



This is a guide for Land Use Applications in the City of Ramsey.

Home Occupation Permit Basics

A Home Occupation Permit is required in order to operate most types of businesses on a residential property. Home Occupation Permits shall be temporary and granted to a designated person who resides in the dwelling unit on the subject property. The permit shall run with the Applicant, not the property. Permits are non-transferrable from person to person or from address to address unless the transfer is in accordance with Chapter 106, Section 236 (C) of the City Code. A complete list of allowed and prohibited uses for home-based businesses, as defined in Chapter 106, Section 425 (B) of the City Code, can be found below.

ALLOWED USES

- Artists and musicians
- Bed and breakfast establishments
- Beauticians or barber shops
- Crafts
- Dressmaking, tailoring, sewing, or alterations
- Firearm sales and repair
- Food preparation under the Cottage Food exemption
- Home offices
- Instructional classes with no more than four pupils
- Manufacturing and welding
- Photography studio
- Retail sales (by appointment, online, or mail delivery)
- Uses determined by the Zoning Administrator to be similar to the allowed business uses and comply with all general provisions.

There are three (3) types of Home Occupation Permits. Minor Home Occupations do not require a permit if they do not exceed the requirements in Chapter 106, Section 425 (B) of the City Code. Level I Home Occupation Permits are approved administratively by the Planning Division if they meet the minimum thresholds as identified in the City Code. They are low-level permits with no exterior evidence of the business activity. Level II Home Occupation Permits require approval via resolution by the City Council after a recommendation by the Planning Commission.

PROHIBITED USES

- Ammunition manufacturing
- Automotive repair, maintenance, body shops, operations involving internal combustion engines
- Dance studios
- Dispatch or transportation centers (individuals or materials)
- Escort or sexually oriented business
- Flea markets
- Impound yards or salvage yards
- Motor vehicle sales
- Palm-reading or fortune-telling
- Restaurants, bars, breweries
- Retail sales (in-person)
- Sales yards or storage yards
- Storage of motor vehicles or tow yards
- Tanning salons
- Tattoo parlors
- Trash haulers
- Uses involving hazardous materials or activities
- Uses that adversely affect government facilities or infrastructure
- Uses that adversely affect environmental features
- Uses determined by the Zoning Administrator that do not meet the intent of a home occupation

Application Fee and Escrow

Application Fee per project (non-refundable): \$500
Minimum Escrow: \$1,000*

* Required escrows are minimum escrows. Escrows are collected with a Land Use Application to pay for the review of the application by the Planning Division and costs associated with the application, such as public hearing notice mailings. A project may have multiple requests, and the escrow related to each request must be paid when applying. The 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 can be obtained by contacting the Planning Division at 763-433-9821.

Home Occupation Procedures

1. Complete the enclosed supplemental questionnaire and the Land Use Application that can be found on the City's website at www.Cityoframsey.com/DocumentCenter/View/758/Land-Use-Application-PDF, check the applicable box(es), and pay the applicable application and escrow fee. Applications cannot be processed until the application fee and escrow(s) have been paid.
2. Provide a detailed description of your request (attach a separate form if necessary).
3. Provide a site plan identifying detailed information regarding the request. Such information may include building and structure locations (existing and proposed) with dimensions, parking areas, screening (existing and required), and additional information as required by the City. Please note that a survey prepared by a Minnesota licensed surveyor may be necessary to get accurate measurements for the request.
4. The City may require additional information per Chapter 106, Section 200 of the City Code.

Home Occupation Process

1. Applications for Home Occupation Permits must be submitted to the Planning Division. The Division's Land Use Application Calendar can be found at www.cityoframsey.com/467.
2. The City has 15 business days to determine if the application is complete. In the event that it is incomplete, the Planning Division will notify the Applicant within 15 business days and provide direction on what information is still required.
3. Properties within 350 feet of the subject property will be notified of the request and the public hearing date. A "Notice of Public Hearing" sign will be placed on the subject property.
4. The Planning Division will prepare a report detailing the information related to the request, findings of fact, and proposed resolution.
5. The Planning Commission will hold a public hearing on your request. Refer to the Land Use Application Calendar at www.cityoframsey.com/467 for exact meeting dates. The Planning Commission will then recommend to the City Council whether to approve or deny the request.
6. The Planning Commission will forward the request and recommendation to the City Council for their review and decision at an upcoming meeting (typically the second Tuesday of the month). Due to unavoidable circumstances, the Planning Commission and City Council may impact this schedule to table action.

Home Address:

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

Does the home occupation owner rent or own the property? Yes ☐ -or- No ☐

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

If so, explain:

Will at least 400 square feet of garage space be reserved for indoor residential parking and storage related to the residential use on the property? Yes ☐ -or- No ☐

Will any structural additions or alterations to the home or garages be required for this occupation?

Yes ☐ -or- No ☐

If so, explain:

Will you employ persons who do not live in the home on the property? Yes ☐ -or- No ☐

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

How many non-resident employees will work off-site?

Will it be necessary for employees working off-site to come to the home? Yes ☐ -or- No ☐

If so, explain:

Home Address:

Will customers or clients come to the property? Yes ☐ -or- No ☐

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

Will any vehicles, other than your private car(s), be used in connection with the home occupation?
Yes ☐ -or- No ☐

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

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

Please describe items to be stored and where.

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

If so, explain and/or provide the necessary documents.

Homeowner's Name _____ Date _____

Homeowner's Signature _____

Email _____ Phone _____

Brief Description of Home Occupation: