

# **HOME OCCUPATION CERTIFICATE REGULATIONS**

**VILLAGE OF OAK LAWN  
9446 SOUTH RAYMOND AVENUE  
OAK LAWN, IL 60453  
708/636-4400 Fax 708/636-7555**

The Village of Oak Lawn is not opposed to the development of a business which starts as a small Home Occupation providing that the Home Occupation does not impinge upon the rights and privileges of the abutting and adjoining homeowners and, further, that the Home Occupation is conducted in such manner that it does not change in any way the neighborhood atmosphere of an R-1, R-2 and R-3 residential district. **THE FOLLOWING CRITERIA MUST BE MET BY ALL HOME OCCUPATIONS:**

- A) Home Occupations in all residential districts shall be considered a revocable special use when such Home Occupation impinges upon the rights and privileges of the residential district in which it takes place.
- B) A Home Occupation shall be any business or occupation carried on by a member of the immediate family residing within the dwelling unit.
- C) The Home Occupation shall be incidental and secondary to the use of the dwelling unit for dwelling purposes and shall not occupy more than one quarter of the total floor area of any story, cellar, basement or accessory structure of the dwelling unit.
- D) There shall be no signs, advertising, display or activity that will indicate from the exterior that the building is being used, in part, for any purpose other than that of a dwelling.
- E) Media advertising shall be limited to name, occupational specialty, an office drop or post office box, telephone number and shall specify that personal contact is by appointment only. The address of the dwelling unit shall not be used in any advertising.
- F) No commodities shall be sold on the premises except pre-ordered merchandise. Such merchandise shall be limited to specialty goods and services only and shall not include general merchandise.
- G) There shall be no commodity sold or services rendered that require receipt of delivery of merchandise, goods or equipment by other than a passenger motor vehicle, ¾ ton step-up-van or by United States letter carrier mail service.
- H) The Home Occupation shall be conducted by members of the immediate family **ONLY**, except that one additional employee may be utilized upon a conditional basis, i.e., accountant, secretary, draftsman, etc but not on a full time basis.

- I) All activity, including storage, shall be conducted completely within the dwelling unit or accessory structures and in no case shall there be visible outside storage of goods, supplies or equipment.
- J) There shall be no perceptible noise, odor, smoke, electrical interference or vibration emanating from the structure in which the Home Occupation functions.
- K) No mechanical or electrical equipment shall be used except as is permissible for purely domestic or household purposes except that small business office equipment is permissible such as typewriters, calculators, etc.
- L) A professional person may use his residence for consultations, emergency treatment or the performance of religious rites but not for the general practice of his profession.
- M) There shall be not more than one truck on the premises which shall not exceed a B-plate license type.
- N) In no case shall appointments or other customer traffic be permitted which creates parking problems for the neighbors, nor shall home visitation be the principal source of customer business.
- O) Catering and food manufacturing services are strictly prohibited as Home Occupations.

I have read the above regulations and understand that if I violate any of these provisions, that my Home Occupation Business Certificate will be revoked.

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(Signature)

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(Address)