



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): _____
(Street Address) (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 (**and on the reverse side of this form**). 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: _____

(Please complete the reverse side of this form)

(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!