

Home Occupation Permit Submittal Checklist

1. Land Use Application form and associated fee(s)
2. A site plan including:
 - existing and proposed buildings and other improvements on the property
 - on site circulation including spaces where cars would park and driveway(s), with dimensions and setbacks
3. A floor plan drawing of your residence showing where the home occupation would occur
4. A typewritten narrative describing:
 - the proposed business and services offered
 - hours and days of operation
 - number of clients/customers coming to residence per day
 - number of employees for the home occupation
 - the square footage that your business will occupy in the residence
 - if applicable: description of any interior/exterior modifications being made to the residence for the home occupation
 - if applicable: description of where materials or merchandise for your business are stored
5. Other information as requested by Community Development or Planning staff to process the application

Please email electronic copies (PDF) of your home occupation permit application and supporting documents to planning@coonrapidsmn.gov. You may instead mail or drop off documents, if preferred, to: Planning Division, 11155 Robinson Dr., Coon Rapids, MN 55433.

A link will be sent to you to pay any fees online after documents are received. You may instead mail a check to the "City of Coon Rapids" with your submission.

Questions? Contact our Planning Department at 763-767-6430 or planning@coonrapidsmn.gov