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Accessory Structures Permit



This handout is a compilation of some of the standard requirements of the 2020 Minnesota Residential Code and City Zoning Code for projects of this type. It does not contain all of the specific code requirements for construction and should only be used as a guide. The permit holder is responsible to meet all code requirements applicable to each project.

General Information and Frequently Asked Questions

According to the 2020 Minnesota Residential Code, building permits are required for all accessory structures over 200 square feet in floor area. However, all accessory structures are still subject to the building and zoning code requirements.

1. This handout is designed to include regulations for residential properties.
2. For questions regarding the following items, please contact the Planning Division at 763-433-9824 or visit their website at www.cityoframsey.com/413.
 - a. Zoning districts for a property
 - b. Lot surveys or plats on file for a property
 - c. Setback regulations
 - d. Driveway regulations
 - e. Exterior building finish/materials
 - f. Maximum allowable square footage
 - g. Maximum number of accessory buildings
 - h. Accessory structure regulations for non-residential properties
3. For questions regarding the following items, please contact the Building Division at 763-433-9850 or visit their website at www.cityoframsey.com/375.
 - a. How to obtain a building permit
 - b. How to upload plans
 - c. How to schedule an inspection
4. For questions regarding erosion control, please contact the Engineering Department at 763-433-9895.

Requirements for structures that are 200 square feet or less in floor area can be found on page 2.

Requirements for structures greater than 200 square feet in floor area can be found on pages 2-4.

The maximum allowable square footage for accessory structures per lot, as well as the maximum number of accessory structures per lot, can be found in the table on page 5.

Zoning Requirements (200 Square Feet or Less)

All residential zoning districts with accessory structures with floor areas 200 square feet or less do not require a building permit. However, they are subject to compliance with local building and zoning code requirements. These requirements for small accessory structures must be incorporated into your design, construction, and location.

Although a building permit may not be required, the following conditions will need to be met:

1. All accessory structures must meet the required building height, size, setback, and exterior building material requirements.
2. The structure cannot be placed in any road easement or street right-of-way. Permission must be granted from the easement holder to place a structure in a private utility easement. Structures may be located within a drainage and utility easement if they are easily movable, do not impede the flow of water, and do not have a permanent foundation. For any other easement not listed, please contact the Planning Division.
3. The structure must be constructed and placed on the structure site so as not to obstruct or change the direction of stormwater; activities such as grading/filling in relation to an accessory structure shall not alter drainage patterns in a way that impacts adjacent properties.
4. The structure must be anchored to prevent movement in high winds.

Building Permit Requirements (Greater than 200 Square Feet)

1. All required permits are processed online at epermits.logis.org/home.aspx?city=ra.
2. The permit application must be completed and plans shall include the following information:
 - a. engineered drawings from a licensed design professional must be submitted for all post-frame accessory buildings, and these drawings must show the size of the pole, depth of embedment, footing size, truss design engineering, and connection of the roof system to the pole.
 - **EXCEPTION:** Private storage buildings under 3000 square feet in floor area and agriculture buildings
 - b. details showing construction methods of footing, foundation, and framing, including the sizing of all structural elements
 - If applicable, provide construction details for insulation, heating, plumbing, electrical, and floor drains.
 - c. a description of the building size
 - d. each elevation views
 - e. height of sidewalls
 - f. height of roof
 - g. exterior finish material for walls and roof
 - h. a description of the finish material of the home
3. The owner or applicant must submit a survey or site plan showing proposed building dimensions, distances, and setbacks to all existing structures, property lines, septic systems, and other applicable items on the property. See the Site Plan How To Guide beginning on page 6.
 - a. Existing houses may have a copy of a survey on file with the city. Proposed structures may be added to the survey.
4. Submitted permit application and plans are added to the plan review queue and reviewed in the order they are received.

Building Size and Height

No attached accessory structure may exceed the height of the house. The height of a detached accessory structure shall not exceed the height of the home or 24 feet, whichever is less. In Rural Residential or MUSA Reserve Districts, if a detached structure is in the rear yard, the height cannot exceed 30 feet, regardless of the house size.

Setback Requirements

All accessory structures must meet or exceed the following setback requirements from the nearest building overhang, feature, or component:

1. 3 feet from a well
2. 4 feet from a swimming pool
3. 10 feet from the edge of any septic tank
4. 20 feet from the edge of a drain field

Setback regulations from property lines are as follows:

1. Interior side and rear setbacks – 5 feet
2. Front setback – no closer to the street than the edge of the principal structure.
3. Side setback adjacent to right-of-way – the same minimum side yard setback to right-of-way requirement as the principal structure for that zoning district.

Detached accessory structures may be located in front of the principal building while maintaining setbacks for principal structures in that zoning district when:

1. On rural residential (RR) lots that are two acres or greater in area or;
2. When located on riparian lots in the wild and scenic, critical area, or shoreland overlay districts.

The above setback regulations do not apply to attached garages that maintain compliance with the applicable front yard setback requirements for principal structures.

No garage or accessory structure over 200 square feet in floor area may be located in any easement of record. Homeowners and applicants should check and be aware of any easement, wetland area, or floodplain that can prohibit building activity in those areas.

Exterior Building Treatment Requirements

The exterior materials used on a detached accessory structure must generally match those of the principal structure (house) on the subject property. This includes the same or similar colors, soffit, fascia, and eave overhangs. Attached garages shall match the exterior finish of the principal structure (house).

What Counts as an Accessory Structure?

The quantity and square footage for accessory structures 200 square feet or less in floor area shall count toward what is allowed for the lot size, as note on page 5.

Any of the following items count as a structure. (Note: this list is not exhaustive.)

- | | | |
|---------------------|----------------------------------|--|
| • Lean-to | • Horse paddock | • Hay shed |
| • Pergola | • Accessory dwelling unit (ADU)* | • Backyard office |
| • Gazebo | • Detached sunroom | • Chicken coop |
| • Freestanding deck | • Pool house | • Dog house, if large enough to be anchored to the ground. |
| • Shed | • Children's playhouse | • Greenhouse |
| • Detached garage | | |

* Accessory dwelling units (ADUs) have additional requirements. Please contact the Planning Division for more information.

What Counts as an Accessory Structure?(continued)

Pre-manufactured carports, portable garages, fabric storage shelters, and shipping containers are not allowed as accessory structures since they do not meet building or zoning code requirements.

If you have any questions about a type of structure not listed above, please contact the Planning Division for questions on what types of accessory structures are allowed in the City of Ramsey.

Driveways

If a new or additional driveway is installed, the surface material must comply with the applicable zoning district. All driveways have a 5 feet minimum side setback. Please contact the Planning Division at 763-433-9824 for more information.

Lot Coverage

The City Code requires a maximum principal structure footprint and maximum impervious coverage (including principal and accessory structures, driveways, pools, patios, sports courts, and other hard-surfaced areas) on each property based on its zoning designation. Please refer to the table below for each residential zoning district's lot coverage regulations.

Zoning District	Maximum Principal Structure Footprint	Maximum Impervious Coverage
MR, MUSA Reserve	5%	10%
RR, Rural Residential	10%	20%
R-1A, Single-Family Residential	35%	40%
R-1B, Single-Family Residential	35%	40%
R-1C, Single-Family Residential	35%	50%
R-2, Medium Density Residential	35%	50%
R-3, High Density Residential	50%	60%

You may check your property's zoning designation by contacting the Planning Division or by searching the address on the City's interactive zoning map, which can be accessed directly at the following link: <https://logis.maps.arcgis.com/apps/webappviewer/index.html?id=8bdd8caefb0947eea4412988afd2ea6a>.

Before Excavating

To verify utility locations, call Gopher State One Call at least 48 hours prior to digging. They can be reached at **651-454-0002, 811**, or by visiting their website at www.gopherstateonecall.org.



**Know what's below.
Call before you dig.**

Erosion Control

Prior to the issuance of a building or grading permit for any development, improvement, or alteration of land, a plan for erosion and sedimentation control shall be presented with the site plan. The plan shall specify the measures to be used before, during, and after construction until the soil and slope are stabilized by permanent cover. These control measures shall be maintained in good working order until site stabilization occurs. Contact the Engineering Department for specific questions at 763-433-9895.

Other Permits

Separate plumbing, heating, and electrical permits are required for each work type.

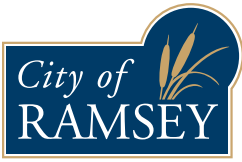
Inspections

The Building Division will specify the required inspections based on your project's design. To schedule an inspection and view availability, please visit the ePermits website at epermits.logis.org/search.aspx?city=ra or call 763-433-9850 for assistance. Available inspection times may vary.

Electrical inspections are scheduled and conducted by the contracted Electrical Inspector. Visit their website at www.northerninspect.com.

Accessory Structure Area and Quantity Requirements for All Residential Districts

Parcel Size (sq. ft. and acres) (excluding road right-of-way)	Maximum Square Footage Allowed for Accessory Structures (excluding attached garages)	Maximum Number of Accessory Structures Allowed (excluding attached garages)
0 – 21,779 (0 to 0.5 acre)	10% of the lot, or 1,500 square feet, whichever is smaller	2
21,780 – 43,559 (0.5 acre to 1 acre)	1,800	3
43,560 – 65,339 (1 acre to 1.49 acres)	2,200	3
65,340 – 108,899 (1.5 to 2.49 acres)	2,400	3
108,900 – 152,459 (2.5 to 3.49 acres)	2,700	3
152,460 – 196,019 (3.5 to 4.49 acres)	3,000	4
196,020 – 239,579 (4.5 to 5.49 acres)	3,500	4
239,580 – 283,139 (5.5 to 6.49 acres)	3,900	4
283,140 – 326,699 (6.5 to 7.49 acres)	4,300	5
326,700 – 370,259 (7.5 to 8.49 acres)	4,700	5
370,260 – 413,819 (8.5 to 9.49 acres)	5,100	5
413,820 – 433,599 (9.5 to 9.99 acres)	5,500	5
435,600 – 871,199 (10 to 19.99 acres)	6,000	6
871,200 – 1,742,399 (20 to 39.99 acres)	8,000	7
1,472,400 or larger (40 acres or more)	12,000	8



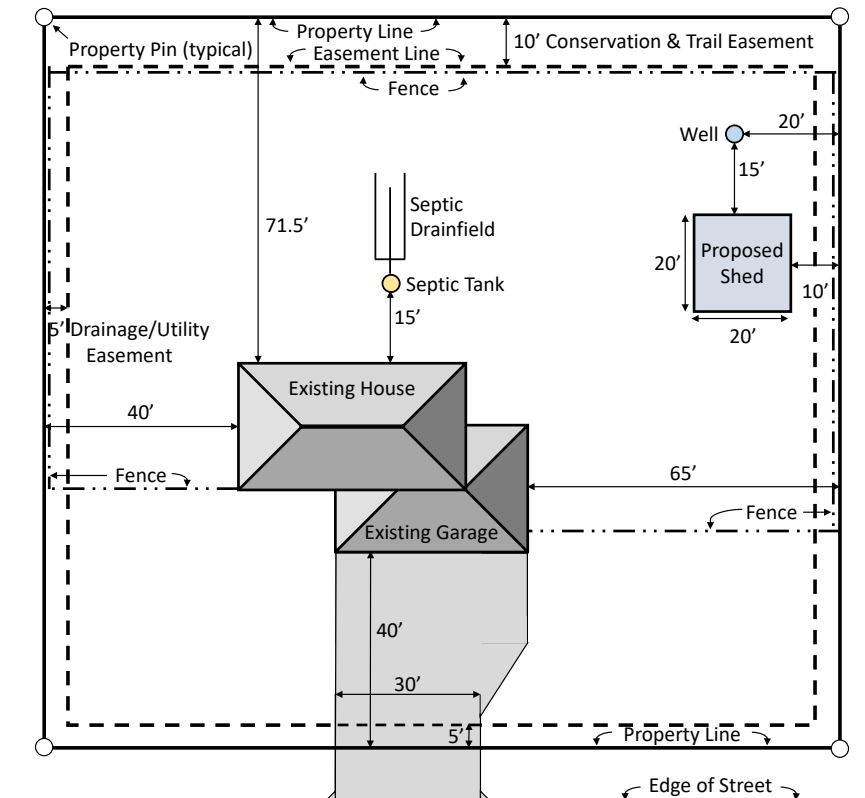
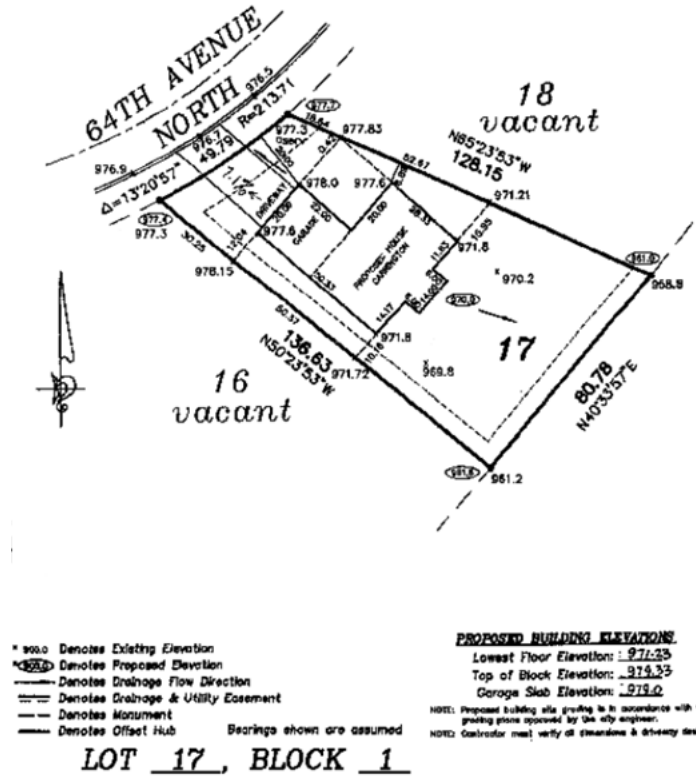
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How to Prepare a Site Plan For A Building Permit Application

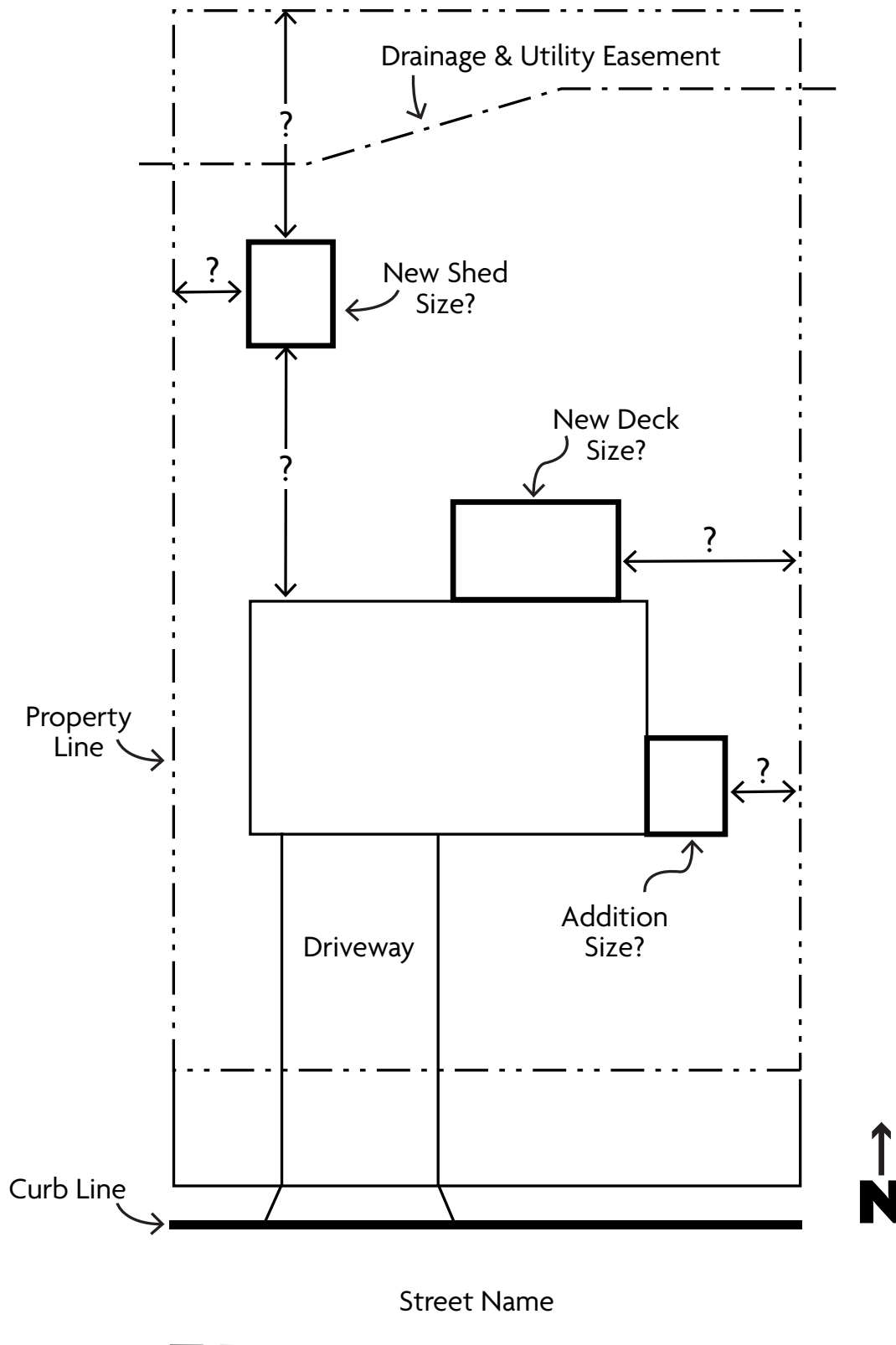
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General Information

1. Site plans for building permits involving accessory structures, garages, pools, decks, or additions are required.
2. The following information, if applicable, must be shown on an accurately detailed site plan, showing actual dimensions:
 - a. Property boundaries
 - b. Principal structures (house/garage)
 - c. Existing driveway(s)
 - d. Existing fences, decks, pools, additions, accessory structures
 - e. Proposed location(s) of fence, deck, pool, accessory structure, or addition
 - f. Distances between the proposed structure and nearest property lines
 - g. Location and measurements of septic system components, from the nearest edge of the tank and drainfield to the closest edge of the structure
 - h. Well location
 - i. Drainage & utility easements
 - j. Conservation & trail easements
 - k. Any unique physical characteristic of the lot.
3. Site plans may be in the form of an official survey document (most preferred), a scaled computer drawing, or a hand drawing with all required measurements.
4. Aerial images can be used for a site plan when provided in color. However, scanning aerial images into the respective property file can result in information loss. Aerial images can also be used to trace over for a clear, scanner-friendly site plan.
5. The applicant is responsible for providing a site plan with the application showing the proposed property modifications.
6. Disclaimer: Proposed structures that are incredibly close to a property line, edge of an easement, setback line, or along the Mississippi or Rum Rivers may require a site plan prepared by a Minnesota-licensed surveyor for accuracy.



Example of a computer drawn site plan with proposed modifications.



Example of a hand-drawn site plan with proposed modifications.

