

HOME OCCUPATION APPLICATION PACKET (For Sioux Falls Joint Area)

Home occupations which are located in the unincorporated area and within the Sioux Falls joint jurisdictional area are all regulated in the same manner, regardless of size and type of occupation. A home occupation is defined as a business, profession, occupation, or trade conducted for profit 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

To consider an application packet for a home occupation, the occupation must meet the following requirements of the Revised Joint Zoning Ordinance For Minnehaha County and the City of Sioux Falls:

- The occupation must be conducted within a dwelling.
- The occupation must be clearly incidental and secondary to the principal use of the dwelling for dwelling purposes.
- Only members of the immediate family residing on the premises may be employed by or participate in the home occupation.
- The entrance to the space devoted to such occupation must be from within the building.
- There shall be no display of products visible in any manner when viewed from outside the dwelling.
- No advertising or display signs shall be permitted other than a name plate attached to the dwelling. The name plate shall not be

illuminated and shall not be more than two square feet in area. No off premise signs shall be used.

- Such occupations shall not require substantial internal or external alterations or involve construction features not customary in a dwelling.
- No merchandise, including samples, can be sold on the premises.
- The occupation shall not generate more than four (4) visits per day from clients, customers and delivery vehicles. Delivery vehicles shall be limited to auto, pick up, or service truck.
- 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 fluctuation in line voltage off the property.
- A zoning permit shall be secured for all home occupations in conformance with the procedure outlined in Article 23.00.

ADDITIONAL CONSIDERATIONS

A similar application packet is available for home occupations outside of the Joint Jurisdictional Area of Sioux Falls.



HOME OCCUPATION PERMIT (For Sioux Falls Joint Area) APPLICATION CHECKLIST

- ☐ 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 and employee parking areas, and setbacks from property lines to any structures, driveways or parking areas. *(if applicable)*
- ☐ 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.

**HOME OCCUPATION PERMIT
APPLICATION FORM
(For Sioux Falls 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): _____

Home Occupation - General Questions:

Number of Employees? _____

Will an advertising 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 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 Revised Zoning Ordinance for Minnehaha County and the City of Sioux Falls. 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
Checked By: _____
Given Signs: _____
Site Plan: _____
Add'l Reports: _____
PC Date: _____
CC Date: _____



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