



Dunn County  
**Planning & Zoning Division**  
 3001 US Highway 12 East, Suite 240 (715) 231-6521  
 Menomonie, WI 54751 www.co.dunn.wi.us

FEE: \$ \_\_\_\_\_ R# \_\_\_\_\_  
 General  Expedited  **After the Fact**  
 \*See Fee Schedule  
 Cash **or**  Check# \_\_\_\_\_  
 \*\*Checks Payable to Dunn County Zoning

## Home Occupation Permit Application

### FOR OFFICE USE ONLY

PERMIT#: \_\_\_\_\_ - \_\_\_\_\_ App. Date: \_\_\_\_\_ Accepted By: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Town: \_\_\_\_\_  
 App # \_\_\_\_\_ Date Onsite: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Zoning Inspector's Initials \_\_\_\_\_

Property Owner	Agent/Contractor <input type="checkbox"/> Same as owner
Name	Name/Business
Mailing Address	Mailing Address
City, State, Zip Code	City, State, Zip Code
Phone	Phone
Email	Email

### Business Information

**Please provide the following information. If additional space is needed, please attach responses to this application.**

- Please explain the type of business:
- How many persons will be **Involved** or **Employed** in the Home Occupation? \_\_\_\_\_  
 Of these, how many are Family Members? \_\_\_\_\_
- What are the business days and hours of operation of the Home Occupation?  
 Days: \_\_\_\_\_ Hours: \_\_\_\_\_
- During any time of operation, what is the maximum square footage of the dwelling utilized for the Home Occupation? \_\_\_\_\_ sq. ft.
- Describe any signs proposed relative to the Home Occupation:
- Describe any exterior, interior alterations to the dwelling or premise necessary to facilitate the Home Occupation:
- Will accessory buildings or yard areas be utilized for the Home Occupation?  
**Yes**  **No**   
 If yes, indicate on a site plan which buildings/yards, and how much floor space will be used (i.e. garage, storage shed) and describe in what manner they will be used.

8. Describe the mechanical and /or electrical equipment that will be necessary to the conduct of the Home Occupation.

9. Will any chemicals be used? If yes, describe the type and amount used on site.

10. Indicate the number of current on-site parking spaces:

Garage \_\_\_\_\_ Driveway \_\_\_\_\_ Other \_\_\_\_\_

If Other, explain:

Will any of the above parking spaces be utilized for storage of materials in relation to the Home Occupation?

11. If vehicles or other equipment will be used in your Home Occupation, where will they be stored?

12. Will the Home Occupation involve the use of commercial vehicles for delivery of materials to or from the premise?

**Yes**  **No**

If yes, explain type and frequency of delivery.

13. Will customers/clients come to your home for service or to obtain products connected with the Home Occupation?

**Yes**  **No**

If yes, estimated maximum number in any one day?

### General Requirements

By signing this application, I certify that all information contained in or attached to this application is true and correct to the best of my knowledge. I authorize Dunn County Zoning Staff to access my property to verify that the Dunn County Zoning Ordinance standards are met. I understand that I am responsible for checking with the applicable township, building inspector, DNR, and any other entities that may have jurisdiction over my project. I understand that this application does not guarantee a permit will be granted. I will contact the zoning office if there are any modifications to the application.

I understand that the issuance of this permit is to an individual and does not permit the residential location to be used for a commercial purpose. The permit is valid for the life of the home occupation, is approved only for this site and is not transferrable to any entity or other location.

In the event a complaint is received regarding the home occupation, the Zoning Administrator shall determine if the home occupation is detrimental to the neighborhood. The Zoning Administrator may impose conditions necessary to ensure compliance with Chapter 13.3.3 and has the right to revoke the home occupation if deemed necessary.

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Fee Schedule

<b>ZONING</b>		
<b>Permit/Application</b>	<b>General Fee</b>	<b>Expedited Fee</b>
Home Occupation Permit	\$100	\$250
Additional Site Inspection	\$100	\$170
After-The-Fact Permit	2x Fee	

General Fee is the estimated cost to process and issue a permit using “In-House” staff and resources. Applications under the General Fee will be processed as time permits.

Expedited Fee is the estimated cost to process and issue a permit using “Out of-House” (contracted) staff and resources. Applications under Expedited Fees will be processed within ten (10) working days of receiving a complete application.

Processing of all Permit/Applications includes one site inspection, except for Shoreland Permit/Applications, which includes up to two site inspections. If additional site inspections are necessary, the Zoning Division will notify the applicant who must then deposit the required additional fee. No further processing of the application shall occur until the additional fee has been received.