

DEPARTMENT OF BUILDING AND ZONING
OF COOK COUNTY, ILLINOIS

Timothy P. Bleuher
COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



County Administration Building
69 W. Washington, Suite 2830
Chicago, IL 60602-3169
TEL (312) 603-0500
FAX (312) 603-9940
TDD (800) 526-0857

To: The Homeowner

From: Rubina Alam
Zoning Administrator

Date: _____

RE: Request to Establish Home Based Business Occupancy

Please be advised that our records show that you have not registered your home based business with Department of Building and Zoning. You are not allowed to operate any commercial business in residential zone and you are not approved for a Home Occupation until we are in receipt of your written affidavit attesting to the following and we have approved.

Submit the following:

1. A brief, but detailed, explanation of the scope of work being performed as part of the home occupation.

Attest to the following:

1. No more than 15 percent of the total floor area of any one story is used to store commodity intended for sale or use elsewhere;
2. Not more than one (1) person is either employed, or serves as an independent contractor other than members of the family residing on the premises
3. No mechanical or electrical equipment is used, except such as is permissible for purely domestic or household purposes
4. No accessory building can be utilized for home occupation purposes
5. Not more than 25 percent of the total floor area of any one story is used for the home occupation
6. The home occupation must be clearly incidental and secondary to the residential use
7. No signage is allowed

8. No trucks, commercial vehicles and other commercial equipment shall be parked or stored on the property except when located in a garage or another fully enclosed structure

Property Index Number: _____

FEIN: _____

Name of the Business: _____

Owner's Name : _____

Address: _____

Phone: _____

COUNTY OF COOK)

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s.s.

STATE OF ILLINOIS)

_____, being first duly sworn, on oath deposes and says,
that all of the above statements and the statements contained in the documents submitted herewith are true.

Signature of applicant

Subscribed and sworn to before me this

___ day of _____, 20___

Notary Public