

# MINOR HOME OCCUPATION APPLICATION PACKET

Home occupations which are located in the unincorporated area and outside of Sioux Falls Joint Jurisdictional Area are divided into 'major' and 'minor' categories. A minor home occupation may be allowed as an accessory use within a residence in any zoning district where residential dwellings are allowed. A minor home occupation requires a zoning permit from Minnehaha County. The definition of minor home occupation is a business, profession, occupation, or trade conducted for gain or support and located entirely within a dwelling, which use is accessory, incidental, and secondary to the use of the dwelling for residential purposes and does not change the essential residential character or appearance of such dwelling.

## APPLICATION REQUIREMENTS

A minor home occupation must comply with the following fifteen standards:

- The occupation shall be conducted entirely within a dwelling.
- There shall be no change in the outside appearance of the dwelling.
- Only residents of the dwelling shall be employed by or participate in the occupation.
- The storage of equipment, vehicles, or supplies associated with the occupation shall not occur outside the dwelling or within accessory buildings.
- There shall be no display of products visible from outside the dwelling.
- No advertising or display signs shall be permitted other than the allowable name plate.
- The occupation shall not require internal alterations or involve construction features not customary in a dwelling.
- There shall be only limited and incidental sale of products conducted on the premise.
- The occupation shall not generate more than four (4) visits per day from clients or customers averaged over a period of seven (7) consecutive days.
- The occupation shall not result in additional off-street parking spaces for clients or customers.
- Toxic, explosive, flammable, combustible, corrosive, radioactive or other restricted materials are prohibited.
- No equipment or process shall be used in the occupation which creates, noise, vibration, glare, fumes, or odor detectable to the normal senses off the property.
- No equipment or process shall be used in the occupation which creates visual or audible electrical interference in any radio or television receiver or causes fluctuations in line voltage off the property.
- The number of deliveries generated by the occupation shall not significantly affect the character of the area. Delivery vehicles shall be limited to auto, pick up, or typical delivery service truck.
- The structure shall meet the standards of the adopted building code.

## ADDITIONAL CONSIDERATIONS

Any person proposing a minor home occupation should provide a written description of their proposed business which includes the type of business, the employee(s) that will be employed by the business and a notation of what, if any, merchandise will be sold as a part of the business.



Administration Building, 3<sup>rd</sup> Floor  
415 N. Dakota Avenue, Sioux Falls, SD 57104

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**MINOR HOME OCCUPATION PERMIT  
APPLICATION CHECKLIST**

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- Complete application form.
  
- Comprehensive site plan. Make sure that the plan is drawn to scale and is clear and legible. At a minimum, be sure to include a north arrow, all property lines, all existing and proposed structures, any proposed outside storage areas, the locations of wastewater treatment facilities, customer parking areas, and setbacks from property lines to any structures, driveways or parking areas.
  
- Written narrative describing all aspects of the proposed occupation. Be sure to include the hours of operation, location, numbers of employees, any proposed sales, any proposed storage, types of delivery trucks that will visit the site, and the location of proposed signs.
  
- \$50 Non-refundable application fee.



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**Minnehaha County Planning & Zoning**

**MINOR HOME OCCUPATION PERMIT  
APPLICATION FORM  
(For County & Dell Rapids Joint Area)**

Application #:	_____
Date:	_____
Filing Fee:	\$50 _____
Receipt #	_____

FILING FEE IS NON-REFUNDABLE

Legal Description of Property: \_\_\_\_\_

Address or General Location: \_\_\_\_\_

Map ID #: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Acres in Parcel(s): \_\_\_\_\_

**Minor Home Occupation - General Questions:**

Number of Employees? \_\_\_\_\_

Will an adverting name plate be placed on the: building \_\_\_\_\_ along driveway \_\_\_\_\_ both \_\_\_\_\_

Sales of products or merchandise will be:  none  sold on site  mail order  phone or online

Maximum number of visitors expected to be generated from the home occupation per day? \_\_\_\_\_

**Description of Business in Detail: PLEASE ATTACH**

*I/We, the undersigned, do hereby petition for a zoning permit to allow a minor home occupation on the above described property and authorize representatives of Minnehaha County to enter the property now and in the future for inspection purposes. I/We affirm that the above answers and attached information are true and accurate and agree to operate the home occupation as approved and in full compliance with the applicable zoning ordinances for Minnehaha County. It is also understood that if any of these actions should be proven inaccurate at a later date, then the approval of this permit will be considered invalid.*

**Applicant: (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

.....

**Owner: (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Office Use only	
Approved By:	_____
Signature:	_____
Date:	_____



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