



Home Kitchen Operations Certificate of Understanding

Home kitchen operations are authorized in the Village, subject to the following requirements:

1. Home kitchen operations shall obtain and maintain a Village-issued business license pursuant to Section 3-1-2 of the Village Code.
2. Home kitchen operations shall submit a written disclosure to the Village yearly, on or before each May 1, including a Federal Employer Identification Number, a copy of a current Food Protection Manager Certification from the Illinois Department of Public Health and such other information and materials as the Health Officer may require.
3. Home kitchen operations, which are considered Home Occupations under Section 10-3-1 of the Village of River Forest Zoning Ordinance shall comply with the following requirements:
 - a. Packaging or production is limited to non-potentially hazard baked goods, as defined in 410 ILCS 625/4(a), as amended from time to time, which shall occur in a kitchen of a primary domestic residence for direct sale by the owner or a family member.
 - b. Baked goods, such as, but not limited to, breads, cookies, cakes, pies, and pastries are allowed. Only high-acid fruit pies that use the following fruits are allowed: apple, apricot, grape, peach, plum, quince, orange, nectarine, tangerine, blackberry, raspberry, blueberry, boysenberry, cherry, cranberry, strawberry, red currants, or a combination of these fruits.
 - c. Monthly gross sales do not exceed one thousand dollars.
 - d. The food is a non-potentially hazardous baked good, as defined in 410 ILCS 625/4(a), as amended from time to time.
 - e. A notice is provided to the purchaser that the product was produced in a home kitchen.
 - f. The food package is affixed with a label or other written notice is provided to the purchaser that includes:
 - i. The common or usual name of the food product; and
 - ii. Allergen labeling as specified in federal labeling requirements by the United States Food and Drug Administration.
 - g. The food is sold directly to the consumer.
 - h. The food is stored in the residence where it is produced or packaged.
 - i. A Food Protection Manager Certification from the Illinois Department of Public Health shall be maintained.
 - j. Except where a special use permit has been obtained, every home occupation shall be conducted wholly within a dwelling unit;

Home Kitchen Operations
Certificate of Understanding
Page 2

- k. Home occupations involving any outdoor activity shall require additional review in the form of a special use permit and shall be subject to all the standards and provisions provided in chapter 18 of this title;
- l. No more than one person shall be employed other than a member of the family residing in the dwelling unit;
- m. No more than two clients or customers shall visit the premises at the same time. In no case shall any client or customer visit the premises between the hours of nine o'clock P.M. and seven o'clock A.M.;
- n. There shall be no signs, activities, lighting or display that will indicate from the exterior that the building is being used, in part, for any purpose other than that of a residential dwelling;
- o. No stock-in-trade or other commodity shall be kept, displayed, sold or offered for sale upon the premises, except (1) that sales by electronic means, which otherwise comply with this definition, are permitted, and (2) that stock-in-trade and commodities may be kept upon the premises of a "home kitchen operation" as defined in 410 ILCS 625/3.6, as amended;
- p. There shall be no commodities sold or services rendered that require receipt or delivery of merchandise, goods or equipment by other than a passenger motor vehicle or by parcel or letter carrier mail service using vehicles typically employed in residential deliveries. No deliveries by semi-tractor/trailer-trucks and related to the home occupation are permitted;
- q. There shall be no noise, odor, dust, vibration, smoke, glare, television or radio interference, fire hazard or any other hazard emanating from the dwelling so as to create a nuisance;
- r. No home occupation shall involve the use of noxious, toxic or harmful materials, or on-site staging, displaying or assembling of any commercial vehicles;
- s. All home occupations shall require a business license which shall be subject to annual renewal;
- t. The use of any equipment or process which adversely effects the fire rating of the dwelling or fire district is prohibited;
- u. There shall be no separate entrance or any structural alteration that specifically accommodates the occupation or changes the residential character of the dwelling, provided, however, that reasonable means to accommodate physically disabled clients or customers may be employed;
- v. Any type of manufacturing process that is allowed in a commercial district is prohibited;
- w. Only one home occupation shall be conducted in any dwelling unit;
- x. A special use permit shall be required for any home occupation involving the handling or preparation of food, except that no special use permit shall be required for a "home kitchen operation" as defined in 410 ILCS 625/3.6, as amended;

