

**VILLAGE OF CRETE**  
**APPLICATION FOR**  
**HOME OCCUPATION**

Effective June 1, through May 31,



DATE OF APPLICATION: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Residence of Applicant: \_\_\_\_\_

Phone No. (home): \_\_\_\_\_ (work): \_\_\_\_\_

Drivers License No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Home Occupation: \_\_\_\_\_

Type of Operation: \_\_\_\_\_

Property Owner Name/Phone No.: \_\_\_\_\_

Proposed Operation Date: \_\_\_\_\_

Number of Employees (approx.): \_\_\_\_\_ (PT) \_\_\_\_\_ (FT)

Reference (preferably bank): \_\_\_\_\_

Reference (personal): \_\_\_\_\_

State of Illinois Sales Tax Number (if applicable): \_\_\_\_\_

1. Has any government body revoked or refused to grant a business or occupation license to applicant? \_\_\_\_\_ If yes, provide details on attached sheet.
2. Has applicant been in violation of any ordinance of the Village of Crete during the last 12 months? \_\_\_\_\_ If yes, state details on attached sheet.
3. Is applicant doing business, or has he/she done business in the past, using a name other than the name signed to this application? \_\_\_\_\_ If yes, explain on attached sheet.
4. Has applicant ever been arrested for or convicted of any crime other than a minor traffic violation? \_\_\_\_\_ If yes, explain on attached sheet.

I do hereby swear (affirm) that the statements contained in this application are true and correct to the best of my knowledge and belief. I further affirm that I have read and understand the attached requirements for a home occupation in the Village of Crete, the home occupation hereunder will be conducted and maintained in conformity with such applicable ordinance, and in a manner, which will not detract from the appearance of the area. I understand that violation of any of the aforementioned could result in the discontinuation of my home occupation.

<b>Office Use Only:</b>		
	Distributed (initial and date)	Approval (initial and date)
Zoning	_____	_____
Police Dept.	_____	_____
No Fee Required		

\_\_\_\_\_  
Signature of Applicant

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

(a) Any home occupation that is subordinate to the principal use of a building as a dwelling shall be permitted so long as it complies with Section.

(b) A home occupation is a business profession, occupation or trade conducted for gain entirely within the primary residence of those performing the home occupation. The primary residence is defined as a dwelling unit occupied day and night for domestic purposes (i.e. eating, sleeping, bathing, etc.)

(c) 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:

1. No person who is not a member of the immediate family occupying such dwelling unit shall be employed upon the premises in connection with the occupation.
2. No sign on the premises shall advertise the presence or conduct of a home occupation, except for those services, required by the licensing requirements of the State of Illinois, may display a sign; provided that sign meets the following criteria:
  - a) Sign must be no larger than four (4) square feet and may not be located in any yard.
  - b) Sign must be plainly visible from the primary entrance to the dwelling, be professional in appearance and meet all applicable zoning restrictions and applicable restrictive covenants.
  - c) Signs may not be permanently affixed to the exterior of any residential dwelling.
3. No wholesale, jobbing or retail business shall be permitted in the home unless sales are conducted entirely by mail or telephone or internet.
4. Professional persons may use his/her residence for consultation, emergency treatment or performance of religious rites.
5. There shall be no alteration of the principal residential building which changes the character thereof 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 such home occupation.
8. There shall be no storage outside a principal building of equipment or materials used in the home occupation.
9. The home occupation shall be conducted entirely within the principal residential building.
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 affect on the neighborhood through the congestion of Village streets.
12. No home occupation shall include the use of hazardous materials.

(d) 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 this Section.

1. Dressmakers, seamstresses and tailors.
2. Private tutoring, but regular instruction shall be limited to one pupil at a time, except for occasional groups.
3. Artists, sculptors, authors and composers.
4. Offices for architects, engineers, lawyers, insurance agents and members of similar professions.
5. Offices of duly ordained leaders of a religious or spiritual community.
6. Real estate services.
7. Salesman, sales representatives, manufacturer's representatives and catalog sales when no retail or wholesale transactions are conducted on the premises.
8. Home crafts, 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, such machinery or equipment shall include that which would customarily be employed in connection with a hobby or avocation not conducted for gain or profit.
9. Day care for children or adults, in accordance with state licensing law, but not exceeding six individuals.
10. Data and information processing on a computer, writing of software and computer programs, desktop publishing and similar activities.
11. Catering service/cake preparation and decorating provided the operation is in complete compliance with Section 28-3 and the equipment/appliances used in the operation are those existing in the kitchen of the home and any replacement thereof shall be of a same or similar model commonly installed in a residential kitchen. There shall be no separate, additional kitchen dedicated to the home business. Commercial kitchens shall be prohibited.

(e) Prohibited home occupations include, but are not limited to, the following list of occupations and other home occupations that cannot meet the requirements of this Section.

1. Dancing schools.
2. Funeral homes.
3. Nursery schools and day care centers, exceeding six individuals.
4. Restaurants.
5. Stables or animal kennels or animal hospitals.
6. Tourist homes and lodging houses, unless specifically permitted by the zoning district regulations.

7. Renting of trailers.
8. Medical or dental offices, clinics or hospitals.
9. Antique shops or sales.
10. Repair of motorized vehicles.
11. Contractor's yards.
12. Adult uses.

Acknowledgement

I have read and understand the requirements for a home occupation in the Village of Crete. My proposed business will adhere to the definition.

---

Signature

---

Printed Name

---

Date

Please return executed document along with application to:

Village of Crete  
524 W. Exchange Street  
Crete, IL 60417