occupation; (4) the name, address, and telephone number of the applicant; and (5) that any objection to the issuance of the home occupation permit must be filed with the applicant and the code enforcement officer within 7 days of the date of the notice. This notification can be done by either hand delivery or US mail. Notification will be deemed to have been made when personally delivered or when properly deposited in the US mail.

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Applicant must submit completed notification sheet along with a copy of the written notice prior to issuance of a Home Occupation Certificate.

CITY OF WASHINGTON, ILLINOIS

HOME OCCUPATION REQUEST Written Notice Form

Date: _____

A home occupation request has been submitted to the City of Washington for the following property:

Property Owner Name: _____

Address: _____

Phone Number: _____

Type of home occupation to be conducted: _____

All home occupations are subject to the following conditions and limitation:

1. There may not be any more than one (1) person employed outside of immediate family members of the family residing in the dwelling unit engaged therein.
2. The home occupation must be wholly operated and contained within the dwelling unit or an accessory structure.
3. No materials or equipment may be stored outside the dwelling unit or the accessory structure.
4. Not more than six (6) customers or clients may be permitted on the property during any period of sixty (60) consecutive minutes, nor more than sixteen (16) in any given twenty-four (24) hour period.
5. Sufficient parking must be provided on the same lot as the dwelling unit for all home occupation customer and clients, and all other business visitors.
6. Commercial deliveries related to the home occupation, other than the United States Postal Service and private package and letter delivery services, shall not be permitted. This prohibition of commercial deliveries includes, but is not limited to, commercial deliveries by semi-trailer trucks.
7. No pedestrian or vehicular traffic generated by the home occupation shall be permitted on the premises between the hours of 10:00 p.m. and 6:00 a.m.
8. The appearance of the structure may not be altered, nor the occupation within the residence be conducted in a manner that would cause the premises to differ from its residential character.
9. No noise, vibration, glare, heat, smoke, dust, electromagnetic, or electrical interference, nor odor, detectable beyond the confines of the dwelling unit shall be permitted or allowed, including transmittal through vertical or horizontal party walls.
10. No more than one (1) commercial vehicle shall be used in conjunction with the home occupation, not to exceed one (1) ton maximum load weight and owned by a resident of the dwelling. Such vehicle must be parked in a garage or residential drive on-site, and in accordance with all other provisions of the Code of Ordinances. Said vehicle may indicate thereon the name, address, and telephone number of the home occupation being conducted within the dwelling unit or accessory structure.
11. No more than one (1) home occupation may be conducted upon any property.
12. The home occupation must not exceed the limitations imposed by the provisions of the applicable building, fire, health, safety, and housing codes and shall conform with all applicable requirements for business and occupational licensing.
13. The owner, if different from the applicant, shall provide consent to the proposed home occupation.

Any objection to the issuance of the home occupation must be filed with the applicant and the Code Enforcement officer within 7 days of the date of the notice.