



Minor Home Business

Handout #45-A Revised: 08/24/09

What is a Home Business?

Home businesses are commercial activities carried on within a dwelling by a member or members of the family who occupy the dwelling. The home business is secondary to the use of the dwelling for living purposes, and the residential character of the dwelling must be maintained.

In Clark County, home businesses must be owned and operated by the resident owner or renter. If more than one home business is operated out of the home, all businesses in combination must not exceed the applicable standards. Uses that are otherwise listed as permitted outright, a conditional use, or a use subject to review and approval under the zone in which the property is located, cannot be approved under the home business ordinance.

Do all Home Businesses need a Home Business permit?

If your business has a minimal impact to the neighborhood, and is limited to the following standards, a home business permit from the county is not required. However, a building permit may be required:

In urban areas:

- A maximum of 25% of gross floor area or 1,000 square feet (whichever is less) of the dwelling and attached garage may be used for the home business (see Attachment A -1 for "gross floor area" definition);
- No use of accessory structures for the home business;
- Maximum of 2 employees who come to the home business location, with one parking space on-site for each non-resident employee;
- No customers that come to the home business location;
- No outside storage;
- No heavy equipment; no more than one home business-related vehicle;
- No on-site retail sales; and,
- No more than one sign related to the home business of 2 square feet or less.

In rural areas:

- A maximum of 25% of gross floor area or 1,000 square feet (whichever is less) of the dwelling and attached garage may be used for the home business (see Attachment A -1 for "gross floor area" definition);
- Use of up to 400 square feet of an accessory structure;
- Maximum of two employees who come to the home business location, with one parking space on-site for each non-resident employee;
- No customers that come to the home business location;
- No outside storage;
- No heavy equipment; no more than one home business-related vehicle; and, no on-site retail sales; and,
- No more that one sign related to the home business of 2 square feet or less.

Note:

- There is no minimal lot size for exempt home businesses; and,

- Two or more exempt home business on the same parcel require application for a Type I or II Home Business permit if the combined features of each business exceed the above standards.

What is the difference between a minor and major Home Business?

The review process depends on whether you are in the urban or rural areas, and the extent of the impacts the business may have on the neighborhood. The distinctions are summarized below:

Minor Home Business Urban	Minor Home Business Rural
A maximum of 25% of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business	A maximum of 25% of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business
Use of up to 400 square feet of an accessory structure	Use of up to 1,000 square feet of an accessory structure
Maximum of 2 on-site, non-resident employees; one parking space for each	Maximum of 3 on-site, non-resident employees; one parking space for each
Maximum of 6 on-site customers per day	Maximum of 6 on-site customers per day
No heavy equipment or outside storage; one business-related vehicle	No outside storage; 2 business-related vehicles; 2 pieces of heavy equipment
Incidental on-site retail sales only	Incidental on-site retail sales only
Hours of operation: 7 a.m. to 8 p.m.	Hours of operation: 7 a.m. to 8 p.m.
May have 1 sign up to 2 square feet in size	May have 1 sign up to 2 square feet in size

Major Home Business Urban	Major Home Business Rural
A maximum of 25% of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business	A maximum of 25% of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business
Use of up to 900 square feet of an accessory structure	Use of accessory structure based on parcel size; see table 40.260.100-1
Maximum of 3 on-site, non-resident employees; one parking space for each	Maximum number of on-site, non-resident employees based on parcel size; see table 40.260.100-1; one parking space for each
Maximum of 12 on-site customers per day	Maximum of on-site customers per day, see Table 40.260.100-1
No heavy equipment or outside storage; 3 business-related vehicle	Outside storage based on Table 40.260.100-1; vehicles and heavy equipment based on Table 40.260.100-1
No outside activity area	Activity area minimum 50' setback and screened
Incidental on-site retail sales only	Incidental on-site retail sales only
Minimum lot size: 10,000 square feet	Minimum lot size: 2.5 acres
Hours of operation: 7 a.m. to 8 p.m.	Hours of operation: 7 a.m. to 8 p.m.
May have 1 sign up to 2 square feet in size	May have 1 sign up to 2 square feet in size

Note: On-site retail (other than incidental), adult entertainment enterprises as defined in Clark County Code, Chapter 5.45, automotive recycling material facilities, and in urban areas, new facilities for servicing motor vehicles are prohibited.

Are there other permits that may be required? Yes, in most cases.

Building Permit

Depending upon your home business situation, you may need a residential or commercial building permit.

Residential Building Permit:

If your home business is to be located inside the home or in an attached garage, and the area used for the home business is 500 sq ft or greater, a Residential Building Permit is required.

The area used for a home business that are used by employees or customers are required to meet the American Disabilities ACT (ADA) standards, including parking, accessible route and entry under Section 3409 of the International Building Code (IBC). Home businesses over 500 square feet will be required to comply with all applicable provisions of the 2006 International Building Code (IBC), Section 3409 Accessibility to Existing Buildings

Commercial Building Permit:

If your home business is to be located in a structure that is detached from your home or the structure, addition, or space used for home business is over 500 sq ft, a commercial building permit will be required.

The area used for a home business that are used by employees or customers are required to meet the American Disabilities ACT (ADA) standards, including parking, accessible route and entry under Section 3409 of the International Building Code (IBC). Home businesses over 500 square feet will be required to comply with all applicable provisions of the 2006 International Building Code (IBC), Section 3409 Accessibility to Existing Buildings

Before the home business owner applies for a home business permit, they should meet with a Plans Examiner and Permit Services Specialist at the Clark County Permit Services Center to determine the extent of building permit requirements.

For more information call 397-2375, ext. 5019.

For more information on ADA call 397-2375, ext 4349 or 4177

Please note: Home business applications & building permits must be submitted at the same time.

Fire Marshal

Approval from the Fire Marshal will be required If your home business is a non-office type of work (e.g., wood working or other types of manufacturing), Call (360) 397-2375, ext. 3396 for more information.

State Electrical (i.e., Labor & Industries)

The State conducts all electrical plan reviews and inspections for the county. For all electrical work, call (360) 896-2300.

Critical Areas

If you are proposing to construct new buildings or commence home business activities within an environmental critical area, additional permits may be required. Such critical areas include:

shoreline management, critical aquifer recharge area (CARA), geo-hazard, floodplain, wetland and habitat. Contact the Permit Services Center at 397-2375, ext 5198.

Health Department

If the home business will be utilizing a septic or water well system, you should consult with the Health Department. Call (360) 397-8428 for more information.

Is outside storage of home business related items allowed?

Outside storage is not allowed under the Minor Home Business regulations.

Are there additional requirements if I live on a private road?

Yes. If you are applying for a minor home business on a private road, you should attempt to get the signatures of all property owners who share the private road, agreeing that the safety and maintenance impacts associated with the home business are adequately mitigated (see Attachment A-4). If you are unable to get all the signatures, you will be required to apply for a Type II review.

Under the Type II review process, the county will visit the site and may require certain roadway improvements to ensure dust, noise, trip generation, and road safety and maintenance are adequately addressed.

What is the application process for a Type I Home Business permit?

Staff at the Permit Services Center, located at the Public Service Center, 1300 Franklin Street, 1st Floor, Vancouver, Washington, will assist with the application process.

For a Minor Home Business (and those businesses on private roads that also submit a neighborhood agreement), the applicant must submit a completed and signed application form, "Applicant Agreement and County Decision" form, and submit payment for the required fee. Application for minor home businesses are normally issued over the counter, but may take up to 21 calendar days to be issued after submittal at the Permit Services Center.

For a Minor Home Business that is located on a private road and a neighborhood agreement has not been submitted, the application will be reviewed under a Type II process. This process requires all items listed on the "Home Business Private Road Access Review Submittal Requirements" and fee payment be submitted to the Permit Services Center. A decision on the application will be made within 78 days from the date the application is deemed Fully Complete.

What if I didn't submit all of the required information?

Minor Home Business applications (and those on private roads with a neighborhood agreement) will be checked upon submittal to ensure the application is complete. All incomplete submittal packages will be returned to the applicant.

For Minor Home Business on private roads without a neighborhood agreement (i.e., Type II review), the County conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting your application over the counter, the Permit Services staff will conduct a "**Counter Complete**" review of your submittal packages. This initial review ensures that **all items with a bold underlined space** listed within the "Home Business Private Road Access Review Submittal Requirement" have been submitted before accepting your application (see Attachment A-5).

Once your application is accepted, the original submittal package is routed to our review staff. Staff conducts a second completeness check, known as the “**Fully Complete**” review. This more detailed review ensures that **all items with a box to the left** listed under the numbered headings of the attached submittal requirements have been submitted. As an example, does the “Site Plan” include the “Location and dimensions of the private road?”

If required items are missing from your original submittal, you will receive a letter of “Not Fully Complete,” with a list of the missing items. If you have not submitted the requested information within 30 days of this written request, staff will return your application and refund the application fee, less the processing costs incurred to date.

If **all** of the submittal requirements have been met, you will receive a “Fully Complete” determination letter and the technical review will begin.

What kind of public notice is provided?

There is no public notice for a Minor Home Business, unless it is located on a private road and a neighborhood agreement has not been submitted.

For a Minor Home Business that is located on a private road and a neighborhood agreement has not been submitted (i.e., Type II review), public notice describing the proposal will be mailed to property owners within a 300' radius of the project (if within an urban growth boundary) or a 500' radius of the project (if outside an urban growth boundary), the area neighborhood association representative, and to the applicant. Notice will also be posted in the Columbian newspaper.

The notice will invite written comments to be submitted within 14 calendar days of the date of the notice. Copies of any written comments received in a timely manner will be sent to the applicant. The applicant may submit a written response to the comments received within 14 days from the date the comments are mailed to the applicant.

Can the decision be appealed?

The Responsible Official's decision may be appealed to the County Hearings Examiner by the applicant or any person or group. An appellant must submit an appeal application and **\$5,240** (Planning =\$4,826; Engineering = \$414) fee within 14 calendar days after the written notice of the decision is mailed.

What are the Minor Home Business Application fees?

The following fees apply to home business applications.

Minor Urban and Rural Review, without private road access	\$228 (Planning: \$106; Engineering = \$122)
Minor Urban and Rural Review, with private road access/ neighborhood agreement	\$281 (Planning = \$159; Engineering = \$122)
Minor Urban and Rural (Type II Review) with private road access/ no neighborhood agreement	\$2,180 (Planning = \$2058; Engineering = \$122)
Fire Marshal (if applicable):*	\$434

CARA permit (if applicable):**

\$1,378

* Approval from the Fire Marshal will be required if your home business is non-office type of work (e.g., wood working or other types of manufacturing).

** Certain activities can have a negative impact on groundwater such as vehicle service and repair shops, auto wrecking, storage of hazardous substances, and similar activities and are required to receive approval under a Critical Aquifer Recharge Area (CARA) permit prior to issuance of a Home Business Permit.

Please Note:

- Approval of this application does not constitute approval of modification to existing driveways or construction of a new driveway. Construction of a new driveway or modification to an existing driveway requires a "Driveway Approach Permit," which is issued at the Permit Services Center; and,
- This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code Section 40.260.100 Home Businesses.

**Public Service Center
Community Development Department
1300 Franklin Street
P.O. Box 9810
Vancouver, WA 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: <http://www.clark.wa.gov>**

ADA COMPLIANCE PROGRAM:



For an alternate format, contact the Clark County ADA Compliance Office, V (360) 397-2375-2025; TTY (360) 397-2445; E-Mail: ADA@clark.wa.gov

Attachments:

- **Attachment A-1 - Home Business Definitions**
- **Attachment A-2 - Minor Home Business Urban Applicant Agreement and County Decision**
- **Attachment A-3 - Minor Home Business Rural Applicant Agreement and County Decision**
- **Attachment A-4 - Clark County Home Business Proposal, Private Road Neighborhood Agreement**
- **Attachment A-5 - Home Business Private Road Access Review Submittal Requirements**

Home Business Definitions

Activity area - See home business activity area.

Gross Floor Area - includes basement and attached garage, but does not include an unfinished attic or a detached garage.

Heavy equipment - means any free-standing piece of equipment with a gross vehicle weight of 15,000 pounds (as defined by the manufacturer) or greater that is used for the purpose of a home business and that is typically transported to a job site by a vehicle. The term shall include equipment that is motorized or non-motorized, stationary, or self-propelled. Tools or pieces of machinery that are permanently located within an accessory structure shall not be counted as heavy equipment for the purposes of this section. 3. Home business. Home business means a business in conjunction with a residential use which results in financial remuneration from a product or service and is conducted by at least one resident occupying the dwelling on the subject property.

Home business activity area - (hereafter activity area) means a defined outside area used in conjunction with a home business that includes all outside activities associated with the home business, including, but not limited to parking areas used for business vehicles and equipment, areas used for loading and unloading, worker or client parking areas, and areas used for outdoor storage.

Incidental retail sales - means retail sales that are ancillary and secondary to the home business, such as selling shampoo from a home hair salon.

Outdoor Storage - means the outdoor holding of any materials or merchandise, whether covered or uncovered, used or associated with a home business.

Trailer - is a non-motorized vehicle that is licensed for road use that is used exclusively, or in part, for the purpose of a home business. Trailers equipped by the manufacturer as combination tractor-trailers shall not be counted as a separate trailer, but shall be considered together with their tractor a part of a single vehicle.

Vehicle – (for the purposes of this ordinance) means any motorized vehicle licensed for road use that is used exclusively, or in part, for the purpose of a home business. A vehicle equipped by the manufacturer to serve as a combination tractor-trailer shall be counted as a single vehicle.

Attachment A-2

**MINOR HOME BUSINESS
URBAN
APPLICANT AGREEMENT AND COUNTY DECISION**

Case Number (Assigned upon application):

Applicant Name:

Home Business Address:

Description of Home Business: _____

The following is a list of the required conditions for operating a Minor Home Business - Urban. Please read and initial each item and sign the certification agreeing to comply with these conditions.

<input type="checkbox"/>	I am the owner and operator of the subject home business, and resident owner or renter of the property who occupies the property as their principal resident.
<input type="checkbox"/>	The home business will not occupy more than 25% of the gross floor area of the dwelling or exceed 1,000 square feet, whichever is less.
<input type="checkbox"/>	No more than one sign related to the home business of two square feet or less in size will be posted on the property.
<input type="checkbox"/>	Only incidental on-site retail sales will be allowed; and, the following activities will not take place on the property: adult entertainment enterprises as defined in Clark County Code, Chapter 5.45, automotive recycling materials facilities, and new facilities for servicing motor vehicles.
<input type="checkbox"/>	No more that 400 square feet of an accessory structure will be used for the business.
<input type="checkbox"/>	No more than 2 non-resident employees who come to the home business location will be allowed, and one additional on-site parking space will be provided for each non-resident employee.
<input type="checkbox"/>	No more than 6 customers per day will come to the home business location.
<input type="checkbox"/>	There will be no outside storage.
<input type="checkbox"/>	There will be no heavy equipment and no more than 1 home business-related vehicle.
<input type="checkbox"/>	The hours of operation will not extend beyond 7 a.m. to 8 p.m. for on-site business.
<input type="checkbox"/>	I understand that the home business must comply with all state and count regulations governing nuisance effects, including Clark County Code, Chapter 9.24 Nuisances and the following standards: Noise: Maximum environmental noise levels as defined in Washington Administrative Code, Chapter 173-60; Odors, lighting, glare, dust, smoke and vibration: Home businesses shall not cause external effects such as offensive odors, increased lighting or glare, dust, smoke, or vibration detectable to normal sensory perception at the property line;

Electromagnetic radiation and line fluctuation: Any business activity or use of equipment that creates visible or audible interference in radio or television receivers of fluctuation in line voltage at or beyond the property line is prohibited; and,
Hazardous material or disposal of hazardous waste: Home businesses shall not discharge any liquids or gases in violation of any federal, state or county regulations, including such discharges into private septic systems.

Home Businesses on Private Roads

The home business is not accessed from a private road, **OR**

The home business is accessed from a private road.; and,

I have submitted a neighborhood agreement signed by all property owners having access to the subject private road, indicating their agreement that the safety and maintenance impacts are adequately mitigated (see sample Neighborhood Agreement); **OR**

I have attached all required submittal items listed under the "Home Business Private Road Access Review Submittal Requirements"

I have read and understand the above conditions for a Type I Urban Home Business, and agree to abide by these conditions; and certify that all information submitted with this application is complete and correct. I understand that I must continually meet these standards and any conditions of approval specified in the decision in order to maintain a valid permit, and that this permit shall be automatically void if I change residences. **I attest that all structures used for this home business are in compliance with applicable building and fire codes.**

Applicant Signature _____ Date _____
 (Letter of authorization required if other than property owner)

Staff use only:

DECISION

- Findings:
1. The subject parcel is zoned _____; and the proposed use (i.e., home business) **is/ is not** a permitted use, conditional use or review and approval use listed within this zone; and,
 2. All structures used in the home business are legally permitted.

Based on the information submitted in the application packet, the above certification and findings, other information contained in county records, and staff's reviewed of this request against the applicable standards and criteria in Clark County Code, Section 40.260.100, the responsible official hereby determines that this permit is:

DENIED Reason: _____

APPROVED, subject to the standard conditions identified above and additional conditions listed below:

1. _____
2. _____

STAFF: _____ **DATE:** _____

Attachment A-3

**MINOR HOME BUSINESS
RURAL
APPLICANT AGREEMENT AND COUNTY DECISION**

Case Number:

Applicant Name:

Home Business Address:

Description of Home Business: _____

The following is a list of the required conditions for operating a Minor Home Business – Rural. Please read and initial each item and sign the certification agreeing to comply with these conditions.

- I am the owner and operator of the subject home business, and resident owner or renter of the property who occupies the property as their principal resident.
- The home business will not occupy more than 25% of the gross floor area of the dwelling or exceed 1,000 square feet, whichever is less.
- No more than one sign related to the home business of two square feet or less in size will be posted on the property.
- Only incidental on-site retail sales will be allowed; and, the following activities will not take place on the property: adult entertainment enterprises as defined in Clark County Code, Chapter 5.45, and automotive recycling materials facilities.
- No more that 1,000 square feet of an accessory structure will be used for the business.
- No more than 3 non-resident employees who come to the home business location will be allowed, and one additional on-site parking space will be provided for each non-resident employee.
- No more than 6 customers per day will come to the home business location.
- There will be no outside storage.
- There will be no more than 2 home business-related vehicles, and 2 pieces of heavy equipment.
- The hours of operation will not extend beyond 7 a.m. to 8 p.m. for on-site business.
- I understand that the home business must comply with all state and count regulations governing nuisance effects, including Clark County Code, Chapter 9.24 Nuisances and the following standards:

Noise: Maximum environmental noise levels as defined in Washington Administrative Code, Chapter 173-60;

Odors, lighting, glare, dust, smoke and vibration: Home businesses shall not cause external effects such as offensive odors, increased lighting or glare, dust, smoke, or vibration detectable to normal sensory perception at the property line;

Electromagnetic radiation and line fluctuation: Any business activity or use of equipment that creates visible or audible interference in radio or television receivers of fluctuation in line voltage at or beyond the property line is prohibited; and,

Hazardous material or disposal of hazardous waste: Home businesses shall not discharge any liquids or gases in violation of any federal, state or county regulations, including such discharges into private septic systems.

Home Businesses on Private Roads

The home business is **not** accessed from a private road, **OR**

The home business is accessed from a private road.; and,

I have submitted a neighborhood agreement signed by all property owners having access to the subject private road, indicating their agreement that the safety and maintenance impacts are adequately mitigated (see sample Neighborhood Agreement); **OR**

I have attached all required submittal items listed under the “Home Business Private Road Access Review Submittal Requirements”

I have read and understand the above conditions for a Type I Rural Home Business, and agree to abide by these conditions; and certify that all information submitted with this application is complete and correct. I understand that I must continually meet these standards and any conditions of approval specified in the decision in order to maintain a valid permit, and that this permit shall be automatically void if I change residences. **I attest that all structures used for this home business are in compliance with applicable building and fire codes.**

Applicant Signature _____ Date _____
 (Letter of authorization required if other than property owner)

Staff use only:

DECISION

- Findings:
1. The subject parcel is zoned _____; and the proposed use (i.e., home business) **is/ is not** a permitted use, conditional use or review and approval use listed within this zone; and,
 2. All structures used in the home business are legally permitted.

Based on the information submitted in the application packet, the above certification, and other information in County records, County staff has reviewed this request against the applicable standards and criteria in Clark County Code Section 40.260.100, summarized above, and have determined that this permit is:

DENIED
Reason: _____

APPROVED, subject to the standard conditions identified above and additional conditions listed below:

1. _____
2. _____
3. _____

STAFF: _____ **DATE:** _____

Clark County Home Business Proposal Private Road Neighborhood Agreement

The undersigned parties have access onto a common private roadway that will provide access to the proposed home business, located at _____ . We, the undersigned property owners, agree that the roadway safety and maintenance impacts are adequately mitigated, subject to the conditions specified below, approval by Clark County, and compliance with the standards and condition of approvals set out under Clark County Code, Section 40.260.100.

Agreement is subject to the following conditions:

- 1.
- 2.
- 3.

Property Owner Name	Address	Phone Number	Owner's signature	Date Signed

I declare that I have reviewed the public records and determined all those having access to the private roadway are listed above, and that all signatures above are those of the respective property owners. I am aware that Clark County will rely on the accuracy of this information when processing my application. I certify under penalty of perjury under the laws of the State of Washington that the information above is true and correct.

Signed this _____ day of _____, 200_, in _____,
_____ County, Washington.

Home Business Owner Name: _____ Date: _____

Home Business Owner Signature: _____

**HOME BUSINESS
PRIVATE ROAD ACCESS REVIEW
SUBMITTAL REQUIREMENTS**

The following checklist identifies information to be included with the Application. All items with a bold underlined space (i.e., **___**) must be submitted before the application will be considered “Counter Complete.” All items with a box to the left must be submitted before the application will be determined “Fully Complete.” All bulleted items must be submitted, as applicable, but are not a “Fully Complete” requirement.

At the time of application, only **one copy of the main submittal**, with original signatures, **shall be submitted and bound by a jumbo clip or rubber band**. One copy of any **special studies** (e.g., wetland, floodplain, etc) shall also be submitted but bound separately.

1. **___ APPLICATION FORM** - The application form shall be completed and original signed in ink by the applicant.
2. **___ APPLICATION FEE** - The applicable fee for a Home Business review shall accompany the application. The check is to be made payable to "Clark County Community Development".

3. **___ DEVELOPER’S GIS PACKET INFORMATION**

A copy of the “Developer’s GIS Packet” shall be submitted with the application. Applicants have the option of requesting their GIS Developer’s Packet in PDF format on a CD or posted to one of our FTP sites. To order Developer’s Packets, please contact Linda Mattila by phone (360) 397-2391 ext. 4641 or email at themapstore@clark.wa.gov.

The packet includes the following:

- General Location Map
- Property Information Fact Sheet
- Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
- Elevation Contours Map
- Photography Map
- Photography Map with Contours
- Zoning Map
- Comprehensive Plan Map
- Water, Sewer and Storm Systems Map
- Soil Type Map
- Environmental Constraints Map
- Quarter Section Map

4. **___ LEGAL DESCRIPTION** - A full and complete legal description of the property must be submitted (*available from a Title Company or a Surveyor*).

5. **APPLICANT AGREEMENT AND COUNTY DECISION FORM** – A completed and signed “Home Business Applicant Agreement and County Decision” form must be submitted.

6. **SITE PLAN** – a site plan, drawn to scale, must be submitted that identifies the following:

- Location and dimensions of the private road (i.e., roadway easement or separate tract) and all properties having access to the road;
- Existing roadway improvements (e.g., gravel, asphalt, curbs etc), type, location and dimensions.
- Proposed roadway improvements (e.g., gravel, asphalt, curbs etc), type, location and dimensions.

7. **WRITTEN NARRATIVE & EVIDENCE** - A written narrative and evidence must be submitted describing how the existing and/or proposed roadway improvements will ensure that safety and maintenance impacts are adequately mitigated. The impacts shall include, but are not limited to dust, noise, trip generation, and road safety and maintenance.

8. **ASSOCIATED PERMIT APPLICATIONS** - Where the proposed Home Business triggers other permit (e.g., stormwater, habitat, wetland, forest practices, etc.), such permit applications shall be included with the Home Business application package.

9. **SUBMITTAL COPIES:**

The applicant must select Option A or B below and proceed as follows:

Option A:

Submit a **CD** in PDF format, with a paper copy of the full application package. Any special studies shall also be included on the CD. The proposed plans submitted must be scanned to an engineer's scale. The main CD application shall be organized as follows:

- A. The application submittal package shall be organized in the same order as the table of contents, with a separate PDF document for each separate item.
- B. The PDF document must be organized into separate files. Each PDF file must be labeled with a number followed by a name (example):
 - 1. Cover Sheet and Table of Contents
 - 2. Application Form
 - 3. Developer’s GIS Packet Information
 - 4. etc.

Option B:

___ One copy of the main submittal package with original signatures, bound by a Jumbo clip or rubber band, and

___ Five (5) copies of application package with a full size set of plans.

- ___ Separately bound copy of any special studies (e.g., wetland, floodplain, etc) as identified below:
 - 1 original and 3 copies - Traffic Study and Road Modification requests
 - 1 original and 2 copies of all other special studies or permits to include: Critical Aquifer Recharge Areas (CARA) floodplain, geo-hazard, habitat, shoreline, stormwater, erosion control plan, and wetland).
- ___ 2 reduced copies of 11" x 17" for all sheets larger than 11" x 17."