



## Home Occupation Registration Application Checklist & Guide

- City of Collinsville Home Occupation Registration Application
- Copy of valid County Health Certificate (if preparing food)
- Permission letter from property owner/authorized agent (if renting your residence)

### City Requirements

**Home Occupation Registration:** All home-based businesses operating in the City of Collinsville that are considered a non-profit, civic, or fraternal organization or those [exempt by Illinois Statute](#) are required to have a valid Home Occupation Registration. The Home Occupation Registration must be renewed on an annual basis (no fee for application or renewal). Attached is the Home Occupation Registration Application. For questions regarding the City's Home Occupation Registration Application, please contact Sunny Tonellato (618) 346-5200 ext 1206 or [stonellato@collinsvilleil.org](mailto:stonellato@collinsvilleil.org).

**Zoning:** The City of Collinsville allows Home Occupations in all residential zoning districts to provide residents with an option to utilize their homes as places to enhance or fulfill personal economic goals. The guidelines and intent set forth by the City serve to ensure a Home Occupation does not alter the essential residential character of the neighborhood in which it is operated, does not infringe upon neighbors' enjoyment of their property, and does not overly burden any public infrastructure such as roads, water, or sewer. The attached Application has a checklist of specific requirements that must be followed to obtain, and maintain, a Home Occupation Registration.

Please note, additional requirements may apply for your specific business. For more information or questions regarding the City's zoning requirements, please contact Caitlin Rice, Senior Planner, at 618-346-5200 ext 1138 or [seniorplanner@collinsvilleil.org](mailto:seniorplanner@collinsvilleil.org).

**Food & Beverage Tax:** In January of 2018 the City adopted Ordinance 18-10, establishing a 1% Food and Beverage Tax as an effort to assist funding the City's Park and Recreation Department. This requirement applies to all establishments that prepare food and beverage for immediate consumption by the public, including mobile food vendors and caterers. Visit <http://www.collinsvilleil.org/LocalTaxPayments> or call (618) 346-5200 ext 1142 for assistance in remitting your City of Collinsville Food and Beverage Tax.

### County Requirements\*

**Madison County:** The Madison County Health Department may require additional permits if preparing food. Please contact [Environmental Health Services](#) at (618) 296-6079.

**St. Clair County:** The St. Clair County Health Department may require additional permits if preparing food. Please contact [St. Clair County Environmental Services](#) at (618) 233-7703 or [scchdinfo@co.st-clair.il.us](mailto:scchdinfo@co.st-clair.il.us).

*\*The City of Collinsville is located within two counties. Health Department approval is required for the county the business will operate in.*

### State Requirements

The State of Illinois requires businesses to register, too. Visit <https://tax.illinois.gov/businesses/registration.html> for more information.



Case # \_\_\_\_\_

Fee Due     \$0.00    

**Business Section:**

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Location: \_\_\_\_\_

DBA: \_\_\_\_\_

Business Type & Description: \_\_\_\_\_

FEIN & State of Illinois Retailer's Tax No.: \_\_\_\_\_

**Mailing/Primary Contact Section:**

Mailing Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (all correspondence sent here): \_\_\_\_\_

Email: \_\_\_\_\_

**Business Owner Section:**

Business Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Owner Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner Section:**

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Email: \_\_\_\_\_

Do you own this property? \_\_\_\_\_ Yes \_\_\_\_\_ No\*

\*If no, the property owner, or the owner's authorized agent, must authorize operation of the business by signing on page two of this application.

**Home Occupation Requirements Section:**

Initial next to each of the following to indicate acknowledgement of Home Occupation Requirements

\_\_\_\_\_ The home occupation shall be incidental and subordinate to the principal residential use of the premises. A home occupation shall be entirely contained within the interior of an approved structure on the site and no more than 25% of the floor area of any one floor of a dwelling unit shall be utilized for a home occupation.

\_\_\_\_\_ No visible evidence of the business shall be apparent from the street or the surrounding area.

\_\_\_\_\_ All materials or equipment used in the home occupation shall be stored within an enclosed structure.



**Home Occupation Requirements Section (Continued):**

- \_\_\_\_\_ No alteration of the exterior of the principal residential structure shall be made which changes the character thereof as a dwelling.
- \_\_\_\_\_ No person shall be engaged in such home occupation other than a person occupying such dwelling unit as his residence.
- \_\_\_\_\_ No equipment shall be utilized that creates a nuisance due to noise, odor, emissions or electrical interference.
- \_\_\_\_\_ No parking in the public rights-of-way shall result from the home occupation.
- \_\_\_\_\_ No traffic shall be generated by the activity of the home occupation that is abnormal to a residential neighborhood. A home occupation shall not generate more than five (5) business-related visitations per day, consisting of five (5) arrivals and five (5) departures by vehicles.
- \_\_\_\_\_ There shall be no commodities sold or services rendered that require receipt or delivery of merchandise, goods, or equipment by other than a passenger motor vehicle or parcel or letter carrier mail service using vehicles typically employed in residential deliveries. No home occupation shall be allowed that requires deliveries or parking that disturbs the normal neighborhood traffic flow.
- \_\_\_\_\_ A home occupation shall not create noise, dust or dirt, heat, smoke, odors, vibration or glare or bright lighting in excess of that created by a single residential dwelling. The storage of combustible or toxic substances shall not be permitted on site, except for personal use associated with household cleaning or maintenance. A home occupation shall not create interference with, or fluctuations of, radio or television transmissions.
- \_\_\_\_\_ No manufacturing or retail or wholesale sales shall take place on the premises. No stock in trade shall be displayed or sold on the premises. Any production on the premises shall be confined to that normally associated with a residence.

**Authorization Section:**

By signing below, I hereby certify that the statements on this application are true and complete to the best of my knowledge and belief, and that I will comply with applicable City of Collinsville Illinois ordinances concerning the operation of a business in Collinsville. I understand that any changes in address, nature of business or discontinuation of business must be reported to the City. Further, I understand that any misrepresentation or omission on this renewal may result in revocation of the business license by authority of the City Manager.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\* Property Owner's/Agent's Authorization of Business Operations:**

Owner's/Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_