



Checklist for New Businesses Opening in Ramsey

Thank you for considering Ramsey for your new business home! Here is a check list of items to follow when establishing a new business in the city:

- Contact Planning Department at planning@cityoframsey.com or 763-433-9860 to insure the location is properly zoned for your business.
- Submit a [Business Registration Certificate](#). Each business is required to register or renew annually. There is a one-time fee of \$30. Contact Jennifer Johnson (jjohnson@ci.ramsey.mn.us or 763-433-9889) in the Police department with any questions. This will also get your business added to the City of Ramsey Business Listing. Economic Development will send additional information to assist businesses with marketing and other events.
- Check with the Building Department to see if any building permits are required when making changes to the building (permits@cityoframsey.com or 763-433-9850) or your contractor can do this.
- Review [Business License](#) requirements to see if a business license is required for your business. Contact Wendy Schlueter at 763-433-9828 or wschlueter@cityoframsey.com with any questions regarding Business Licenses. Licenses may take up to 30 days to finalize.
- Home based businesses may require a [Home Occupation Permit](#). Contact Planning department (planning@cityoframsey.com or 763-433-9860) for details.
- Contact Economic Development with any questions 763-433-9828 or econdev@cityoframsey.com