

# MONROE COUNTY ZONING OFFICE

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100 South Main Street  
Waterloo, Illinois 62298  
Phone 618-939-8681, Ext. 260  
zoning@monroecountyil.gov

## INFORMATION REQUIRED WHEN FILING AN APPLICATION FOR HOME OCCUPATION

- Completed Application
- Legal Description (Recorded deed to property)
- Letter of Intent
- Sketch of Floor Plan
- Sketch of Area (Include number of parking spaces, if applicable)
- \$35.00 Fee (check made payable to Monroe County Treasurer)

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## APPLICATION FOR HOME OCCUPATION PERMIT

Owner: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ TWP: \_\_\_\_\_ Zone Classification: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot No: \_\_\_\_\_

Home Occupation to be used for: \_\_\_\_\_

\_\_\_\_\_

In consideration of the issuance of said Home Occupation Permit, I agree that, I will conform to the regulations set forth in the Monroe County Zoning Ordinance and I also agree that all work performed under said permit will be in accordance with the plans and plot diagram as submitted.

\_\_\_\_\_  
Signature of owner/authorized agent

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Application Fee: \$ \_\_\_\_\_

Approved  Denied

\_\_\_\_\_  
Chris Voelker, Zoning Administrator

Permit No. \_\_\_\_\_

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## **ZONING CODE FOR HOME OCCUPATIONS**

**40-4-7 HOME OCCUPATIONS.** A "home occupation" means any business, profession, or occupation conducted for gain or support entirely within any dwelling. No home occupation shall be established or conducted without the submission of a site plan, a letter of intent to the zoning administrator and obtaining a permit from the zoning administrator issued in conformity with the following regulations:

(A) **Employees.** A home occupation shall employ no more than one individual who is unrelated to the immediate family residing on the premises. Such occupation shall be clearly incidental and secondary to the principal use of the dwelling as a residence.

(B) **Floor Space.** The total area used for a home occupation shall not exceed **twenty-five percent (25%)** of the gross floor area of the dwelling, or **three hundred (300) square feet**, whichever is less.

(C) **Dwelling Alterations.** In any Residential District, a principal residential building shall not be altered, to accommodate a home occupation, in such a way as to indicate from the exterior of the dwelling that the residence is being used for any purpose other than a residence.

(D) **Outdoor Storage.** Outdoor (unenclosed) storage on the premises of equipment or materials used in connection with a home occupation is prohibited.

(E) **Nuisances.** A home occupation shall not generate any offensive noise, vibration, smoke, dust, odors, heat, glare, or electrical interference noticeable at or beyond the lot lines.

(F) **Parking.** A home occupation, including studios or rooms for instructions, shall provide an additional off-street parking area adequate to accommodate needs created by the home occupation of not less than **two (2)** parking spaces plus the parking spaces required for the dwelling unit.

(G) **Signs.** See Article VI of the Zoning Code (Street Graphics), A home occupation may have **one (1)** non-illuminated sign, not exceeding **four (4)** square feet in area.

(H) **Deliveries.** All receipt and delivery of merchandise, goods or equipment shall be made by either carrier service or passenger automobile owned by the resident and no such receipt, delivery or transaction, except emergency service, shall be made between the hours of 9:00 p.m. and 8:00 a.m.

(I) **Occupancy.** Home occupations shall not permit instruction or counseling of more than **five (5)** individuals at a time other than persons residing on the premises.

(J) **Code Requirements.** Home occupations shall comply with the building code adopted by the County of Monroe and the American with Disability Act (ADA) before a permit is issued.

**40-4-7.1 HOME OCCUPATIONS IN ACCESSORY BUILDINGS.** The purpose of this Section is to encourage small business opportunities within the County. The intention is for the business, when ready for expansion, to relocate to a more appropriate zoning district. The following regulations apply:

(A) Must meet the requirements for the Home Occupation except for the location within the accessory building and approved as a Special Use

(B) Permitted only in an A-1 or A-2 District

(C) Accessory Building for Home Occupations must not exceed **five hundred (500)** square feet in size of floor space, however, exceptions to this may be permitted by the Board of Appeals in the Special Use Permit process when it has been determined that greater floor space area will not be detrimental to the subject or adjacent properties.

(D) Expansion of the business, as approved as a Special Use, must occur into a more appropriate zoning district.

(E) Home occupations shall comply with the building code adopted by the County of Monroe and the American with Disability Act (ADA) before a permit is issued.

(F) Permit time period limited to a minimum of **two (2)** years to a maximum of **five (5)** years.