



**Environmental & Economic  
Development Department**

1902 County Road B East  
Maplewood, MN 55109  
(651) 249-2300  
www.MaplewoodMN.gov

**Fee: \$1,385**

## HOME OCCUPATION LICENSE APPLICATION

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Address of site:

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Applicant/business name:	
Contact person:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	

Legal description of site:

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

Date Received \_\_\_\_\_

By \_\_\_\_\_

Receipt # \_\_\_\_\_

Revised 05/2021

## DO YOU NEED A LICENSE?

A home occupation is any business that a resident runs from their property. The business must be secondary to the residential use of the property. The City requires a license approved by the City Council if any of the following activities occur more than thirty days each year on the property:

1. Employment of a nonresident.
2. Customers or customers' vehicles coming to the property.
3. Manufacture, assembly or processing of products or materials.
4. Parking more than one vehicle used in the home occupation which the City classifies as a light commercial vehicle. A light commercial vehicle has a payload rating of 3/4-ton or less and a snowplow, glass carrier, crane or similar commercial attachment.
5. Parking a vehicle used in the home occupation which exceeds a 3/4-ton payload capacity.
6. The business produces any waste that should be treated or regulated.

If not, you do not need a license.

## FILING REQUIREMENTS

You must provide all of the following items with your application:

1. Complete the attached questionnaire.
2. Prepare any drawings (including floor plans) that would describe your proposal. Include 14 copies if larger than 8 ½ " x 11". At least one drawing must be 8 ½ " x 11".
3. A list of property owners and their addresses for your site and for all properties within 500 feet. The City can provide this list upon request.
4. An application fee of \$1,385. **This fee is nonrefundable.** Make your check out to the City of Maplewood.

## NOTES

1. The City Building Inspector or Fire Marshal may need to inspect your property. Some home businesses, such as beauty shops, require firewalls and an additional exit. In such cases, you should call the building inspector (651-249-2300) ahead of time so you know if your plans are feasible.
2. If the City Council approves your license, you will need evidence that you have liability insurance for your annual business license.
3. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.

## PROCEDURES

1. Return this application: Community Development Department  
1902 County Road B East  
Maplewood, MN 55109
2. The Director will schedule a meeting with the Planning Commission after preparing a report and recommendation. The Planning Commission meets on the third Tuesday of the month at 7 p.m
3. The Planning Commission will make a recommendation to the City Council.
4. The Director will schedule a public meeting with the City Council. The City Council will make the final decision.
5. Once the City Council approves your license, **you must apply to the City Clerk for the actual business license.** You must renew this license with the City Clerk each year.
6. Maplewood's review and City Council action about your application(s), once the City considers your application(s) complete, will take 60 to 120 days.
7. City staff will notify you of all meetings.

## HOME OCCUPATION LICENSE REQUIREMENTS

1. The volume of traffic must not exceed what is normally found in a residential neighborhood. The need for off-street parking spaces shall not exceed more than three spaces at one time, in addition to the parking spaces required by the residents.
2. You must not have more than one nonresident employee working on your property. Nonresident employees who work off-premises may visit your property. If an on-site employee is parking on site, off-site employees shall not leave their vehicles on site. If there is no on-site employee vehicle parked on site, one off-site employee may park their vehicle on site.
3. No vehicles associated with the home occupation, including customers or employees, shall be parked on the street or block sidewalks or public easements. Private vehicles used by the residents are not included in this requirement.
4. An area equivalent to no more than 20% of each level of the house, including the basement and garage, shall be used in the home occupation.
5. There shall be no change visible off premises to the outside appearance of the building or premises that would indicate the conduct of a home occupation, other than one sign meeting the requirements of the City sign code.
6. No more than 20% of business income shall come from the sale of products produced off site unless approved by the City Council.
7. You cannot use any equipment or process which creates noise, vibration, light, glare, fumes, smoke, dust, odors or electrical interference detectable to the normal senses off the lot. Electrical equipment shall not create visual or audible interference with any radio or television receivers or cause fluctuations in line voltage off the premises.

8. There shall be no fire, safety or health hazards.
9. A home occupation shall not include the repair of internal combustion engines, body shops, spray painting, machine shops, welding, ammunition manufacturing or sales, the sale or manufacture of firearms or knives, or other objectionable uses as determined by the City. Machine shops are places where raw metal is fabricated using machines that operate on more than 120 volts of current.
10. If you do not comply with these requirements, the City Council may revoke your license.
11. The City Council may add any additional requirements to insure that your business will be compatible with nearby land uses.

## HOME OCCUPATION QUESTIONNAIRE

(Attach a separate page if additional space is needed)

1. Describe your home occupation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. How many nonresident employees would work on-site? \_\_\_\_\_  
How many nonresident employees would work off-site? \_\_\_\_\_  
How often would off-site employees visit your home? \_\_\_\_\_
3. What percentage of each level of your home's floor area, including the basement, would you use in conducting the home occupation? \_\_\_\_\_
4. If the business would be in an accessory building, what percentage of that structure's floor area would be used? \_\_\_\_\_
5. Where on the premises would the home occupation be conducted?  
\_\_\_\_\_
6. Describe any changes in the outside appearance of the building or property, other than one wall-mounted sign of not more than two square feet?  
\_\_\_\_\_
7. What percentage of gross sales would come from the sale of a product(s) produced off-site? \_\_\_\_\_
8. How many customer or employee vehicles would be parked on the premises at any one time?  
\_\_\_\_\_
9. Describe the type, payload capacity and number of each type of vehicle to be used in the home occupation and where they would be parked. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. What would be the average number of customers expected to visit the premises each week? \_\_\_\_\_  
The average number of employee/subcontractor visits to the premises each week? \_\_\_\_\_  
What time of day and which days of the week would you expect these visits to occur?  
\_\_\_\_\_  
\_\_\_\_\_
11. Describe any delivery vehicles that will make deliveries or ship products from the property. Include the type, amount, hours and frequency of deliveries.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Describe the type of equipment, including ventilation systems, which would be used. Describe how you would keep the use of this equipment unnoticeable to your neighbors. \_\_\_\_\_

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13. Describe the amount and type of any chemicals, gasoline, hazardous substances or similar material that would be used. Also, describe where these materials will be stored.

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14. Describe how you would dispose of any hazardous materials.

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