



CHECKLIST FOR HOME-BASED BUSINESS (HBB)

Completed Application for Home-Based Business Permit

Signed Statement of Understanding

Signed Checklist (Applicant/Sponsor)

Approval from Housing Division

Approval from MEDDAC-J Preventive Medicine for HBB's soliciting food and drink.

Food Operation Inspection Report (DD Form 2973) from MEDDAC-J Preventive Medicine for HBB's soliciting food and drink.

Food Facility Risk Assessment Survey (DD Form 2972) from MEDDAC-J Preventive Medicine for HBB's soliciting food and drink.

E-mail Approval from Department of Public Health for approved food Sources for HBB's soliciting food and drink.

List of Products/Services/Prices/Menu

State Certifications/Licenses/Insurance/Permit (if applicable)

Flyers/Posters/Catalogs/Brochures/Pamphlets/Signage/Handouts/ Advertisement/Pictures and etc.

Additional documentation (if applicable)

Completed Package (Including forms, certification, licenses, insurance, supporting documents, initials, signatures & dates, and etc.)

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NOTE: IF THE APPLICANT IS UNDER THE AGE OF 18, A PARENT, GUARDIAN OR SPONSOR IS ALSO REQUIRED TO SIGN. IF THE APPLICANT IS A SPOUSE, THE SPONSOR IS ALSO REQUIRED TO SIGN.

(APPLICANT'S SIGNATURE)

(DATE)

(SPONSOR'S SIGNATURE)

(DATE)

(PARENT/GUARDIAN'S SIGNATURE)

(DATE)