



# Home Occupation Permit Guide

---

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

*Created January, 2012*

*Revised April, 2022*

## Home Occupation Permit Basics

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

Home occupation means any business or commercial activity that is conducted on a property that is zoned for residential use. There are two (2) types of Home Occupation Permits. Level I Home Occupation do not require a permit if they do not exceed the requirements in Section 117-351, item 1. Level II Home Occupation Permits require approval by the City Council after public hearing and recommendation by the Planning Commission.

## Application Fee and Escrow

Application Fee (non-refundable):	\$200
Minimum Escrow:	\$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.

## 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 sheet 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), additional information as required by the City.

## 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 to be held by the Planning Commission.
4. City Staff will prepare a report detailing the information related to the request, findings of fact and proposed Home Occupation Permit.
5. The City Council meets on the second and fourth Tuesday of every month.

Address: 5435 180th Ln NW, Ramsey, MN 55303

### Home Occupation Supplemental Questionnaire

Does the home occupation owner live in the home on the property? Yes

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

Will any part of the occupation be conducted in the home? 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? 2000 sq. ft.

How much of that area will be used for the occupation? 0 sq. ft.

Will an attached garage or any detached accessory building or garage be used for the occupation? Yes

If so, explain: We are proposing a detached 4 car garage with a loft be built on the property. The structure will include space for 2 cars, additionally an area for programming and preparing computer equipment for off site installation. The loft will include 2 offices and a conference room.
---

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

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

If so, explain: We are proposed plans include the building of a 2 story detached structure that has a footprint of approximately 30'x45'
--

Will you employ persons that do not live in the home on the property? Yes

If yes, how many non-resident employees will work on the site? 1

How many non-resident employees will work off-site? 5

Will it be necessary employees working off-site to come to the home? Occasionally

If so, explain: Non-resident employees may occasionally come to the site to pick-up

computers, program technology for deployment or attend a meeting.

Will customers or clients come to the property? 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.)?

1-2. This will be mostly deliveries and occasionally an employee.

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

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


Do you intend to store supplies and/or materials on the site? Yes

Please describe items to be stored and where?

We will temporarily store computers, switches, firewalls, low voltage wire, etc. on site a these items are scheduled and prepared installation at clients' business.

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

If so, explain and/or provide necessary documents.


Homeowner's Name: Jenna MacLennan

Date: 06.22.2022

Homeowner's Signature: 

Email: jennam@yourcomputerhero.com

Phone: 763-229-3072

**Brief Description of Home Occupation:**

Your Computer Hero has been renting a space across from Acapulco in downtown Ramsey for the past 5 years. Since our lease will be up in that location, we have decided to let go of the PC repair portion of our business to focus on our business clients. At this time we have 2 support staff people that are 100% virtual and do not live in the area, we have 2 technicians that do on site computer work and both owners Jenna and Bill MacLennan work in some capacity in the business. The majority of work for our clients is done remotely or on site at the clients' place of business. The portion of work that will be done at the residential location is the staging and preparation of computer equipment before it is deployed to the client's business where it is installed.