

## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Rapid City  
300 Sixth Street, Rapid City, SD 57701-2724  
Phone: (605) 394-4120 - Web: www.rcgov.org

## HOME OCCUPATION CERTIFICATE

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DESCRIPTION OF HOME OCCUPATION: \_\_\_\_\_

Section 17.50.350 of the Rapid City Municipal Code requires that all home occupations comply with the following twelve (12) requirements:

1. The use shall be conducted entirely within the dwelling unit and shall be conducted entirely by the residents of the dwelling. No other employees shall be hired.
2. The area set aside for a home occupation shall not exceed twenty (20%) percent of the total floor area of the residence, including garages **(NOTE: Garage space cannot be utilized in the operation of the Home Occupation)**. The permissible floor area includes that space necessary for storage of goods or products associated with the home occupation.
3. Merchandise offered for sale shall be clearly incidental to the home occupation, provided, however, that orders may be taken for later delivery off premises.
4. Delivery of products to the home for business purposes shall not occur more frequently than twice a week. Delivery by trucks or vehicles not ordinarily utilized for residential deliveries shall be prohibited.
5. No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive or other restricted material shall be stored on site.
6. No mechanical equipment other than that ordinarily utilized within a dwelling unit for household or hobby purposes shall be permissible.
7. No activity shall be conducted which would interfere with radio or television transmission in the area, nor shall there be any offensive noise, smoke, dust or heat noticeable beyond the premises.
8. No home occupation shall require external alteration of the residence or other visible evidence of the conduct of such home occupation.
9. The operation of the home occupation shall not cause or encourage excess vehicular or pedestrian traffic not ordinarily associated with the residential area in which the home occupation is conducted except under the following conditions:
  - a. Public access to the home occupation shall be by invitation only and there shall ordinarily be no more than one vehicle not owned by the occupants on or adjacent to the property

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for business purposes except that appointments may overlap for a time period not exceeding thirty (30) minutes.

b. Occasional parties, meetings, or classes associated with the home occupation are permissible. Said parties, meetings, or classes shall in no case be held more than four (4) times monthly and vehicles shall in no way impede the safety and flow of traffic within the neighborhood.

10. Advertising associated with the home occupation shall be by phone number only. On premise advertising shall be

limited to one non-illuminated sign not exceeding one square foot. The legend shall show only the name of the occupant and type of occupation and shall be neutral in color.

11. If the home occupation is the type in which classes are held or instructions given, there shall be no more than four (4) students on the premises at any one time. Parking restrictions as indicated in (9) above shall apply.

12. Home occupations shall be restricted to hours of 8:00 a.m. to 9:00 p.m.

I have read the Zoning Ordinance criteria and standards for home occupations. I understand that my business must meet these requirements. I further understand that if at any time my business violates any of these requirements; it is a violation of the Zoning Ordinance.

Signature\_\_\_\_\_

Phone:\_\_\_\_\_Date:\_\_\_\_\_

**NOTE: Please return completed application to:  
Department of Community Development  
300 Sixth Street  
Rapid City, South Dakota 57701**