

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

Applicant's Name _____ Phone _____

Applicant's Address _____ Email _____

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 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 indicate your payment method:

☐ Cash

☐ Check

☐ Credit Card*

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. *If paying by Check, enclose a \$100 check written to the City of Piedmont for the non-refundable filing fee. If paying by credit card, an invoice will be emailed to you.*

*A payment fee of 2.9% for credit card payments plus a \$0.30 charge for each transaction will be collected by the payment merchant. The City will collect the Home Occupation Permit fee only. If paying by credit card, an invoice will be emailed to you, which will include the payment merchant and City fees combined in one total. *Please ensure email address is listed and correct on reverse side of this application.*

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 Planning & Building

Approved: _____
City Clerk

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

04/2025