

# PLANNING ESSENTIALS: HOME OCCUPATION

## HOW TO APPLY

Submit the following information:

- [Residential planning request application](#)
- A statement describing:
  - Type of business
  - Number of employees
  - Use of delivery or courier service
  - Number, type, and frequency of clients or patrons
  - Location of business
  - Number and type of exit routes
  - Hours of operation
- Site plan
  - Drawn to scale
  - Shows off-street parking area
  - Shows house floor plan with area that will be used

## APPLICATION FEES

- Filing fee: \$75
  - Non-refundable

## PROCESSING YOUR APPLICATION

This request requires an administrative review. Staff will review the application for compliance with city and building regulations. This includes standards in Sections [103-34](#), [103-93](#), and [111-3](#). The review process is below.

- Waiver
  - Staff may waive the permit if the following conditions are met
    - No services are provided to customers on the property
    - Only common vehicles may pick up or deliver to the property
    - Development code requirements below are met
- Notice:
  - If the application is not waived - staff will provide written notice to property owners within 150 feet of the property upon approval
- Issuance and conditions:
  - Once approved, staff will issue the permit
  - Permit will include conditions required by the development ordinance
  - Staff may deny the application if the request does not comply with city code



- Decision and appeal:
  - Decisions are final
  - Applicant or other aggrieved party may appeal per section 203.020(F)

## DEVELOPMENT CODE REQUIREMENTS

- Property uses
  - Primary use – dwelling unit
  - Secondary use – home occupation
- Cannot have
  - Signs
  - Outdoor storage or displays
  - Extra traffic
  - Loud noises
  - Lights flooding onto adjacent properties
  - More than six deliveries per week
- Home occupation area
  - Cannot be more than 20% of the house floor area
  - Needs to meet safety codes if allowing customers
- Off-street parking
  - Need enough spaces for customers and residents
  - Asphalt or bituminous surface
- Customers must make appointments to visit
- Employees can only be residents of the property

## QUESTIONS?

Shoreview Community Development Department  
651-490-4680 | [zoningpermits@shoreviewmn.gov](mailto:zoningpermits@shoreviewmn.gov)

