



City of West Peoria

2506 W. Rohmann Avenue
West Peoria, IL. 61604
Telephone: 309-674-1993

HOME OCCUPATION APPLICATION January 1, 2017 – December 31, 2017

HOME OCCUPATION SITE INFORMATION

1. Address: _____
2. Property Tax Identification Number: _____
(00-00-000-000)
3. Own Property: _____ Lease Property: _____
(If Applicant leases the location, owner must authorize this application.)
4. Present Zoning of Property: _____

HOME OCCUPATION OWNER INFORMATION

1. Full Name: _____
2. Telephone Number: _____

HOMEOWNER'S INFORMATION

1. Full Name (s): _____
2. Address: _____
3. Telephone Number: _____
4. Application Date: _____

HOME OCCUPATION USE

1. Legal Name of Business: _____
2. DBA "Doing Business As" Name: _____
3. Detailed Description of Business: _____
4. Business Telephone Number: _____
5. Days and Hours of Operation: _____
6. Number of Employees, Including Applicant, working at the site of home occupation: _____

7. List of Names of Employees Working at the Site: _____

8. Business Website: _____
9. Illinois Department of Revenue Account Number: _____
 (An IDOR Account ID # is required for businesses that conduct business in the State of IL or with IL customers.)
10. Employer Identification Number: _____
 (A Federal EIN is required of all businesses types except Sole Proprietorships – if Sole Proprietorship, provide your SSN.)
11. Will there be vehicles based out of the home occupation site? Yes _____ No _____
 If yes, how many? _____
12. Will there be storage of any kind at your home? Yes _____ No _____
 If yes, please describe: _____
13. Describe anticipated deliveries (number per week, type of delivery vehicle, etc.): _____

14. Does your business deal with food products? Yes _____ No _____
 If yes, describe food license and storage: _____
15. Estimated number of visitors per day associated with the home occupation use: _____

I, the undersign, hereby request the City Council of West Peoria grant a permit as provided by the Zoning Ordinance for the City of West Peoria, Illinois, as amended to date.

HOMEOWNER: _____
 Signature Date

PRINT NAME: _____

APPLICANT: _____
 Signature Date

PRINT NAME: _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Received by: _____ Date: _____

Fee Collected: _____

Permit Approved: Yes _____ No _____

Permit Number: _____

HOME OCCUPATION REQUIREMENTS

A Home Occupation may only be conducted in a dwelling unit provided that:

1. No person other than members of the family residing on the premises are engaged in such operation;
2. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five percent (25%) of the floor area of the dwelling unit shall be used in the conduct of the home occupation;
3. There shall be no change in the outside appearance of the building or premises, or other visual evidence of the conduct of such home occupation other than one sign, not exceeding one square foot in area, non-illuminated, and mounted flat against the wall of the principal building;
4. No home occupation shall be conducted in any accessory building;
5. There will be no direct sales and/or rentals of products off display shelves or racks;
6. No traffic shall be generated by such home occupation in great volume than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard;
7. No equipment or process shall be used in such home occupation, which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.