

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

Applicant's Name \_\_\_\_\_ Phone (h) \_\_\_\_\_

Applicant's Address \_\_\_\_\_ Phone (w) \_\_\_\_\_

Business Name \_\_\_\_\_

Type of business proposed for the home occupation \_\_\_\_\_

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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 Chapter 17B of the City Code and believe that my proposed home occupation is in compliance with all requirements contained therein.*

*In 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 check for \$100 must be submitted to complete the HOP process.*

*(For City Use Only)*

Application complete, fee paid and notification checked: \_\_\_\_\_

City Clerk

Approved: \_\_\_\_\_

Director of Public Works

Approved: \_\_\_\_\_

Geoffrey L. Grote, City Administrator

Date \_\_\_\_\_

City of Piedmont  
**NEIGHBORHOOD NOTIFICATION FORM**  
*For Home Occupation Permit*

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 \_\_\_\_\_

Address	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*(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.)*

*City Clerk's Office  
(510) 420-3040*