	E	xample Applicat	ion for Home-Bas	ed Business Permit			
DATA REQUIRED by the PRIVACY ACT of 1974. Authority: Title 5 USC 552a; Title 10, USC 3013. Purpose(s): The requested information will be used by the Senior Commander or their designee to determine whether or not to grant this request. This checklist is designed as a template to be modified for use at each Army installation.							
Home-Based Business Owner							
Name (Last, First, MI)			Name of Business			Telephone Number	
Address of Proposed Business:			Email Address:			Previously Approved?	
nstallation if Previously Approved:						YES	NO
Briefly describe the proposed business activity:							
Business Category: Spouse Owned a			and Operated?		Application Sub	mission Da	ite.
opense owne		Opouse Owned	and Operated.				
□ The HBB owner is responsible for any damages to third parties arising from the conduct of their business. □ HBB owners providing child care must register with the installation Child, Youth and School Services office as part of the Family Child Care FCC) provider system. □ The HBB owner is required to comply with and is subject to inspection by the appropriate city, county, state or federal agency, office or department for compliance with applicable laws, codes, regulations and requirements. □ HBB's involved in food preparation may need to be approved by Army Public Health and/or the Local Health Department. The applicant must be provided documentation that states the HBB meets all applicable food safety and sanitation conditions. □ The residential character of the property shall be maintained. The HBB may not occupy more than 25 percent of the home's gross floor area. Parts or materials related to the HBB shall be screened from public view and will be limited to the interior of the structure or the side and rear yards of the property. Signage is limited to what can be displayed in a single window from the inside and may not be illuminated. □ Customers may only patronize a HBB between the hours of 0600 and 2000. □ Noise, vibrations, or odors shall not be detectable beyond the property line. □ The HBB owner residing in privatized on-post housing must obtain approval to operate in writing from the community manager before submitting a request to the Senior or Garrison Commander. ### ## ### ### ### ### ### ### ### ##							
guidance contained within the installation's HBB policy letter. Signature: Date:							
Installation Coordination							
Directorate / Office	Building	Telephone #	Recom	mendation	Initial	D	ate
Directorate, Family, Morale, Welfare and Recreation			Application Pick-up				
USAG Housing Manager			Approval	Disapproval			
RCI Community Manager (if applicable)			Approval	Disapproval			
Installation Safety			Approval	Disapproval			
Additional Offices (per SC/GC guidance)			Approval	Disapproval			
Directorate, Family, Morale, Welfare and Recreation			Application Turn-in				
Judge Advocate General (Legal Review)			No Legal Objection	Legally Insufficient			
Reason for Dissaproval							
Installation Approval Authority							
I have reviewed the above appi	cation for HB	BB permit and I ha	ve decided to ap	prove / disapprove circle one	same.		
FIRST M. LAST NAME Rank, Branch Cxpiration Date: Commanding By years from date of signature unless otherwise indicated)							