



Planning and Community
Development
200 Old Bernal Avenue
P.O. Box 520
Pleasanton, CA 94566-0802
(925) 931-5600 Fax: (925) 931-5483

APPLICATION TO CONDUCT A BUSINESS IN YOUR HOME

Address of Residence (Business Location): _____

(Address, City, Zip Code)

Name of Business: _____

Mailing Address: _____ **Telephone:** () _____
(if different from residence address) (Street, City, Zip Code)

Alternate: () _____

Fax: () _____

Name of Person Conducting the Business: _____

Describe the business activities that will be conducted in the home (for example: computer work, office work, telephone contacts, art work using water colors/oil paints, needlework):

Owner of Property if Other than Applicant: _____

I certify that I have read, understand, and will comply with all regulations governing "exempt home occupations" as listed in Section 18.104.020 of the Pleasanton Municipal Code. If, at any time in the future, I can no longer comply with all of these regulations, I shall immediately apply for a Home Occupation Permit or other permit as may be required by the Zoning Administrator.

Applicant's Signature: _____ **Date:** _____

Print Applicant's Name: _____

(For Completion by the Planning Department)

Zoning of Property: _____ Approved: _____
(Initials) (Date)

REGULATIONS TO CONDUCT A BUSINESS IN YOUR HOME

Your business is considered an "Exempt Home Occupation" if it meets the following regulations (per Section 18.104.020, Chapter 18.104, Title 18 of the Pleasanton Municipal Code). Please complete this form and submit it to the Planning Department. If your business cannot meet one or more of these regulations, please contact the Planning Department (925-931-5600) to obtain information regarding the appropriate zoning approval process. You are also required to apply for and obtain a business license.

Please **check each box** and **sign and date below** to indicate that you understand and will comply with the following regulations:

- Only one resident of the dwelling shall be employed in the conduct of the home business.
- The home business shall consist of activities related to office use (computer, telephone, bookkeeping, drafting) and/or the production of minor arts and crafts items.
- No clients or customers shall come to the premises in connection with the home business.
- The home business shall be conducted only in the dwelling and shall be clearly incidental and subordinate to the use of the structure as a residence.
- There shall be no signs displayed or posted on the premises in conjunction with the home business.
- The existence of the home business shall not be apparent beyond the boundaries of the site.
- The residence address shall not be used in any advertising done in conjunction with the home business.
- Materials, stock, supplies, or equipment shall not be delivered to or picked up from the residence in connection with a home business except by the permittee.
- Equipment, materials, and supplies used for the home business shall consist of office-type items (computer, typewriter, desk, files, etc.) and those items used in the production of minor arts and crafts products (yarn, watercolors, oil paints, etc.) and shall not occupy more than one room of the dwelling.
- The home occupation shall not create pedestrian or vehicular traffic in excess of the amount normally generated by residential uses allowed in the district.

I understand and will comply with the regulations indicated above. I also understand that this permit only applies to the address on the front of this form, and if I move from this location, I will need to complete and submit a new "Application to Conduct a Business from Your Home" form and contact the Business License Division (925-931-5440).

Applicant's Signature

Date

Did you: **remember to sign and date page 1 and page 2?**
 remember to describe all of the business activities that will be conducted in the home?
 review and check all of the boxes for the items on page 2?

Good luck in your business endeavor!



CITY OF PLEASANTON

200 Old Bernal Ave. P.O. Box 520 Pleasanton, CA 94566

DATE & P.O.D
APPROVAL

BUSINESS LICENSE TAX APPLICATION

THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED BEFORE LICENSE CAN BE ISSUED

BUSINESS ID NO.

ACCOUNT NO.

EXPIRATION DATE

Business Name _____	Bus. Phone () _____
Business Location _____ <small>(Cannot be PO Box per State of California Business & Professions Code Section 17538.5)</small>	Bus. Fax () _____
Mailing Address _____	Website _____
Description of Business: _____	Start Date _____
OWNERSHIP: [] Corporation [] Ltd. Liability Co. [] Partnership [] Sole Proprietor [] Ltd. Partnership [] Trust	Rate Type _____
State Contractor Lic. No. _____ Type _____ Expires _____	SIC Code _____
RESALE NO. _____	FEIN NO. _____
	SEIN NO. _____

NAME(s), RESIDENTIAL ADDRESS & PERSONAL IDENTIFICATION OF OWNERS, PARTNERS & CORP OFFICERS		
Owner Name _____	Title _____	Drivers Lic. No. _____
Address _____ <small>(Cannot be PO Box)</small>		Soc. Sec. No. _____
		Phone No. _____
		Cell Phone No. _____
Owner Name _____	Title _____	Drivers Lic. No. _____
Address _____ <small>(Cannot be PO Box)</small>		Soc. Sec. No. _____
		Phone No. _____
		Cell Phone No. _____

IN CASE OF EMERGENCY, PLEASE PROVIDE LOCAL CONTACT	
Name _____	Phone () _____
Address _____	

IF CONTRACTOR, COMPLETE THE FOLLOWING	
Project Name _____	
Address _____	

AGENT OF SERVICE (if a corporation)	
Name _____	Phone () _____
Address _____	

DOES YOUR BUSINESS INVOLVE: [] IMPORTING, [] EXPORTING, or [] NONE
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<table border="1"> <tr> <th colspan="2">LICENSE TAX SCHEDULE</th> </tr> <tr> <td>Range of Gross Receipts -</td> <td>Tax -</td> </tr> <tr> <td>\$ 0 - \$ 24,999</td> <td>\$25.00</td> </tr> <tr> <td>\$ 25,000 - \$ 99,999</td> <td>\$50.00</td> </tr> <tr> <td>\$100,000 - \$249,999</td> <td>\$75.00</td> </tr> <tr> <td>\$250,000 - AND ABOVE</td> <td>\$.30 per \$1,000 of gross receipts</td> </tr> </table>	LICENSE TAX SCHEDULE		Range of Gross Receipts -	Tax -	\$ 0 - \$ 24,999	\$25.00	\$ 25,000 - \$ 99,999	\$50.00	\$100,000 - \$249,999	\$75.00	\$250,000 - AND ABOVE	\$.30 per \$1,000 of gross receipts	<p>PLEASE CALCULATE AMOUNT DUE FROM SCHEDULE ON LEFT OF FORM BASED ON ESTIMATED GROSS RECEIPTS, ENTER FEE IN BOX BELOW AND SIGN</p> <p>NO. OF EMPLOYEES <input type="text"/></p> <p>ESTIMATED GROSS RECEIPTS <input type="text"/></p> <p>TOTAL TAX DUE <input type="text"/></p>
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<p>This license period is for twelve months ending <input type="text" value="12/31/10"/></p> <p>Estimated Gross Receipts are based on <input type="text"/> month:</p> <p>From <input type="text"/> to <input type="text" value="12/31/10"/></p>													

I DECLARE, UNDER PENALTY OF PERJURY, THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT, AND THAT ALL REQUIRED LICENSES ARE IN FULL FORCE AND EFFECT.

Date _____ Signature of Owner or Representative _____

RETURN APPLICATION TO ADDRESS SHOWN ABOVE AND MAKE CHECK PAYABLE TO "CITY OF PLEASANTON"