City of Piedmont
HOME OCCUPATION PERMIT APPLICATION
City Clerk’s Office – (510) 420-3040

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Applicant’s Name</td>
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<tr>
<td>Applicant’s Address</td>
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<tr>
<td>Business Name</td>
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<td>Type of business proposed for the home occupation</td>
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1. How many persons will be employed in connection with this business?   |        |
   How many of these employees are residents?                            |        |
   How many will work elsewhere?                                         |        |

2. On which days of the week will business be conducted?                 |        |

3. During what hours will business be conducted?                        |        |

4. What equipment, materials or products will be used in connection with this activity? (i.e. computers, scales, drafting equipment, etc.)
   ___________________________________________________________________
   ___________________________________________________________________

5. Will the business result in any sound or noise, vibration, dust, glare, electrical interference or other condition which could disturb your neighbors?
   _______ Yes  ________ No

   If “Yes”, explain ____________________________________________________
   ___________________________________________________________________

6. Describe all methods of advertising or soliciting you plan to use.    |        |
   ___________________________________________________________________

7. What types of traffic, either vehicular or pedestrian, will result from your business?
   ___________________________________________________________________
8. Explain why you plan to use your residence rather than a commercial location.

________________________________________________________________________
________________________________________________________________________

9. Explain why you think the city should grant you a Home Occupation Permit.

________________________________________________________________________
________________________________________________________________________

I certify that the foregoing information is true and correct to the best of my knowledge. I have read Division 17.44 of the City Code and believe that my proposed home occupation is in compliance with all requirements contained therein.

By submitting this application, I agree to allow the City of Piedmont to notify my neighbors regarding my proposed business.

Applicant’s Signature ________________________________ Date ____________

Please return this form with the attachments listed below to:
City Clerk’s Office
120 Vista Avenue
Piedmont, CA 94611

1. Drawing of proposed business location (rough floor plan). This can be drawn on the reverse side of this form.
2. Neighborhood Notification Form signed by neighbors
3. $100 check to the City of Piedmont for the non-refundable filing fee

Note: Once your HOP is approved, a Business License Application and payment must be submitted to complete the HOP process.

(For City Use Only)

Application complete, fee paid and notification checked: ________________________________
City Clerk’s Office

Approved: ________________________________
Director of Public Works

Approved: ________________________________
City Clerk

Date ________________________________
Dear Resident:

The City of Piedmont is considering issuance of a Home Occupation Permit to your neighbor. The City Code requires that you be notified about this. Please sign and date this form.

Applicant’s Name ________________________________________________________________

Applicant’s Address ______________________________________________________________

Description of Business ____________________________________________________________

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(This form must be signed by all contiguous neighbors including those across the street and behind the applicant’s residence and returned to the City Clerk’s office by the applicant.)

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(510) 420-3040

04/17