



Minnehaha County Permits

HOME OCCUPATION

All home occupations must be operated by a resident of the property. A home occupation may be conducted within a residence or an accessory building on the property through a conditional use permit; however, a zoning permit shall be secured for all home occupations in conformance with the procedure outlined in Section 15.04 of the 2002 Revised Joint Zoning Ordinance for the City of Sioux Falls and Minnehaha County. Home occupations within the joint area around Sioux Falls must obtain approval from the joint Minnehaha County and Sioux Falls Planning Commissions.

An application packet for a home occupation must include the following:

- A completed application form (attached).
- A complete, clear and legible site plan of the property which, at a minimum, shows the following:
 - The entire site, to scale, of the property to be considered for the conditional use permit with the location of all buildings, signs, and the setbacks of the buildings from all property lines.
 - The location and dimensions of all driveways, parking areas and loading areas, and showing that required setbacks to driveways and parking areas will be met.
 - Applicable topography, site limitations, utility or wastewater information.
- A written narrative which provides a detailed description of the occupation and,
- The required \$250 non-refundable application fee for the permit. If a major home occupation is started without first obtaining the permit, the business owner may be allowed to apply for the required permit. In such cases, however, a penalty fee of \$250 must be added to the regular application fee. That fee, like the application fee, is non-refundable.

The Planning Commissions typically meet the fourth Monday of each month (except December and holidays) at 7:00 p.m. The meetings are held in the Minnehaha County Administration Building located at 415 N. Dakota Avenue in Sioux Falls. The application deadline for submitting a home occupation application is 3-1/2 weeks before the meeting date. The Planning Commissions may place applicable conditions on a permit to help mitigate potential impacts.

The applicant will be provided with a notification sign which must be posted on the subject property for one week before the Planning Commissions' meeting. They are also required to send a notice to the owners of all properties within 500 feet of the property listed on the application form. These letters must be mailed at least one week prior to the meeting. The Planning Department will provide the appropriate forms for the mailing and a list of the names and addresses of the surrounding property owners. The petitioner must sign an affidavit confirming that the mailing has been completed and file the affidavit with the Planning Department at least five working days before the meeting.

A reminder of the hearing date and time, along with the staff report on the item, will be mailed to the applicant prior to the meeting. Either the applicant or their representative must attend the Planning Commissions' meeting.

The decision of the Planning Commissions will become effective five working days following the meeting unless a written appeal of the decision is filed with the County Planning Department within the five-day time frame. Appeals require that the item be heard by the Minnehaha County Commission and Sioux Falls City Council on the third Monday of the following month.

Minnehaha County Planning Department
415 N. Dakota Avenue
Sioux Falls, SD 57104

Director: Scott Anderson

Phone (605) 367-4204
Fax (605) 367-7413

HOME OCCUPATION PERMIT 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.

- 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.

- \$250 permit application fee.



CONDITIONAL USE PERMIT APPLICATION
(Home Occupation in Sioux Falls Joint Area)

Minnehaha County Planning Department, 415 N. Dakota Avenue, Sioux Falls, SD 57104, (605)367-4204

Legal Description: _____

Address or General Location: _____

Existing Zoning District: _____

Describe the Business in Detail: PLEASE ATTACH

Does the owner of the home occupation reside on the premises? Yes _____ No _____

Number of Employees? Residents _____ Non-residents _____

Location where occupation will be conducted? Dwelling _____ Accessory Building _____

If accessory building will be used for the business: Size of the accessory building? _____

Portion of the accessory building to be used for the home occupation (sq.ft.) _____

For Class II only. Will there be outside storage of materials? Attach description of materials, area, location and type of screening. Yes _____ No _____

Will an advertising nameplate be placed on the: _____ Building _____ Along driveway _____ Both _____

Requested size of the sign(s) _____

Sales of products or merchandise will be: No sales _____ Sold on the premises _____

Mail order _____ Telephone with off-site delivery _____

Maximum number of visitors you expect to generate from the home occupation in a 24-hour period? _____

I/We, the undersigned, do hereby petition for approval of a conditional use permit 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 of Minnehaha County. It is also understood that if any of this action should be proven inaccurate at a later date, then the approval of this permit will be considered invalid.

Petitioner (Print): _____

Signature: _____

Date: _____ Daytime Phone: _____ :

Address: _____

_____ City State Zip

Owner (Print): _____

Signature: _____

Date: _____ Daytime Phone: _____

Address: _____

_____ City State Zip

Email: _____

| | |
|---------------|-----------------|
| Petition No.: | _____ |
| Date: | _____ |
| Filing Fee: | \$250.00 |
| Receipt No.: | _____ |

FILING FEE IS NON-REFUNDABLE