

## HONEYBEE PERMIT APPLICATION

Thank you for requesting a Permit Application to keep Honeybees. Enclosed are the necessary documents.

You **must** notify adjacent neighbors of your intent to have Honeybees on your property. Enclosed is the "Notification of Bee Hive Ownership to Adjacent Home Owners" form that must be filled out and returned with your application. **If you fail to notify your neighbors and there are complaints regarding the Honeybees your Honeybee Permit may be revoked.**

**Please submit the following required application materials in the enclosed pre-addressed envelope:**

- **Completed Neighbor Notification Form**
- **Completed Honeybee Permit Application Form**
- **Description and sketch or photo of proposed beehives in relation to your property.**
- **Honeybee Management Plan**
- **Check or money order in the amount of \$100.00 for the permit fee made payable to: Minneapolis Finance Department**
- **Proof of completion of an approved honeybee course, if already completed. You will have one year to meet this requirement.**

**Please make copies of the all completed forms for your records.**

An inspection will be done upon receipt of forms and prior to issuing your permit. You are permitted to send in all paperwork and application fee prior to attending the course that is required for the permit but, your permit will not be approved unless the course is completed within one year of the application date. If you fail to complete the course your fee will not be refunded.

**You are not authorized to keep honeybees until the inspection is complete and the permit has been issued.**

Once issued, your permit will only be valid for the number of colonies stated on the permit. The permit will be issued to you or whoever is listed as the applicant and is not transferable to any other person or location. If you decide to increase the number of colonies or move to another residence within the city, you will need to initiate the petition process again. If you wish to terminate the permit because you will be moving or decide not to keep honeybees, please notify our office so that we may update our records. The permit must be renewed annually (a renewal letter will be sent out) although there is no renewal fee.

If you have any questions, please call me at (612) 673-6258.

Respectfully,



Ann Thelen

Permit Coordinator

Minneapolis Animal Care and Control

[Ann.thelen@minneapolismn.gov](mailto:Ann.thelen@minneapolismn.gov)

# MINNEAPOLIS ANIMAL CARE AND CONTROL

## APPLICATION FOR HONEYBEE PERMIT

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Beehive Address (if different): \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Driver's License #, including state of issuance: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Best Contact Time for Inspection  AM  PM  WEEKEND

Type of Structure:  Single Family  Multiple Family - # of Units: \_\_\_\_\_

Commercial  Educational or Recreational  None

Location of Hives:  Ground/One Story Rooftop  Two Story Rooftop or Higher

Honeybee Keeping Course Certification Attached:  Yes  No

*You will have one year to provide a certificate of course completion to MACC upon submission of this application.*

University of Minnesota  Century College  Three Rivers Park  Camp Beez Kneez  
 United Theological Seminary of the Twin Cities

Types of Honeybees to be kept: \_\_\_\_\_

List the maximum number of colonies to be kept: \_\_\_\_\_

Are your beehives ready for inspection at this time?  Yes  NO \*

*\*If you checked NO, please contact our office when the beehives are ready for inspection. You are not authorized to keep bees until the inspection is complete and the permit has been issued.*

**Please describe and attach to your application:**

**1) Where the Hives will be.** You must submit a sketch or photo of the hives and provide a sketch of your property showing dimensions and the location of the hives, including detailed information regarding the distances from buildings and lot lines as well as location of flyways and water source.

**2) Honeybee management plan (sample is attached).** Include: colony management (to prevent swarms), hive upkeep and maintenance (to prevent a nuisance), and harvesting.

I swear / affirm that the above information is true and correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MINNEAPOLIS ANIMAL CARE AND CONTROL

## Neighbor Notification of Beehive Ownership Form

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Beehive Address (if different): \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Number of Beehives: \_\_\_\_\_

I, \_\_\_\_\_, certify that:

1. I Own/Rent property at (insert address) \_\_\_\_\_, located in the City of Minneapolis.
2. On (insert dates) \_\_\_\_\_, I notified all adjacent property owners/residents of my intent to keep beehives on my property via:
  - Phone call
  - Email
  - Written letter
  - Personal conversation
  - Other \_\_\_\_\_
3. The adjacent property owners/residents were provided educational information when requested.
4. The bee hive/s is/are in good working order and in compliance with the requirements set forth in Section 74.80 of the Minneapolis Code of Ordinances (Attachment 5 in this packet).

Failure to fully comply with the Minneapolis Code of Ordinances or the requirements and conditions set forth by Minneapolis Care and Control, including the submission of this form, can result in the revocation of your permit by Minneapolis Animal Care and Control at any time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Signature

# Sample Honeybee Management Plan

**Concept:** Up to XX hives on a second story roof managed by XX.

**Types of honeybees to be kept:** Minnesota Hygienic Bees

## Location and Description of Water Source

A clean water source will be placed near the hives and regularly checked. See attached sketch of property and photo of hives.

## Hive Upkeep and Maintenance

Biweekly, realizing that inspections may vary depending upon the season and weather. Inspections will be made for disease and mites, possible swarming, overall health of the colony, adequate food/water and to make sure the hives with removable frames are operating correctly. We anticipate supplemental feeding during the colder months (spring and fall before and after flowers are available).

**Flyway Barrier:** *If the hives entrance will be located within 25 feet of any property line, please describe flyway barrier. Requirements are outlined in section 74.80(h)(1) of the Minneapolis Code of Ordinances (Attachment 5 in this packet).*

Flyway barrier not required in this case because the hives are located on a second story rooftop.

## Latching Fence

Latching Fence not required in this case because the hives are located at a site that is not accessible to the public.

## Colony Management

The hives shall be maintained so as not to be a nuisance. Hives will be divided as necessary including adding more boxes for the hive to grow into. Management is scheduled around natural nectar flows in order to reach maximum strength before the nectar flows begin.

An important element of beekeeping is maintaining a healthy queen and in particular to ensure that a hive does not swarm. Our regular inspections especially during the month of May and June will reveal the situation. We need to observe the key indicators: no empty cells for the queen to lay eggs in, no eggs, fewer bees, or all the cells have only older larvae and/or capped brood. A poorly performing queen can contribute to the swarming impulse and we may need to requeen.

In our colony management, we anticipate using a queen excluder so that the worker bees can easily pass through the wire mesh and the queens cannot (it should also exclude the drones.)

Honey supers will be added and subtracted depending upon how large the colony is during the course of the season. No wax comb or other material will be left on the grounds.

## Harvesting

We anticipate annual fall harvests either using our own extractor or Bees Kneez' extractor as appropriate. In the first season, we may not be harvesting in order to ensure that the bees survive the winter.

## ***Raising Bees in the City of Minneapolis***

Minneapolis residents can apply for a permit to keep bees on their property. Bees play a vital role in our food system by pollinating fruits, vegetables, flowers, and nuts. Keeping bees helps your home garden and surrounding ecosystem to thrive. You can even learn to extract your own honey and beeswax!

This fact sheet summarizes city policy related to beekeeping. The complete list of rules and regulations are located in the Minneapolis Code of Ordinances (Title 4, Chapter 74, Section 74.80). Before applying for a permit, please read the full ordinance language (Attachment 5 in this packet).



### ***What are the application requirements?***



**Notify Neighbors:** Submit the required “Neighbor Notification of Beehive Ownership” form (Attachment 1 in this packet) with your application. This form is proof that you have notified all your immediate neighbors that you plan to keep bees on your property. If you are a renter, you will also need approval from your landlord.



**Bee Management Plan:** Create a Bee Management Plan specifying the location and number of hives, their water source, flyway barrier and latching fence, hive upkeep and maintenance, colony management, and honey harvesting. A sample Bee Management Plan is included in Attachment 3 of this packet. Minneapolis Animal Care and Control (MACC) is required to inspect the location.



**Pay a Fee:** The beekeeping permit fee is \$100. Annual renewals are free and required for administrative tracking and notification purposes.



**Take a Class:** You will have one year to provide a certificate of completion of a honeybee keeping course from one of the following:

- University of Minnesota (<http://www.beelab.umn.edu/>)
- Century College
- Three Rivers Park District
- Camp Beez Kneez

## **Standards of Practice:**



Honeybee colonies must be kept in hives with removable frames.



A convenient water source must be provided while the colony is active outside the hive.



Maintain beekeeping equipment – keep hives painted and secure unused equipment from weather, potential theft, or occupancy by swarms.



Notify MACC **immediately** if you are no longer able or willing to maintain your beehives. MACC will make the hives available to an approved honeybee rescue entity. There will be a fifty dollar (\$50.00) hive disposal fee.



The hive entrance must be located at least 25 feet away from property lines.



The apiary or property must be enclosed by a latching fence unless the beehives are located on a rooftop that is inaccessible by the general public.

## **Colony Density:**



If hive entrance is less than 25 feet from a property line, a flyway barrier (wall, fence, dense vegetation, or combination) is required. This barrier must be at least six feet tall and continue 10 feet in either direction from the hive. All other sides of the colonies must have a barrier at least four feet tall.



A flyway barrier is not required if adjacent property is undeveloped, zoned for agriculture/industry, or is a wildlife management area with no horse and foot trails within 25 feet of the property line. No barrier is needed on rooftop hives if they are at least 5 feet from the side of the structure and at least 15 feet from adjacent occupied structures.



No person is permitted to keep more than the following numbers of colonies on any lot within the city:

- a. One-half ( $\frac{1}{2}$ ) acre or smaller lot: Two (2) colonies
- b. Larger than one-half ( $\frac{1}{2}$ ) acre but smaller than three-quarter ( $\frac{3}{4}$ ) acre lot: Four (4) colonies
- c. Larger than three-quarter ( $\frac{3}{4}$ ) acre lot but smaller than one (1) acre lot: Six (6) colonies
- d. One (1) acre but smaller than five (5) acres: Eight (8) colonies
- e. Larger than five (5) acres: As determined by Minneapolis Animal Care and Control

### **For more information, please contact:**

Ann Thelen

Minneapolis Animal Care and Control (MACC)

Phone: 612-673-6258

Email: [ann.thelen@minneapolismn.gov](mailto:ann.thelen@minneapolismn.gov)

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**Homegrown Minneapolis is a citywide initiative expanding our community's ability to grow, process, distribute, eat and compost more healthy, sustainable, locally grown foods. Homegrown Minneapolis brings together key partners from local government, area businesses, community organizations, non-profits and residents to build a healthy, local food system.**

# City of Minneapolis Ordinance

## 74.80. - Keeping of honeybees.

(a) No person shall keep, maintain, or allow to be kept any hive or other facility for the housing of honeybees on or in any property in the City of Minneapolis without a permit.

(b) The number and location of hives, colonies and/or facilities for the housing of honeybees permitted by this section shall be determined by a permit issued by Minneapolis Animal Care and Control. The permit shall specify any restrictions, limitations, conditions or prohibitions required by Minneapolis Animal Care and Control as necessary to safeguard public health and the general welfare. Subject to a hearing to be held by a committee of the council or other designated hearing examiner, if requested within five (5) days of the notification, Minneapolis Animal Care and Control may deny, suspend, or revoke any permit applied for or granted pursuant to this section if any condition or requirement is violated or if the keeping of honeybees becomes a public nuisance.

(c) Minneapolis Animal Care and Control may grant a permit pursuant to this section only after the applicant has met any educational requirements as established and published by the manager and has provided evidence of notification to all immediately adjacent property owners, in a format supplied by or approved by and to the satisfaction of Minneapolis Animal Care and Control. If the applicant is a renter, approval from the property owner will be required. Neighbor notification will be the responsibility of the property owner, though it may be carried out by the applicant.

(d) Any person desiring a permit for the keeping of honeybees shall make application to Minneapolis Animal Care and Control. Approval of the application is subject to reasonable conditions prescribed by Minneapolis Animal Care and Control. All permits issued shall expire on January thirty-first of the year following issuance unless sooner revoked. The application fee for such permit shall be one hundred dollars (\$100.00) which shall be paid at the time of application. There shall be no fee for annual renewal but the permit must be renewed annually for administrative tracking and notification purposes in a format supplied by or approved by Minneapolis Animal Care and Control. Failure to provide such renewal may result in an inspection and penalties including citation and revocation of permit. Minneapolis Animal Care and Control shall inspect the premises as deemed necessary. Should the permit be refused, denied or revoked, the fee paid with the application shall be retained by Minneapolis Animal Care and Control.

(e) Minneapolis Animal Care and Control shall enforce the provisions of this section.

(f) *Definitions.* As used in this section:

(1) *Apiary* means the assembly of one (1) or more colonies of honeybees at a single location.

(2) *Beekeeper* means a person who owns or has charge of one (1) or more colonies of honeybees.

(3) *Beekeeping equipment* means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.

(4) *Colony* means an aggregate of honeybees consisting principally of workers, but having, when perfect, one (1) queen and at times drones, brood, combs, and honey.

(5) *Hive* means the receptacle inhabited by a colony that is manufactured for that purpose.

(6) *Honeybee* means all life stages of the common domestic honeybee, *Apis mellifera* species of European origin.

(7) *Lot* means a contiguous parcel of land under common ownership.

(8) *Nucleus colony* means a small quantity of honeybees with a queen housed in a smaller than usual hive box designed for a particular purpose.

(9) *Undeveloped property* means any idle land that is not improved or actually in the process of being improved with residential, commercial, industrial, church, park, school or governmental facilities or other structures or improvements intended for human occupancy and the grounds maintained in associations therewith. The term shall be deemed to include property developed exclusively as a street or highway or property used for commercial agricultural purposes.

(g) *Standards of practice*. Any person obtaining a permit pursuant to this section shall comply with the following standards of practice:

(1) Honeybee colonies shall be kept in hives with removable frames, which shall be kept in sound and usable condition.

(2) Each beekeeper shall ensure that a convenient source of water is available to the colony prior to and so long as colonies remain active outside of the hive.

(3) Each beekeeper shall ensure that no wax comb or other material that might encourage robbing by other bees are left upon the grounds of the apiary lot. Such materials once removed from the site shall be handled and stored in sealed containers, or placed within a building or other insect-proof container.

(4) For each colony permitted to be maintained under this article, there may also be maintained upon the same apiary lot, one (1) nucleus colony in a hive structure not to exceed one (1) standard nine and five-eighths-inch depth ten-frame hive body with no supers.

(5) Each beekeeper shall maintain his beekeeping equipment in good condition, including keeping the hives painted, and securing unused equipment from weather, potential theft or vandalism and occupancy by swarms. It shall be a violation of this section for any beekeeper's unused equipment to attract a swarm, even if the beekeeper is not intentionally keeping honeybees.

(6) Each beekeeper shall enclose their property and/or the apiary with a latching fence. A fence shall not be required if the hives are approved to be located on a rooftop so as to be inaccessible to the general public so that bee movements to and from the hive do not interfere with the ordinary movements of persons on adjacent properties or the public right-of-way.

(7) Each beekeeper shall, if unable or unwilling to continue to maintain their permitted hives, promptly notify Minneapolis Animal Care and Control so that the hives may be made available to an approved honeybee rescue entity, or, if necessary, disposed of by Minneapolis Animal Care and Control. There shall be a fifty dollar (\$50.00) fee for disposal of hives.

(h) *Colony density*. Any person obtaining a permit pursuant to this section shall comply with the following restrictions on colony density:

(1) Except as otherwise provided in this chapter, in each instance where a colony is kept less than twenty-five (25) feet from a property line of the lot upon which the apiary is located, as measured from the nearest point on the hive to the property line, and any entrances to the hive faces that lot line, the beekeeper shall establish and maintain a flyway barrier at least six (6) feet in height. The flyway barrier may consist of a wall, fence, dense vegetation or a combination thereof, such that honeybees will fly over rather than through the material to reach the colony. If a flyway barrier of dense vegetation is used, the initial planting may be four (4) feet in height, so long as the vegetation normally reaches six (6) feet in height or higher. The flyway barrier must continue parallel to the apiary lot line for ten (10) feet in either direction from the hive. All other sides of the area encompassing the colonies shall consist of fencing, a wall, dense vegetation or combination of at least four (4) feet tall. The area encompassing the colonies need not entail the entire property. A flyway barrier is not required if the property adjoining the apiary lot line is undeveloped, or is zoned agricultural or industrial, or is a wildlife management area or naturalistic park land with no horse or foot trails located within twenty-five (25) feet of the apiary lot line. A flyway barrier is not required if the hives

are located on the roof of a structure containing at least one (1) full story if all hives are located at least five (5) feet from the side of the structure and at least fifteen (15) feet from any adjacent and occupied structure.

(2) No person is permitted to keep more than the following numbers of colonies on any lot within the city, based upon the size or configuration of the apiary lot:

- a. One-half ( $\frac{1}{2}$ ) acre or smaller lot: Two (2) colonies;
- b. Larger than one-half ( $\frac{1}{2}$ ) acre but smaller than three-quarter ( $\frac{3}{4}$ ) acre lot: Four (4) colonies;
- c. Larger than three-quarter ( $\frac{3}{4}$ ) acre lot but smaller than one (1) acre lot: Six (6) colonies;
- d. One (1) acre but smaller than five (5) acres: Eight (8) colonies;
- e. Larger than five (5) acres: As determined by Minneapolis Animal Care and Control.

(3) Regardless of lot size, so long as all lots within a radius of at least two hundred (200) feet from any hive, measured from any point on the front of the hive, remain undeveloped, the maximum number of colonies may be increased by Minneapolis Animal Care and Control. No grandfathering rights shall accrue under this subsection.

(4) If a beekeeper serves the community by removing a swarm or swarms of honeybees from locations where they are not desired, a beekeeper shall not be considered in violation of the portion of this section limiting the number of colonies while temporarily housing the swarm on the apiary lot in compliance with the standards of practice established pursuant to this section if the swarm is so housed for no more than thirty (30) days from the date acquired.

(i) Pursuant to section 244.2000(a) of this Code, any rental dwelling license holder notified by an immediately adjacent property owner of the intent to house beehives on the immediately adjacent owner's property shall post said notice in a common area of the rental property or, if a single-family home, the rental license holder shall provide said notice to the tenant by means of mail, hand delivery, or posting. Said notice shall be provided by the rental license holder to each new tenant thereafter for as long as the adjacent property continues to house beehives. (Code 1960, As Amend., § 816.080; Ord. of 6-13-75, § 2; 2009-Or-032, § 1, 4-24-09; 2013-Or-039, § 1, 4-12-13; 2013-Or-118, § 2, 12-6-13; 2014-Or-038, § 1, 7-18-14)