



BL No.:

Planning Division  
200 Old Bernal Ave./P.O. Box 520  
Pleasanton, CA 94566-0802  
Ph: (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: \_\_\_\_\_  
(if different from residence address) City, State, Zip Code

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Alternate: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name of Person Conducting the Business: \_\_\_\_\_

Describe the business activities that will be conducted in the home (e.g., computer work, office work, telephone contracts, art work using water colors/oil paints, needlework, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Division)

Zoning of Property: \_\_\_\_\_  
Application No.: \_\_\_\_\_

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 Division. If your business cannot meet one or more of these regulations, please contact the Planning Division (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) 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 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.

To the extent permitted by law, the applicant shall defend (with counsel reasonably acceptable to the City), indemnify and hold harmless the City, its City Council, its officers, boards, commissions, employees and agents from and against any claim (including claims for attorneys fees), action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside, or void the approval of the application or any permit authorized hereby for the project, including (without limitation) reimbursing the City its attorneys fees and costs incurred in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its choice.

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**

***Good luck with your business endeavor!***