



**TOWN OF ATHERTON**  
**HOME OCCUPATION PERMIT**  
Planning Department, 91 Ashfield Road,  
Atherton, CA 94027, (650)752-0500

**A ONE TIME NON-REFUNDABLE \$100.00 FEE**

*An annual Business License is required to conduct home occupation. Please contact MuniServices at 1-800-987-0999 to apply for a business license or download the Business License Application – Category 3 from our Town website at [www.ci.atherton.ca.us](http://www.ci.atherton.ca.us)*

**PROPERTY DESCRIPTION:**

Owner's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

**BUSINESS DESCRIPTION:**

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Type of Ownership: \_\_\_\_\_

(Sole Proprietorship, Partnership, Corporation)

Phone Number: (        ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Tax I.D # or Social Security # (last four digits): \_\_\_\_\_

Start Date of Business: \_\_\_\_\_

*I hereby certify that I have read the Home Occupation Requirements on the reverse side and will operate in compliance with the required standards. (See reverse side for Home Occupation Requirements: Ordinance 407, AMC section 17.48).*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Property owner signature if different than business owner

**\*\*\*\*OFFICE USE ONLY\*\*\*\***

Received By: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Approved Date: \_\_\_\_\_

**Town of Atherton  
Planning Department**

**17.48 Home Occupation Zoning Permit Required**

Home Occupations shall be permitted upon issuance of a home occupation zoning permit by the City Administrator only when that use conforms to all of the applicable following standards:

- a. The use is clearly incidental and secondary to the use of the dwelling for dwelling purposes.
- b. The use is conducted entirely within a dwelling and is carried on by the inhabitants thereof.
- c. No persons other than the inhabitants are employed at the premises in relation to the home occupation.
- d. No signs or commercial names are displayed for any purpose on or about the premises.
- e. No business address listings are used in telephone or business directories, advertisements or similar publications.
- f. The use does not change the character of the dwelling or adversely affect the uses permitted in the surrounding district. There shall be no external evidence of business activity.
- g. The use creates only infrequent or occasional additional traffic.
- h. The entrance to the space devoted to such use is from within the building and no internal or external alterations or construction features not customary in dwellings are involved.

***For questions, please call Planning at (650) 752-0500***

**Please remit to:**

**Town of Atherton  
91 Ashfield Road  
Atherton, California 94027**