



## Village of Mount Prospect Home Occupation Information

*The Village of Mount Prospect recognizes the ongoing changes within today's workforce regarding when, where, and how people work. In order to protect the character and appearance of the Village's residential areas while promoting the establishment of home occupations, Mount Prospect has adopted specific operational standards.*

### **What type of business is considered a Home Occupation?**

Home Occupations are defined in Section 14.2401 of the Village Code as: "An accessory use conducted completely within a dwelling unit and clearly incidental and secondary to the use of the dwelling for residential purposes. No home occupation or part of any home occupation shall be conducted in a garage. A home occupation may include a for profit home business or a home office for a resident who may work for another employer, or contract or consult with another company or individual."

### **Do I need a Business License for my Home Occupation?**

Home Occupations are exempt from the Village's Business Licensing requirements. Note that your business may require licensing through other entities based on State or Federal requirements.

### **Whom should I contact regarding questions about the Village's Home Occupation regulations?**

Please contact the Community Development Department at (847) 818-5328 for questions related to Home Occupation regulations. For a complete listing of standards for Home Occupations, please refer to [Section 14.307 of the Village Code](#).

### **Can I have employees and still be considered a Home Occupation?**

- ◆ No person shall be employed other than a member of the immediate family residing in the dwelling unit
- ◆ No employees (other than persons residing in the home) shall report to work at or near the premises, either for work to be completed within the residence or to be dispatched to work at another location. Routine attendance or regular visitation (regardless of frequency) of employees associated with any home occupation that do not reside on the premises is not permitted.

### **May customers or clients visit my home?**

- ◆ No home occupation shall generate customer, client or group visits of a greater frequency than what would be expected in a residential area where no home occupation exists.
- ◆ Any need for parking generated by a home occupation shall be provided on site and shall not exceed the required parking for a dwelling unit. Frequency of customer or client visits is limited to an amount that is not disruptive to a neighborhood.
- ◆ Private instruction as a home occupation is permitted, but is limited to no more than three (3) pupils at a time.

Village of Mount Prospect  
Community Development Department  
50 S. Emerson Street  
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Phone: (847) 818-5328 | Fax: (847) 818-5329  
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The following regulations apply to Home Occupations. For specific code language, please refer to [Section 14.307 of the Village Code](#).

### **SIGNAGE**

- ◆ No signs shall be displayed in conjunction with a Home Occupation.

### **ENTRANCES**

- ◆ No separate entrance shall be used, or exterior alteration to a dwelling unit be made that will indicate from the exterior that the residence is being used for any purpose other than that of a dwelling.

### **INDOOR STORAGE**

- ◆ No more than one hundred (100) cubic feet of storage or inventory may be maintained on the premises in conjunction with a Home Occupation.
- ◆ The Home Occupation shall not utilize more than twenty-five percent (25%) of the gross floor area of the dwelling unit.

### **OUTDOOR STORAGE**

- ◆ No outdoor storage of any kind is permitted.
- ◆ All vehicles used in conjunction with a Home Occupation shall comply with [Section 14.2208](#) of the Village Code.
- ◆ No contracting or service equipment or materials shall be stored on the premises except in a permitted truck used for transporting equipment or materials between jobs.
- ◆ No trailer used for commercial contracting or service uses shall be permitted for equipment storage in a residential area, nor shall it be parked on the premises.

### **OPERATIONAL NUCIANCES**

- ◆ No noise, odor, dust, vibration, smoke, glare, television/radio/electrical interference, fire or other hazard shall be emitted from the dwelling.
- ◆ No Home Occupation shall involve the use or production of noxious, toxic, or harmful materials.

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