



# Home Occupation Permit Guide

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*A guide for land use applications in the City of Ramsey*

*Created January, 2012*

*Revised March, 2016*

## Home Occupation Permit Basics

A Home Occupation Permit is required in order to operate a business within a principal dwelling or an accessory structure in the residential area.

There are two (2) types of Home Occupation Permit. 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

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|-----------------------------------|--------|
| Application Fee (non-refundable): | \$200  |
| Minimum Escrow (Level II Only):   | \$800* |

\*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.

## Home Occupation Supplemental Questionnaire

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)?

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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:

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Will there be at least 400 square feet of garage space 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 home or garages be required for this occupation?  
Yes ( ) -or- No ( )

If so, explain:

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Will you employ persons that 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 employees working off-site to come to the home? \_\_\_\_\_

If so, explain:

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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? (this includes employees, customers, deliveries, etc.)?

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

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

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

Please describe items to be stored and where?

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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 necessary documents.

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