



Business License Office
847-359-9088 Office
847-202-6672 Fax

FOR VILLAGE USE

Date Received _____
Amount Received \$ _____ SIC Code _____
BL Record Number _____

HOME BUSINESS LICENSE APPLICATION

Business Name (DBA): _____

- New Palatine Business
- Existing Palatine Business (Select one of the following)
- Ownership Change Name Change Address Change Other

Business Address	Palatine IL 600_____
Billing Address (If different than above)	
Business Phone ()	Business Fax ()
Business E-Mail	

Business Owner(s) Information *(List all Owners; if more than two, list them on the back of this form)*

1. Name		
2. Name		
Phone ()	Cell ()	Total Square Footage _____ *Not to exceed 600 SF

Business Activity _____ Total Due: \$ **10.00** Start Date _____
(i.e. consulting, carpenter, etc)

Section 6.04 (d) of the Palatine Zoning Ordinance outlines the specific standards that shall apply to all Home Occupations (please refer to the Zoning Ordinance for more information). Below is a summary of the applicable Home Occupation standards:

- Home occupations shall not change the exterior appearance of the residence.
- No more than 600 square feet of a residence may be devoted to a home occupation.
- Home occupations shall not be visible from the street or create unreasonable traffic.
- Only a member(s) of the immediate family residing on the premises in which a home occupation is conducted shall be employed by or involved with the home occupation. No employee outside of those immediate family members residing in the residence shall be permitted to work within a residence where a home occupation is conducted.
- All activities and storage related to a home occupation must occur within an entirely enclosed structure.
- All wholesale, jobbing, or retail business shall be conducted entirely by mail, telephone, or other electronic means.
- No motor power other than electrically operated motors shall be utilized in conjunction with a home occupation.
- Any commercial vehicle related to a home occupation shall be subject to the Village's applicable commercial vehicle regulations.
- No unreasonable odor or noise shall be emitted, and no increase in odor or noise over those in existence without a home occupation shall be permitted.

By signing below you acknowledge that you have read and understand the Home Occupation standards outlined above and that you can conduct your home occupation in conformance with the Village's applicable standards. By signing this application, you also confirm and understand that failure to comply with the Village's applicable Home Occupation standards could result in the issuance of a citation and fines of up to \$750 per day that the violation occurs.

If you do not believe you can operate your home occupation in conformance with these standards, or if you have specific questions or need additional information about the Village's applicable Home Occupation standards, please contact the Department of Planning & Zoning to determine the appropriate zoning classification for your business. 847-359-9042

X _____
Signature of Business Owner

Date

Acceptance and negotiation of remittance does not constitute approval of business license. **If you do not wish to share this information with the Palatine Chamber of Commerce, please check box.**

**Return with Remittance to:
Village of Palatine - 200 E Wood St
Palatine, IL 60067-5339**

FOR INTERNAL USE ONLY - VOP DEPARTMENT APPROVALS

Zoning _____ Date _____ License Officer _____ Date _____