



Permitted Home Occupation

Application Requirements

In order for an application to be considered complete, all required information must be submitted.

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

City Ordinance Section [30-801](#)

Each of following requirements shall be submitted:

- ❑ Application Fee
- ❑ Permitted Home Occupation Form (attached)
- ❑ All other information as determined by City Staff
- ❑ One typewritten narrative explaining how you comply with the following:
 1. The occupation may only be conducted by an individual who resides on the property and uses the residence as a primary address for legal purposes.
 2. The occupation shall be carried on entirely within the dwelling unit (house).
 3. There shall be no exterior evidence of the occupation such as displays or exterior storage of business equipment, materials, merchandise, inventory, and/or heavy equipment.
 4. No noise, lights, odors, dust, gas, heat, vibration, glare, or other physical manifestations resulting from the occupation shall be evident beyond the boundaries of the property on which the occupation is being conducted.
 5. The occupation shall not require internal or external construction features not customarily found in single-family residential dwellings.
 6. A maximum of one full-time employee, or equivalent, other than those persons who customarily reside on the premises shall be employed.
 7. Occupations involving teaching shall not exceed two pupils at a time.
 8. Signage shall not exceed four square feet in area and shall be mounted flat on the outside wall of the dwelling unit or attached accessory structure.
 9. Occupations shall not be serviced by delivery vehicles larger than 26,000 pounds gross vehicle weight.

10. No occupation shall have outside employee and/or customers between the hours of 9:00 p.m. and 7:00 a.m.
11. 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 curblineline or edge of the paved surface nor is parked within any right-of-way.
12. The operation of any wholesale or retail business, unless it is conducted entirely by courier, email, or mail, and/or does not involve the sale, shipment, or delivery of merchandise to or from the premises, is prohibited. On-site sales shall be limited to those clearly incidental to services provided in the dwelling.
13. 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.

Prohibited Activities - No home occupations (permitted or conditional) shall:

1. Constitute a fire hazard to neighboring residences, adversely affect neighboring property values, or constitute a nuisance or otherwise be detrimental to the neighbors because of excessive traffic, noise, glare, odor, electrical interference, vibration, dust and other nuisance or safety hazards.
2. Adversely affect governmental facilities and services, including roads, sanitary sewers, water, storm drainage, garbage service, police service and fire service.
3. Adversely affect sensitive environmental features, including lakes, surface water and underground water supply and quality, wetlands, slopes, floodplains and soils, or other factors as found relevant by the city.
4. Involve the use of hazardous materials or activities.
5. Involve any of the following: body shops, machine shops, ammunition manufacturing, flea markets, motor vehicle repairs within the Urban Service District, motor vehicle sales, escort businesses, sexually oriented land uses, gun repair and/or sales, or other objectionable uses as determined by the city council.

Permitted Home Application Form
on the next page



Case Number: _____

2019 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/c): _____

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: _____

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)