



Home Occupation Permit Guide

A guide for land use applications in the City of Ramsey

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Home Occupation Permit Basics

A Home Occupation Permit is required in order to operate a business on a residential property.

There are three (3) types of Home Occupation Permit. Minor Home Occupations do not require a permit if they do not exceed the requirements in Section 117-351, item 1. Level I Home Occupation Permits are approved administratively by City Staff if meeting the minimum thresholds as identified in City Code. Level I Home Occupation Permits are low-level with no exterior evidence of the business activity. Level II Home Occupation Permits require approval by the City Council after recommendation by the City Council.

Application Fee and Escrow

Application Fee (non-refundable):	\$250
Minimum Escrow (Level II Only):	\$1,000*

*Required escrows are minimum escrows. Remaining surplus shall be refunded to the Applicant after all remaining obligations are completed and accepted by the City. The Applicant shall be responsible for all costs incurred by the City above the minimum escrow. More information is included in Section 2: General Land Use Information portion of this document.

Home Occupation Procedures

1. Fill out the enclosed applicable application, supplemental questionnaire and pay the applicable application and escrow fee. Applications **cannot** be processed until the application and escrow fees have been paid.
2. Provide a detailed description of your request (attach a separate request if necessary).
3. Provide a site plan identifying the providing detailed information regarding the request. Such information may include building and structure locations (existing and proposed) with dimensions, parking areas, screening (existing and required), additional information as required by the City.
4. If the request is related to a commercial or industrial site, a detailed site plan must be attached.

Home Occupation Process

1. Applications must be submitted to Staff thirty (30) days prior to the Planning Commission meeting (see attached meeting date schedule).
2. The City has 15 days to determine if the application is complete. In the event that the application is incomplete, Staff will notify the Applicant within the 15 days and provide direction on what information is still required.
3. Properties located within at least 350 feet of the subject property will be notified of the request and the public hearing date.
4. City Staff will prepare a report detailing the information related to the request, findings of fact and proposed ordinance.
5. The City Council meets on the second and fourth Tuesday of every month.

Additional Resources

1. [City of Ramsey – City Code](#) - City Code for the City of Ramsey, outlining rules and procedures for the City.
2. [City of Ramsey - Land Use Application](#) - The application to apply for land use projects including plats, use permits, variances, etc. Complete and send a copy to the City with applicable fees and other application review materials to formally submit an application.
3. [City of Ramsey - Site Plan Guide](#) - A how-to guide for creating a site plan for project submittals. This guide shows all the necessary information required in a site plan, and provides visual examples.
4. [City of Ramsey – ePermits](#) - The City of Ramsey’s online permit application portal. Apply for building, electrical, and zoning permits on this site.
5. [City of Ramsey - ProjectDox](#) (use Microsoft Edge) - The City’s project review portal for applications. City Staff can set up land use projects for developers to upload plans, and receive plans reviewed by the City’s various departments. This portal is also used for permit application review by City Staff.
6. [City of Ramsey – ProjectDox Guide](#) - A how-to guide for first-time users of the ProjectDox website.
7. [City of Ramsey – Land Use Application Review Schedule](#) - The City of Ramsey’s review schedule for land use applications, including review schedules and meeting dates for the Planning Commission and City Council.
8. [Minnesota Department of Health](#) - The State division that reviews health aspects of a project.
9. [Minnesota Department of Labor & Industry](#) - The State division that **issues** plumbing permits and reviews utility permits.
10. [Minnesota Pollution Control Agency](#) - The State agency in charge of preventing pollution of Minnesota’s water, air, noise, and land.
11. [Lower Rum River Watershed Management Organization](#) - The local watershed management organization for the City of Ramsey. The LRRWMO reviews development applications that are an acre or larger, in coordination with the City of Ramsey’s Engineering Department.
12. [Metropolitan Council](#) - A planning organization that reviews all proposed developments accessing City sewer and water within the seven-county metro area. Any proposals for Comprehensive Plan Amendments will have to be reviewed by the MetCouncil.
13. [Anoka County - Highway Department](#) - The division of Anoka County that reviews developments adjacent to county roads and highways such as Ramsey Blvd, Armstrong Blvd, and Nowthen Blvd in the City of Ramsey.
14. [Anoka County – Public Health and Environmental Services](#) - The division of Anoka County that reviews public health aspects of a project, such as a new restaurant.
15. [Minnesota Department of Transportation – Metro District Planning, Development Review](#) - The State transportation division for reviewing developments adjacent to State highways, such as Highway 47 (St. Francis Blvd NW) and Highways 10/169 in the City of Ramsey.
16. [Environmental Quality Board](#) - They administer the State Environmental Review requirements for certain larger projects.

Address: _____

Home Occupation Supplemental Questionnaire

Does the home occupation owner live in the home on the property? Yes No

Does the home occupation owner rent, or own, the property? Rent Own

Will any part of the occupation be conducted in the home? Yes No

If so, what activities will be conducted in the home and in which room(s)?

What is the gross living area of the home? _____

How much of that area will be used for the occupation? _____

Will an attached garage or any detached accessory building or garage be used for the occupation? Yes No

If so, explain

Will there be at least 200 square feet of garage space reserved for indoor residential parking and storage related to the residential use on the property? Yes No

Will any structural additions or alterations to the home or accessory building(s) be required for this occupation? Yes No

If so, explain

Will customers or clients come to the property? Yes No

How many vehicle trips per day do you anticipate entering and leaving the property in a typical 24 hour period? This includes employees, deliveries, customers, etc.

Will you employ persons that do not live in the home on the property? Yes No

If so, how many non-resident employees will work on the site? _____

Is it necessary for employees that work off-site to come to the home? Yes No

If so, explain

Will any vehicles other than your private car(s) be used in connection with the home occupation?

Yes No

If so, provide the number, size, and type of vehicles

Do you intend to store supplies and/or materials on the site? Yes No

Please describe the items to be stored, and where they will be stored

Are any of the home occupation processes or materials subject to review and permitting by Anoka County Environmental Services? Yes No

If so, explain and/or provide necessary documents

Homeowner's insurance may increase for properties with home-based businesses, or not cover the business. Have you spoke with your homeowner's insurance? Yes No

Anoka County may implement a split tax classification (residential and commercial) for your property if there is a home-based business onsite. Have you spoke with Anoka County about split tax classification for your business? Yes No

Any business modifications to existing or new structures may require meeting commercial Building Code standards. Have you spoke to the City's Building Official and your architect regarding modifications to meet commercial Building Code standards? Yes No

Some Homeowner's Associations (HOA) may prohibit home-based businesses. If applicable, have you spoke with your HOA about your proposed home-based business? You will need to provide a letter from the HOA approving the business. Yes No

Homeowner's Name	
Email	
Phone	
Signature	
Date	

Brief Description of Home Occupation:
