



City Of Markham

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NEW HOME-BASED BUSINESS LICENSE APPLICATION INSTRUCTIONS

The City of Markham welcomes your interest in opening a business within our growing community. Our City staff and officials are available as a resource to you to answer any questions that you may have. We recommend scheduling a meeting with our City officials to discuss your prospective business plans and activities prior to entering into a lease agreement or purchase of commercial space/property.

Why is a license needed?

Home-based businesses are regulated to protect residents from potential effects of commercial uses conducted in residential areas.

Application Procedure

1. Prospective business completes the business license application
2. The following information must accompany the business license application:
 - a. Completed application
 - b. Signed state indicating compliance with the home-based business standards
 - c. Proof of Ownership (deed/title)
 - d. Rental agreement - If the applicant is not the owner of the property, a letter from the owner authorizing the applicant to operate the business from the home is required
 - e. Renter's insurance (if applicable)
 - f. Article of Incorporation, Organization or LLC
 - g. EIN or Tax Letter
 - h. Business plan/statement
 - i. Copy of Driver's License
3. \$150.00 Application Fee – Nonrefundable (Ord. 21-0-2294)

Review of Application

1. All applications submitted to the City of Markham will be reviewed by City staff for compliance with requirements including, but not limited to, zoning requirements. If a Planning and Zoning hearing is necessary, the application will be remanded to the Planning and Zoning Committee for approval.
2. If a hearing is not deemed necessary, an inspection of the property will be conducted by the following inspectors/departments to ensure that the business meets all requirements.
 - a. Building Inspector
 - b. Fire Inspector
 - c. Health Inspector
 - d. Plumbing Inspector – (If applicable)
 - e. Electrical Inspector – (If applicable)
 - f. Water Department – (If applicable)
3. The completed application is then forwarded to the City Clerk's office for submission to the Markham City Council for final approval. The Markham City Council meets every 1st and 3rd Wednesday of the month.
4. Once your application is approved by the City Council, the application will be processed for issuance of a license. A debt check is conducted to verify there is not outstanding debt owed on the property or business. Once that is completed, an invoice will be generated for your license fee and any inspections that were conducted.

After payment of all fees - the business license will be issued upon the completion and approval of the above steps 1 through 4.

NO BUSINESS IS ALLOWED TO OPERATE UNTIL THE ABOVE PROCESS IS FULLY COMPLETED

Home-Based Business – Standards

All home-based businesses shall conform to the following standards:

- 1) The applicant must reside at the location of the proposed home-based business.
- 2) The home-based business must comply with the City's Zoning Code.
- 3) The home-based business shall be conducted entirely within the dwelling unit or accessory building. All sales must be conducted entirely by mail, telephone, or the internet. In-person retail sales are prohibited.
- 4) No more than 25% of the dwelling unit may be devoted to the home-based.
- 5) The home-based business shall be incidental and subordinate to the principal use of the building as a dwelling, and no alterations to the dwelling unit may be made which change the character thereof.
- 6) Only members of the immediate family occupying the dwelling unit may be employed in connection with the home-based business.
- 7) No signs related to the home-based business may be displayed.
- 8) No mechanical or electrical equipment may be used except such types as are customary for domestic, household or hobby purposes. No equipment which creates noise vibration, glare, fumes, odors or electrical interference beyond what normally occurs in the applicable zoning district shall be used.
- 9) No hazardous materials may be used or stored on the premises of the home-based business.
- 10) No equipment or materials associated with the home-based business may be stored outside the dwelling unit or accessory building. This includes heavy equipment and trailers used for commercial purposes.
- 11) No truck or commercial vehicle, other than a Class B Truck or Class B Commercial Vehicle as defined in the Illinois Motor Vehicle Code or by the Illinois Secretary of State, may be parked or stored in any residential zoning district. All trucks greater than a class B, heavy equipment, and/or trailers used for commercial purposes shall be removed from residential property and not allowed to be parked or stored in any residential zoning district after January 1, 2024.
- 12) The home-based business shall not create an increase in traffic or an increased demand for parking.
- 13) The home-based business shall be limited to the hours of 7:00 am to 10:00 pm.

I certify that I have read and understand the home-based business standards and all sections related thereto, and that the requested home-based business is in conformance with all regulations and standards set forth therein. I agree that if granted a home-based business, the home-based business will, at all times, comply with applicable regulations and standards of the City of Markham.

Signature of Applicant

Date