

**CITY OF HARVARD
HOME OCCUPATION PERMIT APPLICATION**

Application Fee \$100

Applicant's/Owner's Name	Home Address	City	State	Zip
Property Owner (if different than applicant)	Home Address	City	State	Zip
Organization/Corporation Name				
DBA Name				
EIN	Illinois Business Tax No./Expiration Date			
Type of Business				
Estimated number of customer visits per week:				
Number of employees who are members of immediate family:				
Number of employees who are not members of immediate family:	Full time	Part time		
Will there be any mechanical or electrical equipment operated, installed or maintained other than what is customarily incidental to a home? If yes, describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your business involve the keeping or care of any live animals, fowl or reptiles?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

SIGNATURE/TITLE/DATE

I, the undersigned applicant or authorized agent thereof, swear or affirm that: the matters stated in the foregoing application are true and correct. They are made upon my personal knowledge and information; they are made for the purpose of requesting the City of Harvard to issue the license herein applied for; the applicant is qualified and eligible to obtain the license applied for; and the applicant will not violate any of the laws of the City of Harvard, the United States of America, or the State of Illinois, in particular Chapter 21.14, Home Occupations Permit of the City of Harvard Municipal Code Book.

Further, I agree to promptly notify the City of Harvard in the event the permitted home occupation ceases to operate or if information submitted to the City changes.

Signature of Applicant

Title/Position

Date

CITY COUNCIL ACTION

Building & Zoning Inspector Approval	City Council Approval Date	Permit Number

PAYMENT OPTIONS:

1. Mail completed form with payment to:
2. Attn: City Treasurer
3. CITY OF HARVARD
4. P.O. Box 310
5. Harvard, IL. 60033

OR:

Payments may be made online via **Credit or Debit Card** as follows:

1. Complete fillable form above
2. Print Form
3. Choose the PayGov link on our Home Page
4. Choose drop down arrow in the City of Harvard: **Licenses**
5. Choose **Miscellaneous** and proceed with payment information
6. Print payment receipt and mail in with completed form to the address above
OR scan form and receipt and email to bookkeeper@cityofharvard.org

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