



Home Business Permit

APPLICATION St. Louis County, Minnesota

Permit #

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About: This application is used to apply for a Land Use Permit. Applicants will need to attach the appropriate worksheet(s) in order to process. For more information, see our website at: www.stlouiscountymn.gov/land-use

PROPERTY IDENTIFICATION NUMBER (PIN) PIN is found on your Property Tax Statement

*Primary PIN																					Associated PIN																				
Associated PIN																					Associated PIN																				

E.g. 123-1234-12345. Primary PIN: Parcel where Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project. County Land Explorer: <https://gis.stlouiscountymn.gov/landexplorer/> Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/>

APPLICANT

*Applicant Name	I am a... <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Other	*Daytime #	Date
*Applicant Address <small>Where to send permit.</small>	*City	*State	*ZIP
Applicant Email			
Contact Person <small>If applicable.</small>	Contact Person #		
Mailing Address <small>If different than above.</small>	City	State	ZIP
Email Address <small>Where to email permit. Providing an email address will expedite the time in which a permit is received by an applicant.</small>			

SITE INFORMATION

<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is there a site address for this property? (If no, the application will be forwarded to 911/Communications to assign one.)
If yes above, please list site address:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this leased property? If yes, leased from: <input type="checkbox"/> MN Power <input type="checkbox"/> MN DNR <input type="checkbox"/> US Forest Service <input type="checkbox"/> St Louis County <input type="checkbox"/> Other
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Do you have written authorization from the leased property owner? If yes, you must attach written authorization form.
*How is the property accessed? <input type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input type="checkbox"/> Easement <input type="checkbox"/> Water <input type="checkbox"/> Other		

PROJECT INFORMATION

<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project on a parcel less than 2.5 acres?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project within 300 feet of a stream/river or 1,000 feet of a lake?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project adding a bedroom? Include home, garage, & accessory dwelling.
#		*Total # of bedrooms on property after project completion. Include home, garage, & accessory dwelling.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Does this project include plumbing or pressurized water in proposed structure? If yes, please explain:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is the property connected to a municipal or sanitary district system?

If you answered "Yes" to any of the project information questions above, it is required that you submit a copy of a septic permit to construct or certificate of compliance approval or municipal/sanitary district approval when applying for a land use permit.

AGREEMENT

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. **Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

***Indicates required field. Incomplete applications will be returned.**



Home Business Permit WORKSHEET

St. Louis County, Minnesota

About: Land Use Permits are required for most building construction activities. They are also required for a variety of other uses. For more information, check out our website at: www.stlouiscountymn.gov/land-use

WHAT ARE YOU APPLYING FOR *Check all that apply to the project.* **PLEASE MAKE CHECKS TO: ST. LOUIS COUNTY AUDITOR**

#1 New Buildings Less than/equal to 1,200 square feet-\$165
Greater than 1,200 square feet-\$325

Dwelling-Home, Mobile Home, Hunting Shack, or Cabin. (Includes attached deck, if applicable.)

Replacement of Existing Dwelling-Home, Mobile Home, Hunting Shack, or Cabin.
 Will the old dwelling be removed from the property? Yes No

If yes, an affidavit must be filled out stating when the old dwelling will be removed.

If this dwelling is a mobile home, there is a special mobile home affidavit to be filled out.

Accessory Dwelling-Guest cottage or bunkhouse. Must follow administrative standards.

Accessory Structure- Garage, Pole Building, shed, sauna, screenhouse or gazebo that either meets lake or river setback or not located in a shoreland area.

Water-oriented Accessory Structure-Boathouse, Sauna, Screenhouse/gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards.

Commercial Structure
 Other Principal Structure

#2 Other Construction/Change in Use-\$85

Addition(s) to Dwelling
 Is the dwelling location on a lake or river? Yes No
 If Yes above, does the structure meet the required shoreline setback? Yes No If No, structure does not meet the shoreline setback, a performance standard permit or variance may be required. See box #4 or #7.

Addition(s) to Accessory Structure
 New Deck Only or Deck Replacement
 Combination Addition(s) & Deck on the same structure
 Moving a Structure
 Sign
 Structure Alteration or Component Replacement
 Change in Use (i.e. converting an old cabin to storage)
 What will the new use of the structure be?
 Explain the current and proposed use.
 Current: _____ Proposed: _____

Other-\$60
 Permit extension beyond 2 years

#3 Subdivisions/Parcel Reviews
Additional Worksheets Required

Plat-Minor Subdivision-\$650
 Conventional or Conservation Plat-Less than or equal to 3 lots-\$650
 Conventional or Conservation Plat-Greater than 3 Lots-\$1,300
 Lot Line Adjustment-\$85
 Parcel Review-\$85
 Performance Standard Subdivision-\$385

#4 Performance Standard-\$385
Additional Worksheets Required

Borrow/Gravel Pit
 Home Business
 Land Alteration
 Nonconforming Structure Replacement
 Addition to a structure that does not meet shoreline setback
 Other

#5 Site Evaluation
 Site Visit/Evaluation-\$165

#6 Wetland Reviews
Additional Worksheets Required

No Loss/Exemption/Replacement Plan-\$165
 Wetland Delineation Review-\$385
 Wetland Banking Plan Review-\$1,140

#7 Public Hearings
Additional Worksheets Required

Administrative Appeal-\$1,275
 Environmental Assessment-\$1,140
 Conditional Use Permit-\$650
 Conditional Use Permit Rehearing-\$210
 Interim Use Permit-\$650
 Interim Use Permit Rehearing-\$210
 General Purpose Borrow Pit-\$650
 Variance-\$650
 Variance Rehearing-\$210
 Multiple Hearing (Variance/conditional use)-\$980
 Rezoning-\$650

TYPE OF PROPOSED STRUCTURES *Check all that apply to the project.*

	*Structure Type	*Foundation Type	*Maximum Length	*Maximum Width	*Maximum Sq. ft	*Maximum Height
<input type="checkbox"/> New Structure(s)	(Same as box #1 or 2 above)	(Basement, Slab, Pier, etc)	(Exterior Footprint Only)	(Exterior Footprint Only)	(Exterior footprint only)	(Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
<input type="checkbox"/> Structure Additions	(Same as box #2 above)	(Basement, Slab, Pier, etc)	(Exterior Footprint Only)	(Exterior Footprint Only)	(Exterior footprint only)	(Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet

*Indicates required field. Incomplete applications will be returned.

CONTACT: Planning and Community Development Department

Technical Assistance
 Toll Free: 1-800-450-9777
 Land Use Information
www.stlouiscountymn.gov/land-use

Duluth
 Government Services Center
 320 West 2nd Street, Suite 301
 Duluth, MN 55802
 (218) 725-5000

Virginia
 Government Services Center
 201 South 3rd Avenue West
 Virginia, MN 55792
 (218) 749-7103

Office Use Only

Receipt # _____

Receipt Date _____

Payment Amount _____

Paid By _____

Site Sketch Form

The sketch is to graphically illustrate your proposed project(s)

Draw and Label on Sketch (in feet)

- *All Structures on the Property and Dimensions
- *All Driveways, Access Roads, and Wetlands
- *All Proposed Structures and Dimensions

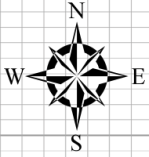
- *Distance of Proposed Structures to Shoreline (Closest Point)
- *Distance of Proposed Structures to Septic System and Tank
- *Distance of Proposed Structures to Property Lines
- *Distance of Proposed Structures to Road Centerline and Right-of Ways

You may submit your own site sketch **IF it has the required information indicated above.**

*Applicant Name:

*Site Address:

*PIN:



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Sanitary Authority Use Only

Sanitary Review: (To be determined by appropriate sanitary authority.)

Will the proposal, as shown above, negatively impact the SSTS/sanitary line or replacement area? Yes No

Sign off:

Signature _____

Title _____



Home Business Permit

WORKSHEET St. Louis County, Minnesota

About: A home business permit is required for a business conducted on owner's home property and consistent with rural residential lifestyle and compatible with a neighborhood such as a greenhouse or gift shop.

County Land Explorer: http://gis.stlouiscountymn.gov/planningflexviewers/County_Explorer/

Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/>

ABOUT THE BUSINESS

TYPE OF BUSINESS

Describe the proposed use for a home business:

HOURS OF OPERATION

(Proposed)

Monday through Friday

Saturday

Sunday

Comments

Start:

End :

Start:

End :

Start:

End :

Yes No

Is the principal use of the land or buildings for the sale, lease, rental or trade of products, goods and services?

Yes No

Is the business conducted on a different property on which the owner's home is situated?

Yes No

Does the business have more than 5 employees who are not residents of the property?

REQUIRED ATTACHMENTS

1. Approval from the local road authority providing access to the parcel.

2. Local fire department approval if there will be any hazardous chemicals/materials stored on site.

TYPE OF PROPOSED STRUCTURES *Check all that apply to the project.*

No New Structures

New Structure(s)

Structure Type

Foundation Type
(Basement, Slab, Pier, etc)

Maximum Length
(Exterior Footprint Only)

Maximum Width
(Exterior Footprint Only)

Maximum Sq. ft
(Exterior footprint only)

Maximum Height
(Ground Level to Roof Peak)

Feet

Feet

Sq. ft.

Feet

Feet

Feet

Sq. ft.

Feet

Feet

Feet

Sq. ft.

Feet

Structure Additions

Structure Type

Foundation Type
(Basement, Slab, Pier, etc)

Maximum Length
(Exterior Footprint Only)

Maximum Width
(Exterior Footprint Only)

Maximum Sq. ft
(Exterior footprint only)

Maximum Height
(Ground Level to Roof Peak)

Feet

Feet

Sq. ft.

Feet

Feet

Feet

Sq. ft.

Feet

Feet

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Feet

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320 West 2nd Street, Suite 301
Duluth, MN 55802
(218) 725-5000

Virginia

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201 South 3rd Avenue West
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Office Use Only

Receipt # _____

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