

2024 HOME OCCUPATION BUSINESS LICENSE APPLICATION

APPLICATION FEE: \$75.00

New Business Annual Renewal Address Change within Matteson from: _____, Matteson, IL

Business Name (as it will appear on license): _____

Business Address (as it will appear on license): _____

Business Telephone #: _____ Fax #: _____ Email: _____

Is it ok to share Business Address & Phone # with the public? Yes No Best # to reach you: _____

If P.O. Box above, your home address: _____ Matteson, IL

Type of Business: _____ Hours & Days of Operation: _____

Temporary/Seasonal Business? Indicate time period you will be operating. _____

Number of Jobs: _____ /Illinois Retailers Occupational Tax/Sales Tax # _____ /FEIN # _____

Do you have an Alarm System? No Yes Type: Fire Burglar Do you have a hold-up/panic button?

Name of Alarm System Company _____ phone _____

Key Holders (Order to Call)

Name: _____ Phone: _____

Name: _____ Phone: _____

*In accordance with Zoning Ordinance Section 159.04(84) "Home Occupations" (a copy of which is available on our website or by contacting our office) **please initial each statement below** indicating that you have read and fully understand the regulations for Home Occupations and agree to conduct your home business located at _____ in accordance with these regulations. Refer to Zoning Ordinance for a list of prohibited home businesses. Failure to comply with Ordinances of the Village of Matteson may result in termination of your license and further action from the Village, including daily citations.*

INITIAL EACH STATEMENT

There will be no person employed other than a member of the immediate family residing on the premises.

There will be no keeping, maintaining, or sorting of inventory or machinery.

There is no commodity sold upon or from the premises.

There will be no more than 3 pupils, clients, customers present at the same time.

There will be no mechanical equipment used except such as is normally used for purely domestic purposes.

Any commercial vehicle in connection with the home occupation will be parked within a fully enclosed and closed private garage.

There will be no signage.

Annual renewal & fees must be submitted to the Village of Matteson on or before close of business December 31, 2023. Upon processing, the license will be mailed to the business address above. Licenses issued any time between January 1st and December 31st, expire on December 31st. The license fee is not prorated. If renewal fee is not paid by January 1, you must include late charge fee of \$50.

Applicant Signature: _____ **Title:** _____

Type/Print Applicant Name: _____ **Date:** _____

*****FOR OFFICE USE ONLY*****

Cash Check/MO # _____ Last 4 Digits of Credit Card _____ exp. Date: _____

Application Approved: _____ /Denied: _____ By Zoning: _____ Date: _____