

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 you are not allowed to operate any commercial business in residential zone and you are not approved for a **Home based Business Occupancy** 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.

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**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;

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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

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3. No mechanical or electrical equipment is used, except such as is permissible for purely domestic or household purposes

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4. No accessory building can be utilized for home occupation purposes

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5. Not more than 25 percent of the total floor area of any one story is used for the home occupation

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6. The home occupation must be clearly incidental and secondary to the residential use

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7. No signage is allowed

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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: \_\_\_\_\_

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

WEBSITE: \_\_\_\_\_

COUNTY OF COOK )  
STATE OF ILLINOIS )

s.s.

\_\_\_\_\_, 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