



## Community Development

125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075  
(651) 554-3270

### Home Occupation Affidavit

Per City Code Section 118-7, a home occupation is defined as:

*“Any occupation or profession engaged in by the occupant of a dwelling when carried out within a said dwelling unit, provided that the use is incidental and secondary to the residential use of the premises, and the activity does not change the residential character thereof.”*

Before a resident begins a home occupation, they must review and sign this affidavit form and agree to abide by the City Code’s rules for home occupations. The form must be submitted to the Zoning Administrator at City Hall.

I, (*printed name*) \_\_\_\_\_, (Phone #) \_\_\_\_\_ the undersigned, certify that my principal residence is at (*Address*) \_\_\_\_\_ in South St. Paul. I would like to establish a (*Type of Business*) \_\_\_\_\_ as a home occupation at this address.

All home occupations shall comply with the following fifteen (15) general provisions:

1. The home occupation shall be incidental and secondary to the residential use of the premises, shall not change the residential character thereof and shall not be incompatible or disturb the surrounding residential uses.
2. All home occupations shall be conducted entirely within the principal dwelling and shall not be conducted in accessory buildings, including attached garages.
3. Entrance to the home occupation shall be gained from within the structure, the home occupation shall not have a separate dedicated entrance.
4. Evidence of the home occupation shall not be visible from the street except for any signage that may be allowed in accordance with Section 118-339 of this Code.
5. No person other than those who customarily reside on the premises shall work on-site for the home occupation.
6. No home occupation shall require external alterations or exterior construction features not customarily found on residential dwellings.

7. The home occupation shall meet all applicable building and fire codes.
8. Home occupations such as teaching, personal training, coaching, and similar services are limited to three students on site at any given time.
9. A massage therapist, counselor, photographer, barber, or someone providing a similar personal service or grooming service, is limited to no more than one client waiting for services and no more than one client receiving services at any given time.
10. A retail or wholesale operation must be conducted completely by mail or delivery or must be by appointment only with no more than one customer visiting the home occupation site at any one time.
11. Shipment and delivery of products, merchandise or supplies shall regularly occur only in single rear axle straight trucks or smaller vehicles normally used to serve residential neighborhoods.
12. No home occupation shall be conducted between the hours of 10:00 PM and 7:00 AM. This provision is not applicable for home offices, as defined in Section 118-8, that do not have client/patron site visitation.
13. Home occupations which create a need for more than three (3) parking spaces at a given time in addition to the parking spaces required by the occupants of the dwelling, shall not be permitted.
14. In no case shall the permitted home occupation cause or create the need for an additional driveway access to the property.
15. Home occupations that are recording studios or similar uses, if they involve the use of on-site facilities by paying customers who do not reside on the premises, are not allowed without an Interim Use Permit.

**Prohibited Businesses.** The following uses are never allowed as home occupations:

1. Flea markets.
2. General retail or wholesale operations that allow walk-in customers.
3. Restaurants, cafes, and similar types of commercial food service.
4. Manufacturing or machine shops.
5. Repair, service, building, rebuilding, or painting of motor vehicles, including trucks and boats.
6. Junkyards, motor vehicle salvage operations, and recycling processing centers.
7. The sale, lease, trade, or transfer of firearms and/or ammunition.
8. Headquarters or dispatch centers where persons come to the site and are dispatched to other locations.
9. Sexually oriented land uses.
10. Commercial kennels.
11. Body art establishments.
12. Any use that involves any type of exterior storage of equipment, goods, or materials, except that personal passenger vehicles used in the home occupation may be parked on site.
13. Any use that involves hazardous materials or activities.
14. Any use that produces light, glare, noise, odor, electrical interference, or vibration that will in any way have an objectionable effect upon adjacent or nearby property or right-of-way.

I have reviewed and understand the performance standards for the home occupations and agree to comply with the conditions for home occupations as specified above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*NOTE: If you cannot comply with the fifteen (15) general provisions but your proposed home occupation is not on the "prohibited" list, you may be eligible to apply for an Interim Use Permit to operate your business. These permit requests are reviewed directly by the Planning Commission and City Council and take 45-60 days to process. A processing fee is collected as part of any Interim use Permit application. Please contact the Zoning Administrator at 651-554-3217 if you are interested in exploring this option further.*