

Village Clerk's Office

1900 Hassell Road Hoffman Estates, IL 60169

847-781-2625

Thank you for requesting a business license from the Village of Hoffman Estates

HOME BASED BUSINESS REQUIREMENTS: You cannot open or operate your business until:

1. You have read and you understand the ordinance that follows 8-11-4
2. You have paid the \$25.00 fee to the Clerk's Office
3. You have **received your license** either by mail or pick-up at the Village Hall

Note: Receipt for payment of license fee does not constitute approval from the Village to open or operate your business. Incomplete applications may take additional time to process.

Sec. 8-11-4. Home Based Business.

- A. Definition. "Home Based Business" – Business activity conducted within any residential dwelling and carried on by the inhabitants thereof, which business activity is clearly incidental and secondary to the use of the residential dwelling for dwelling purposes and does not change the character thereof.
- B. License Required. It shall be unlawful to operate a home based business as herein defined without having obtained a license therefor. A license is not required for individuals who work from their home, on a part-time or full-time basis, for an employer who maintains a separate place of business.
- C. Application. An application for a Home Based Business License shall be made in conformity with the general requirements of this Chapter relating to application for licenses.
- D. Regulations.
 1. No article shall be sold or offered for sale except such as may be produced on the premises by members of the immediate family, provided, however, articles produced by others may be sold or offered for sale when such articles are shipped directly to the consumer from another legal premise. Visitors are permitted to the dwelling only for permitted services. The physical delivery of goods directly to the visitors from the dwelling shall be prohibited.
 2. The following uses are explicitly prohibited as home based businesses: medical treatment of people and animals, massage services, hair/nail/beauty salons, and businesses involving the preparation and packaging of food.
 3. There shall be no exterior evidence of the conduct of the home based business.
 4. A home based business shall not create significant additional vehicular or pedestrian traffic to the dwelling. Visitors to the home based business shall be scheduled by appointment only and the appointments shall result in no more than two (2) additional vehicles at the home at any time.
 5. Visitors to the home based business shall be limited to occur between the hours of 8:00 a.m. to 8:00 p.m. on weekdays and between 9:00 a.m. to 6:00 p.m. on Saturdays and Sundays.
 6. A maximum of one vehicle, related to the home based business, shall be permitted to be maintained on the premises. Such vehicles shall comply with the requirements of Section 6-2-1 of the Traffic Code.
 7. The conduct of any home based business shall not reduce or render unusable areas provided for the required off-street parking or prevent the number of cars intended to be parked in a garage from doing so. No structural alterations to the home that are inconsistent with the principal residential use shall be made to accommodate the home based business.
 8. The distribution of articles/products from the dwelling to independent contractors or other employees shall be prohibited.
 9. The home based business shall comply with all applicable regulations of the Division of Code Enforcement, Police Department and Fire Department, including the right of inspection.
 10. The home based business shall comply with all State and Local laws.