



## Checklist for New Businesses Opening in Ramsey

Thank you for considering Ramsey for your new business home! Here is a check list of items to follow when establishing a new business in the city:

- Contact the Planning Department at [planning@cityoframsey.com](mailto:planning@cityoframsey.com) or 763-433-9860 to insure the location is properly zoned for your business.
- Home based businesses may require a Home Occupation Permit. Contact Planning department ([planning@cityoframsey.com](mailto:planning@cityoframsey.com) or 763-433-9860) for details.
- Submit a Business Registration Certificate. Each business is required to register or renew annually. There is a one-time fee of \$30. Contact Jennifer Johnson ([jjohnson@ci.ramsey.mn.us](mailto:jjohnson@ci.ramsey.mn.us) or 763-433-9889) in the Police department with any questions. This will also get your business added to the City of Ramsey Business Listing. Economic Development will send additional information to assist businesses with marketing and other events.
- Check with the Building Department to see if any building permits are required when making changes to the building ([permits@cityoframsey.com](mailto:permits@cityoframsey.com) or 763-433-9850) or your contractor can do this.
- Review Business License requirements to see if a business license is required for your business. Contact Wendy Schlueter at 763-433-9828 or [wschlueter@cityoframsey.com](mailto:wschlueter@cityoframsey.com) with any questions regarding Business Licenses. Licenses may take 15-30 days to finalize.
- Food service establishments should check with Anoka County or MN Department of Agriculture for any licensing or inspection requirements.
- Check out starting a new business on the MN Secretary of State's website <https://www.sos.state.mn.us/business-liens>
- Helpful licensing information can be found at MN Department of Employment and Economic Development (DEED) for new businesses <https://mn.gov/deed/business/starting-business/legal-regulatory/>

*Contact Economic Development with any questions at 763-433-9828 or [econdev@cityoframsey.com](mailto:econdev@cityoframsey.com)*