

## CHECKLIST ...

When applying for a home occupation permit  
make sure you have:

Completed Application

Neighbor Notification Signature Page

Diagram of House

Check for \$100

# HOME OCCUPATION PERMITS



THE CITY OF PIEDMONT

120 Vista Avenue, Piedmont, CA 94611

Updated 04/2017

## CAN I HAVE A HOME OFFICE?

Although zoned primarily for single family residential living, the City of Piedmont allows homeowners to use a single room in their residence for certain types of offices or other home occupations. The city's rules regarding home businesses are intended to safeguard the quality of life in Piedmont and ensure that an occupational use neither changes the basic residential character (of the dwelling) nor "...adversely affects the residential character of the neighborhood." (Sec 17.44.030 Piedmont City Code)

To meet the above criteria the City will ask that you limit your business to one room of your home and do not:

*Have additional employees other than family members*

*Use commercial vehicles*

*Store materials or supplies outdoors*

*Use signs or other advertising indicating the location of the business*

*Have customers or clients at your home*

Some businesses are inappropriate to a residential area and are totally prohibited. These include:

Retail sales  
Automotive service  
Salvage or scrap metal sales  
Manufacturing of machinery

**You do not need a home occupation permit if you are employed outside the home but occasionally bring work home on evening or weekends.**

Division 17.44 of the City Code contains complete information on the home occupation process and is available from the City Clerk's office.

Piedmonters interested in using a portion of their home for business will need two separate documents from the city:

**Home Occupation Permit** which allows the use of residential property for a restricted business use, and a

**Business License** which is a tax charged to all businesses who generate revenue in the City of Piedmont.

Applications for both of these documents are obtained from the City Clerk's office or on the City's website.

## HOME OCCUPATION PERMIT

The first step in setting up a home business is to apply for a Home Occupation Permit. You will be asked to:

Complete a simple two-page application regarding the type of business you intend to conduct in your home,

Provide a diagram of your home which includes the portion to be used for business, and

Provide notice of your intent to do business to your immediate neighbors. You must attempt to notify your neighbors and have them sign a form provided by the City. If you cannot get a signature, the City will notify those who do not sign and give them fifteen days to respond.

The fee for a Home Occupation Permit is \$100.00 and is non-refundable. Your approved permit is valid until you change your business or cease to conduct business in your home. *The Home Occupation Permit allows you to use your home for business...but does not license your business activity.* In order to have a legal business, you must also obtain a city business license.

## BUSINESS LICENSE

When the city approves your Home Occupation Permit, you will need to apply for a city Business License. Your Business License tax is levied because you will generate revenue within Piedmont. All other businesses which receive income because of their work in Piedmont, whether located within the city limits or not, are also required to pay this tax.

Information regarding all city business licenses (including declared revenue) are reported to the State of California on an annual basis.

The amount of your Business License will depend on the type of business you intend to perform. In general, licenses cost between \$50.00 and \$200.00. Details regarding the various classifications and the current rates for each are contained on the city's business license application form.

### FOR MORE INFORMATION

The City Clerk's office can provide you with a Home Occupation Permit application and answer any questions about the information contained in this brochure. Call or stop by City Hall.

**City Clerk's Office (510) 420-3040**  
**120 Vista Avenue**  
**Piedmont, CA 94611**

Hours: 8:30 am to 12 Noon and  
1:00 pm to 5:00 pm  
Monday through Friday