



2 LAGOON DRIVE
HAWTHORN WOODS, ILLINOIS 60047
(847) 540-5222 – Office Phone
(847) 540-5221 - Fax

HOME BASED BUSINESS LICENSE APPLICATION – 2026

(Please complete and return both pages of this application)

Business Information:

Business Name: _____
DBA: _____
Nature of Business: _____
(i.e. consulting, technology)
Business Address: _____
City: _____
Business Phone: _____
Business Fax No.: _____
Email Address: _____

APPLICANT INFORMATION:

- ☐ Sole Proprietor/Owner
☐ Partnership
☐ Corporation
☐ Franchise

**CERTIFICATE OF REGISTRATION NUMBER UNDER THE ILLINOIS RETAILERS’
OCCUPATION TAX, SERVICE OCCUPATION TAX AND/OR USE TAX:** _____

Business Owner Information:

Name, Address, and Phone Number – Each Owner, Partner or Principal:

Name: _____
Address: _____
Phone No.: _____

Name: _____
Address: _____
Phone No.: _____

Name: _____
Address: _____
Phone No.: _____

Home Occupation Standards:

Section 9-3-4 of the Hawthorn Woods Zoning Ordinance outlines the specific standards that shall apply to all Home Occupations. Below are the applicable Home Occupation standards:

- A. It is conducted entirely within the dwelling by a member of the family residing in the dwelling and when such home occupation is incidental and secondary to the use of the dwelling for dwelling purposes;
- B. It is not conducted from a detached or attached accessory building or require internal or external alteration or involve construction features or the use of equipment not customary in a dwelling, and an entrance to the space devoted to such occupation shall be from within the dwelling and not more than one-fourth ($\frac{1}{4}$) of the floor area of a story including also a cellar of the dwelling shall be devoted to such home occupation;
- C. There is no display or activity that will indicate from the exterior of the dwelling that it is being used in whole or in part for any use other than a dwelling;
- D. No exterior storage or display of the business equipment, materials, merchandise, inventory or heavy equipment shall be permitted;
- E. No shipping or delivery of merchandise, goods or equipment shall be by other than U.S. mail and/or more than one courier service per day or by passenger automobile;
- F. The provisions of this section shall apply to activities that are permanent, temporary, or part time in nature;
- G. An annual business license is obtained through the village, unless exempted;
- H. That any such home business is registered with the state of Illinois, if required;
- I. That there shall be no manufacturing or processing of any kind, nor shall any hazardous material be used in conjunction with any home business.

In all residential districts, a special use permit shall be required for any home occupation conducted by any person whose business requires client or customer visits or meetings at the home business. This provision does not apply to instructions in music or educational tutoring, provided that the total class size does not exceed two (2) students at any one time. The special use provision of this section shall not apply to home occupation businesses established prior to the passage of the ordinance codified herein on February 19, 2013.

Signature:

By signing below, you acknowledge that you have read and understand the Home Occupation standards outlined above and that you can conduct your home occupation in conformance with the Village's applicable standards. I hereby apply for a permit to engage in the business identified on this Business License Application for the Village of Hawthorn Woods, Illinois. I hereby agree that if the permit is issued by the Village of Hawthorn Woods for operations as stated above, I shall comply with all Ordinances of said Village now in force and any others that may be enacted during the period of this permit.

I swear and affirm that the statements contained in this application are true and correct to the best of my knowledge and belief.

Signature of Business Owner/Applicant: _____ Date: _____

Village Clerk Signature: _____ Date: _____

Mayor Signature: _____ Date: _____

LICENSE NO: _____ AMOUNT RECEIVED: \$ _____