

CERTIFICATE OF HOME OCCUPATION POLICY SHEET

I, _____, do hereby agree to the following conditions and terms the City of Belleville
Printed Name

has set forth for this Home Occupation at _____, Belleville, IL.
Printed Address

1. A Certificate of Home Occupation Permit will be applied for and issued to operate this business. Fee is to be posted at the Building and Zoning Office, 213 South Illinois Street, Belleville, IL.
2. The Business will be registered at City Hall, 101 South Illinois Street. There is no cost for this Registration.
3. A Home Occupation is strictly for Office Use only.
4. There shall be no storage of equipment, vehicles or supplies outside of the residence or accessory structure(s) on the premises.
5. No Business use vehicles will be parked on the street at the Residence address while the vehicle is in use for said business. This includes but is not limited to business materials in the vehicle for future or past jobs, accessory equipment attached to the Business vehicle for utilization at a job site and any signage on the Business vehicle for identification or endorsement purposes. If signage is desired for the Business vehicle, a magnetic decal that can be removed when said vehicle is not in Business use is suggested.
6. Absolutely no trucks filled with trash are allowed in residential areas to be parked overnight.
7. No Certificate of Home Occupation Permit will be issued to anyone who has paid employees residing at another residence.
8. No signs in area to advertise Business unless said property is Re-Zoned. The only sign allowed is one (1) flush-mounted sign (attached to the wall of house), not to exceed two (2) square feet in area and the sign shall not be illuminated.
9. The Home Office shall not exceed 25% of the total square footage of the gross floors or shall be less than 300 square feet in area. Submit drawing of Office area. (Sample Attached.)
10. The Building & Zoning Commissioner will approve the type of Business for the zoning of the property. This office will advise if a Use Variance will be required.
11. Office area shall not be used as a bedroom at any time.
12. If the Business address is a rental unit (house, apartment, etc.), the applicant will provide with the Application and this Policy Sheet a letter on letterhead from the Property Owner agreeing to the use of the property with said Business.
13. I understand all Sewer Bills for this Property must be paid in full and a Staff Member will verify this. If an outstanding or overdue Sewer Bill exists, the Application will be denied until the account has been made current.

I am aware that this Business must also be acknowledged by the City of Belleville. Please contact 618-233-6817 for full regulations and requirements.

Signed _____

Dated _____

City Staff Member _____

Original filed with Application, Copy given to Customer