



## HOME OCCUPATION LICENSE SUMMARY APPLICATION CHECKLIST

Community Development Department  
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**APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED**  
 (For a complete list of required materials refer to Section 21145 of the Plymouth Zoning Ordinance)

_____	<p><b>DIGITAL VERSION OF DRAWINGS</b> of the lot, interior floor plan showing the location of the business within the home and any storage areas to be used.</p>
_____	<p><b>DIGITAL VERSION OF A DESCRIPTION</b> of the proposed use and how it would conform with all of the “general provisions” for a home occupation and with all of the “specific requirements” for a home occupation license pursuant to Section 21145 of the zoning ordinance, as follows:</p> <p><b><u>“GENERAL PROVISIONS”</u></b></p> <ol style="list-style-type: none"> <li>1) No home occupation shall produce light, glare, noise, odor or vibration that will in any way have an objectionable effect upon adjacent properties.</li> <li>2) No equipment shall be used in the home occupation which will create electrical interference to adjacent properties.</li> <li>3) Any home occupation shall be clearly incidental and secondary to the residential use of the premises, shall not change the residential character thereof, and shall result in no incompatibility or disturbance to the adjacent residential uses.</li> <li>4) No home occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and state fire and police recommendations.</li> <li>5) The home occupation shall meet all applicable fire and building codes.</li> <li>6) There shall be no exterior display or exterior signs or interior display or interior signs which are visible from outside the dwelling.</li> <li>7) All home occupations shall comply with the provisions of the city nuisance ordinance.</li> <li>8) No home occupation shall be conducted between the hours of 10:00 PM and 7:00 AM.</li> <li>9) Excepting incidental materials, no commodities shall be sold on the premises.</li> <li>10) Not over 25 percent of the gross floor area of the home (excluding attached or detached accessory structures) shall be used for a home occupation.</li> <li>11) Parking of commercial vehicles/trailers shall comply with Section 21105.11, Subd. 2 of the zoning ordinance. There shall be no exterior storage of equipment, materials, or trailers used in the home occupation, except for the one fully enclosed trailer that may be allowed pursuant to Section 21105.11 of the zoning ordinance.</li> <li>12) There shall be no exterior storage of equipment, materials, or trailers used in the home occupation, except for the one fully enclosed trailer that may be allowed pursuant to Section 21105.11 of the zoning ordinance.</li> </ol>

	<p>13) All home occupations shall be conducted entirely within the principal dwelling, except that up to 50 percent of the total floor area of accessory structures (e.g., attached garage, detached garage, shed) on a site may be used for storage of equipment, trailers, or materials related to the home occupation, provided that no assembly, display, manufacturing, repair, or other business operations are conducted within an accessory structure. Furthermore, in no case shall the total floor area of accessory structures devoted to related storage of materials, trailers, or equipment exceed 500 square feet.</p> <p><b><u>“SPECIFIC REQUIREMENTS”</u></b></p> <ol style="list-style-type: none"> <li>1) No person other than those who reside on the premises shall engage in business activities on the premises. The business may employ others provided no more than two employee vehicles are regularly parked outside, and provided all work activities by employees are performed off the premises.</li> <li>2) Examples of licensed home occupations include: massage therapy, barber and beauty services, photography studio, lessons, saw sharpening, small appliance repair and the like.</li> <li>3) The home occupation may involve any of the following: stock-in-trade incidental to the performance of the service but not sold on the premises, repair service or manufacturing which requires equipment other than customarily found in a home.</li> <li>4) Licensed home occupations may be allowed to accommodate their parking demand through utilization of on-street parking. In such cases where on-street parking facilities are necessary, however, the zoning administrator shall maintain the right to establish the maximum number of on-street spaces permitted and increase or decrease that maximum number when and where changing conditions require additional review.</li> <li>5) There shall not be more than ten client appointments per day upon the premises.</li> </ol>
<p>_____</p>	<p><b>COMPLETED APPLICATION FORM</b>, signed by the property fee owner(s).</p>
<p>_____</p>	<p><b>APPLICATION FEE</b> of \$100 (check or cash) payable to the City of Plymouth. The fee for the staff-prepared mailing labels is included in the application fee.</p>