



# HOME OCCUPATION APPLICATION

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144 x 105

**Instructions to Applicant:**

- The following information must be completed and submitted to the City Clerk's Office at Columbia City Hall.
- **Fee:** A registration fee as determined by the currently effective fee ordinance of the city will be payable to the City Clerk for the processing of this application. Thereafter, an annual registration fee will be payable to the city for the privilege of conducting your home occupation. The annual fee will be due and payable by May 1 of each calendar year that you conduct your home occupation in the City. The fee for the first year of operation will be prorated on a monthly basis to April 30 of the following year.
- **Review Process:** The application will be reviewed by the Ordinance Administrator for code compliance.
- **Permit Status:** The City Clerk's Office will inform applicant of approval status after the inspector reviews the application.
- **How long will it take to receive a permit?** If the application meets all requirements, the permit should be ready for the applicant to pick up from the City Clerk's Office within approximately three (3) to five (5) working days.

(PLEASE PRINT)

1. **Applicant's Name:** \_\_\_\_\_

2. **Date of Birth:** \_\_\_\_\_

3. **Address:** \_\_\_\_\_  
# Street City State Zip

4. **Zoning District:** \_\_\_\_\_

5. **Home Phone #:** ( ) \_\_\_\_\_ **Cell Phone #:** ( ) \_\_\_\_\_

**Business Phone #:** ( ) \_\_\_\_\_

6. **Name of Home Occupation:** \_\_\_\_\_

7. State the name and date of birth of each member of your family that resides at your home address:

| <u>Name</u> | <u>Date of Birth</u> |
|-------------|----------------------|
| _____       | _____                |
| _____       | _____                |
| _____       | _____                |

8. Describe the nature of the business or occupation you are requesting permission to conduct at your home address:

9. Are you currently conducting any type of business or occupation at your residence address in the City?

**Yes**                      **No**

10. Do you intend to display any sign(s) on the exterior of your dwelling of the premises on which your dwelling is situated identifying your occupation?

**Yes**                      **No**

If so, indicate the square footage of each sign and the dimension of each sign and attach a sketch or photograph of each sign to this application.

**Sign 1:** \_\_\_\_\_ inches high x \_\_\_\_\_ inches wide = \_\_\_\_\_ **sq. ft.**

**Sign 2:** \_\_\_\_\_ inches high x \_\_\_\_\_ inches wide = \_\_\_\_\_ **sq. ft.**

**Sign 3:** \_\_\_\_\_ inches high x \_\_\_\_\_ inches wide = \_\_\_\_\_ **sq. ft.**

11. Do you intend for any activity or storage pertaining to your proposed home occupation to be located outside of the dwelling on the premises?

**Yes**                      **No**

If so, please describe outside activities of storage:

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12. What is the total square footage of your homestead dwelling: \_\_\_\_\_ **sq. ft.**

Attach a diagram or sketch depicting the floor plan of your dwelling, with the square footage of each room or space on each floor having living space in the dwelling and indicate the area in the home which will be used for and devoted to the operation of your proposed home occupation. Diagram attached:

**Yes**                      **No**

13. Do you plan to store any materials or equipment outside the dwelling on the premises?

**Yes**                      **No**

If yes, describe the nature and location of outside storage.

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14. Typically, what is the highest number of customers or clients you expect to be at your residence at any one time?

**# of customers or clients** \_\_\_\_\_

15. Typically, what is the highest number of vehicles belonging to customers or clients that you anticipate will be at your residence at any one time?

**# of vehicles** \_\_\_\_\_

16. How many commercial, business or industrial type vehicles (bring vehicles used in your home occupation business or enterprise) are to be used in the operation of your home occupation?

**# of vehicles** \_\_\_\_\_

As to each such vehicle, how many do you expect to be parked on your residential premises at any time?

**# of vehicles** \_\_\_\_\_

As to each such vehicle, state the gross vehicle weight rating (GVWR) as rated by its manufacturer:

**Vehicle 1:** \_\_\_\_\_ **GVWR**    **Vehicle 2:** \_\_\_\_\_ **GVWR**    **Vehicle 3:** \_\_\_\_\_ **GVWR**

17. What mechanical or electrical equipment do you expect to use at your residence in connection With the operation of your home occupation business?

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As to each item of equipment, describe what noise, odor or electronic impulses the equipment will emit beyond the confines of the dwelling located on your homestead premises:

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18. Identify by name, date of birth and social security number all persons that are not members of your immediate family who reside in your home and who will be engaged in your home occupation business.

**Name**

**Date of Birth**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

19. How many parking spaces will be provided on your residential premises for clients, customers or employees of your home occupation? (*Indicate on a diagram or sketch attached to this application where on the residential lot those parking spaces will be located and the dimension of each parking space. Said diagram or sketch may be the floor plan and square footage of dwelling diagram requested above in question 8 of this application, if you so desire.*)

**# of parking spaces** \_\_\_\_\_

20. Will there be an accessory building on the premises of your residential lot used for storage in connection with the operation of your home occupation business?

**Yes**

**No**

*If yes, provide a diagram or sketch depicting the exterior dimensions of the footprint of the accessory building, the total square footage of the bulk area of the building and the square footage and location of the building that will be devoted to the home occupation business storage.*

21. Will vehicles be stored on the premises of your residence in connection with the operation of your proposed home occupation business?

**Yes**                      **No**

If yes, state who the owner of the vehicle(s) will be; the make, model and gross vehicle weight rating (GVWR) of each such vehicle; and, the location on the premises where the vehicle(s) will be stored; and the reason it is necessary to store the vehicle(s) on the premises.

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22. State whether any flammable, poisonous, explosive or other hazardous material(s) will be used in the operation of your home occupation business and state whether any of the same will be kept, stored or otherwise located on the premises of your residence.

Will there be hazardous material(s) used?                      **Yes**                      **No**

If your answer is yes, please describe the nature and amount of the hazardous materials expected to be stored on the premises and the reason it is necessary to store the hazardous material on the premises.

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**23. The completion and signing of this application by you and the filing of the same with the City Clerk will relieve you of the obligation to provide a signed letter to the City’s Zoning Administrator explaining the operation of your proposed home occupation business. Alternatively, you may attach such a letter to this form when you file it with the City Clerk. A copy of Section 17.46.010 of the City’s Municipal Code entitled “Home Occupations” is attached to this application. By signing this application in the space provided for your signature below, you will be deemed to have acknowledged that you have read the attached Columbia Home Occupation Code and that you will conduct your home occupation in accordance with the terms and provisions of that code.**

**The undersigned hereby certifies that he/she has read the above and foregoing application for home occupation approval by him/her subscribed; that they have knowledge of the matters and things therein stated and that same are true and correct to the best of their knowledge, information and belief.**

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

\_\_\_\_\_  
Date

*For Staff use:*

**APPROVED FOR COMPLIANCE WITH COLUMBIA  
ZONING ORDINANCE HOME OCCUPATION REQUIREMENTS**

\_\_\_\_\_  
*Approved by: Ordinance Administrator, City of Columbia*

\_\_\_\_\_  
*Date:*

Fee Amount: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Collected by: \_\_\_\_\_

## Chapter 17.46

### HOME OCCUPATIONS

#### Sections:

#### 17.46.10 Home occupations--Generally.

##### Section 17.46.010 Home occupations--Generally.

Residents of the city may conduct home occupations within the dwelling unit in the city in which they reside in accordance with the provisions of this chapter and not otherwise. Home occupations which are authorized by this chapter shall be limited to any occupation, profession or other business enterprise carried on for monetary gain as an accessory use in a dwelling unit by a member or members of the immediate family who reside in the dwelling unit, provided the business activity conducted within the dwelling unit meets the following criteria, and not otherwise:

- A. Any activity meeting (but not exceeding) the following criteria shall be a legally authorized home occupation which shall not require the issuance of a certificate of occupancy by the zoning administrator:
  - 1. There are no persons, other than immediate members of the family residing in the dwelling unit, engaged therein;
  - 2. There are no signs on the premises identifying the home occupation;
  - 3. The occupation is wholly operated and contained within the dwelling unit;
  - 4. Not more than twenty-five (25) percent (one-quarter) of the total square footage of floor space contained in the dwelling unit shall be used, occupied and devoted to the home occupation uses and purposes;
  - 5. No materials or equipment used in the home occupation are stored outside the dwelling unit;
  - 6. No more than two customers or clients may be on the premises at any one time and no more than five vehicle visits per day;
  - 7. Up to, but not to exceed, one (1) commercial, industrial or business vehicle (as those vehicles are defined in section 17.04.030 of the City's Zoning Code) having a gross vehicle weight rating as rated by their manufacturer of ten thousand five hundred (10,500) pounds or less used in connection with the home occupation may be parked on the premises;
  - 8. No mechanical or electronic equipment shall be used in the home occupation unless the equipment is incidental thereto and does not or will not create objectional noise, odors or electronic impulses, or otherwise create a nuisance discernible beyond the confines of the dwelling unit or the property on which the dwelling unit is located.
- B. Any home occupation activity which exceeds any of the criteria set forth under subsection A of this section, which meets (but shall not exceed) the following criteria, shall be an authorized home occupation activity which shall require, however, the issuance of a certificate of occupancy for the dwelling unit in which the activity is conducted:

1. No more than one person, other than members of the immediate family residing in the dwelling unit, may be engaged in the home occupation;
  2. Two parking spaces must be provided on premises as approved by the zoning administrator and driveways may qualify in meeting this requirement;
  3. No mechanical or electronic equipment shall be used in the home occupation unless it is incidental to the home occupation and does not create objectionable noise, odors or electronic impulses, or otherwise create a nuisance discernible beyond the confines of the dwelling unit or the property on which the dwelling unit is located;
  4. There is no activity, construction or display which would indicate from the exterior of the building or dwelling unit that the building or dwelling unit is being used for any purpose other than residential, except as provided in subdivision (5) below;
  5. There are no signs other than a name plate, to be not more than one square foot in surface area and wall mounted and not internally illuminated;
  6. The storage of materials or use of equipment in an accessory building on the premises on which the dwelling unit is located shall be limited to two hundred (200) square feet of floor space in the accessory building;
  7. No storage outside the dwelling unit is permitted, except in accordance with the preceding subdivision (6) above;
  8. The home occupation does not or will not constitute a violation of any nuisance code, ordinance, statute or other nuisance law;
  9. No more than two customers or clients may be on the premises at any one time;
  10. There shall be no exterior storage of vehicles on the premises on which the dwelling unit is located other than those owned by members of the immediate family residing on the premises;
  11. Up to, but not to exceed, one (1) commercial, industrial or business vehicle having a gross vehicle weight rating as rated by their manufacturer of ten thousand five hundred (10,500) pounds or less used in connection with the home occupation may be parked on the premises;
- C. Any commercial activity conducted within a dwelling unit which exceeds the criteria established under subsections A and B of this section shall be regarded as a prohibited home occupation and shall not be permitted to be conducted within the corporate limits of the city. Furthermore, since it is the intent of this subsection to prohibit any activity as a home occupation which may use hazardous materials, any activity which the zoning administrator classifies as exterminator, lawn care (except lawn manicuring), dry cleaning or medical diagnostic laboratory shall be prohibited as a home occupation as herein defined.
- D. Only one home occupation, as defined herein, is permitted per dwelling unit (or dwelling unit and accessory building).
- E. Certificates of occupancy for home occupations issued prior to the effective date of this amendment not meeting the conditions of subsection B of this section, shall be considered legally nonconforming usages.

- F. All persons who wish to establish a home occupation in the city must provide a signed letter to the city zoning administrator explaining in detail the operation of the proposed business along with a signed agreement acknowledging that they have read the home occupation code and do agree to conduct their home occupation in accordance with the terms and provisions thereof. Upon receipt of the applicant's letter, the zoning administrator shall determine what, if any, applications and permits shall be necessary in order to conduct the requested home occupation activity, and provide the applicant with the written approval or denial of their request.
- G. A forty dollar (\$40.00) registration fee shall accompany the application for home occupation approval. Further, each person conducting a home occupation in the city shall pay annually a forty dollar (\$40.00) registration fee for the privilege of conducting their home occupation, which fee shall be due and payable on May 1st of each calendar year they conduct their home occupation. **The fee for the first year of operation shall be pro-rated on a monthly basis from the date of commencement of the home occupation through the next successive April 30th thereafter, with one-twelfth of the fee being payable for each intervening month or part thereof.**