

VILLAGE OF SOUTH HOLLAND
Department of Community Development
16220 Wausau Avenue
South Holland, IL 60473
708-210-2900



March 1, 2023

RE: Change in Licensing Requirements for Home-based Businesses

Dear Home-based Business Operator,

The Village Board recently updated the Village's business license ordinance. Consequently, **home-based businesses are no longer required to obtain a Village-issued business license annually.** While you may be accustomed to applying for an annual license, you are no longer required to do so.

We recognize the importance of small businesses in our community and want to continue supporting their growth. This change is not intended to prohibit the operation of your business, rather, it simply removes the requirement for an annual fee and application. All current or future home-based businesses must still comply with the Village's home business guidelines. These guidelines are attached to this letter and are intended to preserve the residential nature of your neighborhood and encourage neighborliness.

If your business endeavors require evidence of a municipally-issued business license, the Village can produce a license for you. If you still wish to obtain a business license, please submit a license application. Associated fees will apply.

We wish your business continued success in the new year. Please feel free to contact us with any questions or concerns you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Travis Bandstra', is written over a horizontal line.

Travis Bandstra
Director of Community Development

VILLAGE OF SOUTH HOLLAND
Department of Community Development
16220 Wausau Avenue
South Holland, IL 60473
708-210-2900



Home-Based Business Guidelines Addendum

Please review the following guidelines in their entirety. These guidelines are based on the text of Specification A of the Village Zoning Code. Once you have reviewed and fully understand the expectations for operating a home-based business, please complete the required information found at the bottom of this page. This addendum must be submitted with your application.

- A home business must be operated by a family member residing within the residence.
- No employees are permitted.
- No commodity can be stocked, sold or kept on the premises.
- No sign, other than a nameplate, not exceeding one (1) square foot in area, is displayed
- No change to the exterior appearance of the residence is permitted.
- No accessory building shall be used for the business. This includes any outbuilding, garage or shed.
- Residential door-to-door solicitation is not permitted.
- A residence, which has a home-based business, is not permitted to be any more intrusive than any other residence. No more traffic or noise may be generated than that of a home without a home business.

I have read and understand the Home-Based Business Guidelines and agree to comply with all aspects of its contents. I understand that only what is proposed on the application/permit, may be done. If any of that information changes, a new license must be applied for. If I fail to comply with any portion of said Ordinance, I understand that the Village of South Holland shall have the authority to immediately revoke the approval of my home-based business. The information I have submitted is complete and truthful to the best of my knowledge.

Business Name (Printed)

Address (Printed)

Business Owner's Name (Printed)

Business Owner's Signature

Date