

HOME USE OCCUPATION APPLICATION

For anyone wishing to operate a home based business for compensation, which houses inventory, and/or generates additional traffic within the neighborhood. There are some occupations that do not require a permit such as Home Retail Parties (Tupperware, Pampered Chef, Jewelry, etc), Daycares, telemarketing, computer based businesses that do not have public coming to the home, or businesses that are conducted via phone/email.

All home occupation permits require a public hearing and must be renewed every 3 years.

A pre-application for home occupation permits is required before completing a full application.

PLEASE READ BEFORE COMPLETING. ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED!

Applications must be completed, returned to City Hall, AND APPROVED before any construction can begin. Please see instructions on the back of this form.

If you are remodeling your home or changing the footprint of your property to accommodate the Home Use Occupation you must complete a Land Use Permit application and/or a Building Permit application.

PRINT OR TYPE

1. PROPERTY LOCATION (Street Address and Legal Description): _____

Lot# _____ Block# _____ Division _____

2. APPLICANT NAME: _____

OWNER'S NAME (If Different): _____

ADDRESS (Mailing): _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE (Home): _____ (Business): _____

3. BRIEF DESCRIPTION OF HOME USE OCCUPATION (Attach separate sheet, if necessary):

4. IS YOUR BUSINESS FILED WITH THE STATE OF MINNESOTA AND IS ACTIVE: _____ YES _____ NO
Please attach a copy of active status with the State of MN

5. WILL THE PUBLIC BE COMING TO YOUR HOME: _____ YES _____ NO

6. WILL YOU BE STORING INVENTORY: _____ YES _____ NO

7. DOES THE OCCUPATION REQUIRE 20% OR MORE OF THE SQ.FT. OF THE HOME: _____ YES _____ NO

8. WILL THERE BE A SIGN REQUIRED FOR THE BUSINESS: _____ YES _____ NO

9. WILL THERE BE MORE THAN 2 EMPLOYEES (not including owners): _____ YES _____ NO

10. WILL THE OCCUPATION CREATE NOISE, GLARE, LIGHT, VIBRATIONS, FUMES, OR ODORS: _____ YES _____ NO

11. WILL YOU REQUIRE COMMERCIAL VEHICLES FOR DELIVERY OR PICKUP: _____ YES _____ NO

12. WHAT DAYS AND HOURS WILL YOU CONDUCT BUSINESS: _____

13. WILL THERE BE EQUIPMENT THAT CREATES ELECTRICAL INTERFERENCE: _____ YES _____ NO

What type of equipment will be used: _____

14. WILL YOU BE BUILDING/REMODELING HOME FOR YOUR BUSINESS: _____ YES _____ NO

Explain: _____

A building permit and land use permit may be required.

I hereby certify that I am the owner or authorized agent of the owner of the described property, representative of the existing conditions on the property. I understand this request will result in public notification process and hearing conducted in accordance with Minnesota Statutes. I consent to site visits by City representatives prior to the hearing. I understand further that falsifications of this application or any attachments thereto will serve to make this application and any subsequent permit invalid.

APPLICANT(S) SIGNATURE(S): _____

PROPERTY OWNER'S SIGNATURE: _____

Is proof of ownership attached (I.E. the recorded deed)? Yes _____ No _____

DATE: _____

APPLICATION FEE (\$100.00): _____
("After the fact" fee = \$200)

DO NOT WRITE BELOW THIS LINE

DATE FILED: _____

PROPERTY CURRENTLY ZONED: _____ EXEMPT FROM BUILDING PERMIT Yes No

ZONING ADMINISTRATOR: Approved Denied Sent to Public Hearing

SIGNATURE: _____ DATE: _____

REASON DENIED: _____

ZONING COMMISSION: Approved Denied SIGNATURE: _____ DATE: _____

CITY COUNCIL: Approved Denied SIGNATURE: _____ DATE: _____

OCCUPATION START DATE: _____ END DATE: _____