



216 4<sup>th</sup> Street North Stillwater MN 55082  
651-430-8800  
[www.ci.stillwater.mn.us](http://www.ci.stillwater.mn.us)  
[PlanningDept@ci.stillwater.mn.us](mailto:PlanningDept@ci.stillwater.mn.us)

## TYPE 1 HOME OCCUPATION PERMIT

### NON-TRANSFERABLE

Permit No. \_\_\_\_\_

Date Filed: \_\_\_\_\_

Base Fee: **\$250**

(Payable to City of Stillwater)

Receipt No.: \_\_\_\_\_

Commercial activities in residential structures are subject to review by the City of Stillwater Building and Fire Departments. Permits will be issued by the Community Development Department and re-reviewed upon complaint. Type I Home Occupations are permitted in the RA, LR, TR, CR, and RB Zoning Districts as per Sec. 31-500 of the Zoning Ordinance.

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

Business Type: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business phone number: \_\_\_\_\_ Business email: \_\_\_\_\_

Property owner and Business operator: \_\_\_\_\_

If applicable:

Owner phone number: \_\_\_\_\_ Owner email: \_\_\_\_\_

### Required Attachments:

- ☐ Site plan or floor plan to ensure maximum floor space is not exceeded.
- ☐ Business plan - Please include:
  - Operating hours, (Hours per day, hours per week)
  - Number of customers per day/week
  - Parking management plan
  - Any other relative information such as marketing materials etc.
- ☐ Proof of suitable insurance

**More on back →**



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## Declaration

By checking the boxes below, I certify that I will follow the Regulations for Type I Home Occupations:

- ☐ No outside storage or display of products, equipment or merchandise;
- ☐ No in-person retail sales;
- ☐ No traffic greater than the residential level of the neighborhood;
- ☐ No separate business entrance;
- ☐ No signs;
- ☐ Not more than fifteen percent (15%) of the total gross floor area of a dwelling unit or three hundred (300) square feet, whichever is less is devoted to Home Occupation use;
- ☐ No activity or equipment may be used that creates noise, vibration, glare, fumes, odor, or electrical or television interference is permitted if it is detectable by adjacent neighbors;
- ☐ All Type I Home Occupations must be registered with the Community Development Director on a registration form provided by the City;
- ☐ Any Type I Home Occupation use that exceeds the standards set forth in this section requires a Special Use Permit;
- ☐ No non-resident employees are permitted.

I hereby certify that the information provided in this application is true, correct and complete to the best of my knowledge and belief. I hereby authorize the City of Stillwater and any agent or employee of it, to inspect the proposed site at any reasonable time before and after any permit is issued related to this request.

Applicant Signature	Date
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<b>Review</b> <i>(For office use only)</i>			
<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>	Date	By

Please send official Home Occupation Permit via the database including the following conditions:

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

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## HOME OCCUPATION

A Home Occupation is a business or enterprise conducted in a dwelling or accessory dwelling and incidental to the principle residential use whether conducted for profit or not for profit. The City of Stillwater regulates Home Occupations to ensure the character of our residential neighborhoods are maintained.

Home Occupations are not allowed in every residential area and there are three different types of Home Occupation permits.

Municipal Code Regulations Regarding Home Occupations website is:

[https://library.municode.com/mn/stillwater/codes/code\\_of\\_ordinances?nodeId=CH31ZOOR\\_ARTVPEST\\_DIV1\\_REST\\_S31-500HOOC](https://library.municode.com/mn/stillwater/codes/code_of_ordinances?nodeId=CH31ZOOR_ARTVPEST_DIV1_REST_S31-500HOOC)

The application for a Type I Home Occupation Permit is below. Type II and Type III required a Special Use Permit issued by the City of Stillwater Planning Commission.

For further information regarding Home Occupations, please contact the Community Development Department at (651) 430-8820. Materials can be submitted by mail, drop off or electronically to [PlanningDept@ci.stillwater.mn.us](mailto:PlanningDept@ci.stillwater.mn.us).

## SPECIAL USE PERMITS

The purpose of a Special or Conditional Use Permit is to allow the integration of essential or desirable uses which may be suitable only in certain zoning districts or designed or arranged on a site in a certain manner. All uses set forth in the zoning regulations are subject to use permit review and are declared to be of such unique and special character that it is impractical to include them as principal permitted uses or as accessory uses in any district.

Prior to the issuance of a Special or Conditional Use Permit, the Planning Commission will hold a public hearing. In some circumstances, the Planning Commission is an advisory board to the City Council. In this circumstances, the Planning Commission will make a recommendation to the City Council. The City Council, too, will hold a public hearing before acting on the permit application.

In approving a Special or Condition Use Permit, it must be determined that:

1. The proposed structure or use conforms to the requirements and the intent of the zoning regulations, and of the comprehensive plan, relevant area plans and other lawful regulations
2. Any additional conditions necessary for the public interest have been imposed
3. The use or structure will not constitute a nuisance or be detrimental to the public welfare of the community.

Applications must be accompanied by sufficient supporting documentation. An application checklist has been provided. Not all supporting documents may be required for every application. Please contact the Planning Department to discuss your application and for determination of which checklist items will be required.