



216 4th Street North
Stillwater, MN 55082
651-430-8820

www.stillwatermn.gov
planningdept@stillwatermn.gov

HOME OCCUPATION (TYPE I) APPLICATION

For Staff Use Only	
Permit #:	
Date Filed:	
Fee:	\$250
(payable to City of Stillwater)	
Receipt #:	

Home Occupation Information				
Address		City Stillwater	State MN	Zip 55082
Business Name		Business Type		
Business Owner/Operator Name(s)		Phone Number	Email	
Property Owner				
Property Owner Name <i>(REQUIRED)</i>		Phone Number	Email	
Mailing Address <i>(if different than Home Occupation Location)</i>		City	State	Zip
Payment Options for Email Submittals				
<i>(application will not be reviewed for approval until payment has been received)</i>				
☐ I will mail in or drop off a check payable to City of Stillwater in the amount of \$250.				
☐ I would like to pay with credit/debit card over the phone and understand there is a 2.9%+\$0.30 transaction fee that will be applied. City Staff will call me to process payment.				

Type 1 Home Occupation Information
Type I Home Occupation are permitted in the RA, LR, TR, CR and RB Zoning Districts per Sec.28-321 of the Zoning Ordinance without requirement of a Conditional Use Permit.
Permits are non-transferable and do not run with the land.
Relocation of Business to a new residential location requires a new permit application.
No outside storage or display of products, equipment, or merchandise.
No in person retail sales.
No traffic that is greater than the residential level of the neighborhood
No separate business entrances.
No signs.
No nonresident employees are permitted.
Not more than 15 percent of the total gross floor area of a dwelling unit or 300 square feet, whichever is less is devoted to home occupation use.
No activity or equipment may be used that creates noise, vibration, glare, fumes, odor, or electric television interference is permitted if it is detectable by adjacent neighbors.

Turn over for Requirements and Required Signatures →

Submittal Requirements:

- All applications **MUST** be accompanied by an accurate site/floor plan to ensure maximum floor space is not exceeded.
- **All applications MUST be signed by the property owner.**
- A Business Plan must be attached that includes the following:
 - Operating Hours (hours per day, hours per week)
 - Maximum number of customers per day, per week
 - Parking management plan
 - Any other relevant information such as marketing materials, etc.
- Proof of Insurance: Certificate of Liability Insurance with City of Stillwater as certificate holder

Declaration

I hereby certify that the information provided in this application is true, correct and complete to the best of my knowledge and belief. I hereby authorize the City of Stillwater and any agent or employee of it, to inspect the proposed site at any reasonable time before and after any permit is issued related to this request. Applicant/Property Owner agrees to comply with the fence regulations outlined in Section 28-321 of the City Code of Ordinances.

Property Owner Signature (<i>required</i>)	Date
Applicant Signature (if different than property owner)	Date

Review (<i>For office use only</i>)		
<u>Additional Conditions for Approval (if applicable):</u>		
☐ _____ _____		
☐ Approved ☐ Denied	Date	By

Materials can be submitted to the City of Stillwater via mail, drop off or submitted electronically to PlanningDept@stillwatermn.gov.