



# Permitted Home Occupation

## **Application Requirements**

All required information must be submitted in order for an application to be considered complete.

*Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99*

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City Ordinance Section [30-801](#)

Each of following requirements shall be submitted:

- A. Application Fee (check or cash)
- B. Permitted Home Occupation Form (attached)
- C. All other information as determined by City Staff
- D. One typewritten narrative explaining how you comply with the following:
  1. The occupation shall be carried on entirely within the dwelling unit or attached garage except that light construction contractors may use detached accessory structures which would normally be allowed under the provisions of this ordinance for storage. If the home occupation is carried on in the garage, the minimum amount of required garage space shall be maintained as garage space.
  2. There shall be no exterior evidence of the home occupation such as displays, exterior storage of business equipment, materials, merchandise, inventory or heavy equipment.
  3. No permitted home occupation shall require internal or external construction features not customarily found in dwellings.
  4. A maximum of one (1) full time equivalent employee other than those persons who customarily reside on the premises shall be employed. This provision shall not apply to dwellings where the permitted home occupation is a meeting place for employees and the work is done off-site.
  5. Permitted home occupations involving teaching shall not exceed two (2) pupils at one time.
  6. Any sign or visible advertisements shall not exceed two (2) square feet in area and shall be mounted flat on the outside wall of the dwelling.

7. No permitted home occupation shall be serviced by delivery vehicles larger than 26,000 pounds gross vehicle weight.
8. No home occupation shall have outside employees and/or customers between the hours of 10:00 p.m. and 7:00 a.m.
9. Permitted home occupations shall not create a parking demand in excess of that which can be accommodated in an existing driveway, where no vehicle is parked closer than 15 feet to the curb line or edge of the paved surface.
10. The operation of any wholesale or retail business, unless it is conducted entirely by mail, and does not involve the sale, shipment, or delivery of merchandise on the premises, is prohibited. On-site sales shall be limited to those clearly incidental to services provided in the dwelling.
11. Permitted home occupations may not involve repair of internal combustion engines or use of equipment which is not normally found in a home, except that equipment which is typically in an office may be used.
12. The applicant shall obtain and include with their application, written proof that the homeowner's association, if one is present, has received seven days' notice of the application for a home occupation.

**Permitted Home Application Form**  
on the next page



Case Number: \_\_\_\_\_

# Permitted Home Occupation

**Application Fee:** \$15.00 **Date Paid:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

## **Applicant Information**

Name of Business: \_\_\_\_\_

Name of Owner/Operator of Home Business: \_\_\_\_\_

Phone (w): \_\_\_\_\_ Fax: \_\_\_\_\_ Phone (H): \_\_\_\_\_

Address: \_\_\_\_\_ Parcel Number: 75 - \_\_\_\_ - \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot Block Subdivision

**\*If legal description is a Metes and Bounds description, please attach a copy with application**

Brief Description of Business: \_\_\_\_\_

Number of non-resident employees: \_\_\_\_\_

Full-time Equivalent: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

*\*NOTE: In order for a home-based business to be authorized under this permit form, the stipulations and criteria on the application must be met. Issuance of this permit will constitute an agreement by the applicant that the business shall not exceed these requirements. Any change in the operating conditions of this business which causes it to exceed these criteria must be authorized by obtaining a conditional use permit from the City of Elk River.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **FOR OFFICE USE ONLY**

The applicant has proven that his/her business is in compliance with Section 30-801 of the Elk River City

Code and meets the attached criteria. The City hereby authorizes \_\_\_\_\_  
(Name of Business)

to operate from the residence located at \_\_\_\_\_  
(Address)

The business shall be subject to reasonable inspections by the City.

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)