



# CITY OF OTTAWA

Community Development Department  
301 W. Madison Street, Ottawa, Illinois 61350  
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[www.cityofottawa.org](http://www.cityofottawa.org)

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For Office Use:
Permit: _____
Date Issued: _____
Permit Fee: _____ \$50
Payment Method:
___ Cash ___ Check ___ CCard

## HOME OCCUPATION PERMIT APPLICATION

(Please Print Clearly)

I/We \_\_\_\_\_ hereby make application for a permit to operate a home business:

- Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Tax ID Number: \_\_\_\_\_ (Tax Bill, Assessment Office, <http://gis.lasallecounty.org/maps/>)
- Size of home: \_\_\_\_\_  
Size of area to be used for business purposes: \_\_\_\_\_
- Type of business: \_\_\_\_\_
- Hours of operation: \_\_\_\_\_  
Number of available off-street parking spaces: \_\_\_\_\_
- Number of employees: \_\_\_\_\_

The applicant hereby agrees to conduct said business in compliance with Section 2-J of Ottawa's Zoning Ordinance, a copy of which is attached (*see page. 2*).

\_\_\_\_\_  
Date

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

This is to certify that I have examined the within detailed statement and find it to be in accordance with the City of Ottawa's Zoning Ordinance as it relates to Home Occupations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael J. Sutfin, Zoning Enforcement Official

## **Municipal Code City of Ottawa, Illinois Sec. 118-2. (j)- General and supplemental regulations**

(j) **Home occupations.** A home occupation means any aspect of a business, profession, or occupation conducted for gain or support within any residence or on any residential premises but excluding the conduct of any retail business, wholesale business or manufacturing enterprise. Every home occupation shall be considered a conditional use.

(1) No home occupation shall be established or conducted (unless stated otherwise elsewhere in this chapter) except in conformity with the following regulations:

- a.) Floor space. No more than 25 percent of the square footage of the dwelling unit may be used in connection with a home occupation or for storage purposes in connection with a home occupation. In no instance shall the dwelling unit square footage used for home occupation activities exceed 400 square feet. Square footage of a dwelling unit, in this case, shall include the floor area of all rooms and areas with the dwelling unit, including basements, attic space, garages and accessory buildings. Home occupations are restricted to detached single-family structures. This subparagraph (a) shall not apply to licensed day care centers as defined herein.
- b.) Unrelated employees. A home occupation shall employ no more than one individual who is unrelated to the family residing on the premises.
- c.) Hours of operation. In no case shall a home occupation be open to the public at times earlier than 7:00 a.m. nor later than 8:00 p.m. and no business shall be conducted on Sunday. This subparagraph c. shall not apply to licensed day care centers.
- d.) Dwelling alteration. In any residential district a principal residential building and lot shall not be altered to accommodate a home occupation in such a way as to materially change the residential character of the building and lot.
- e.) Signage. Signage shall be limited to a four square foot sign (nonmoving and nonilluminated) posted on the building below roof line. Flexible/temporary banners are not permitted in residential zones.
- f.) Outdoor storage. Outdoor (unenclosed) storage on the premises of equipment or materials used in connection with a home occupation is prohibited.
- g.) Deliveries. There shall be no deliveries to or from a home occupation with a vehicle having a gross vehicle weight greater than 26,000 pounds.
- h.) Garages. Garages and carports may not be used for home occupations other than auto storage.
- i.) Residence requirement. Business operator must permanently reside in the home where the business is located.
- j.) Nuisances. A home occupation shall produce no offensive noise, vibration, smoke, electrical interference, dusts, odors, or heat. Any noise, vibration, smoke, electrical interference, dust, odors or heat detectable beyond the property lines shall constitute a violation of the terms of this provision. The judgment of the zoning enforcement officer shall be considered decisive and final in this matter unless formally appealed to the zoning board of appeals within 30 days of the written determination of the zoning enforcement officer.
- k.) The home occupation shall not involve the sale of goods which are stored and delivered to the buyer on the premises, except as incidental to a permitted service.
- l.) The home occupation shall not result in the simultaneous presence on the premises and the adjoining street of more than three motor vehicles in excess of the number of vehicles attributable to the residential use of the premises.
  - Home occupations that comply with the above conditions may be permitted in either "A-1", "A-2" or "B" residential districts upon the issuance to the applicant of a conditional use permit for a home occupation, issued by the zoning enforcement officer.
  - All home occupations shall be subject to periodic inspection by the zoning enforcement officer for the purpose of determining compliance with the provisions of this [section 118-2\(j\)](#).
  - Applications for a conditional use permit for a home occupation shall be submitted to the city clerk in compliance with the requirements of [section 118-19\(h\)\(1\)](#).

