

APPLICATION FOR HOME-BASED BUSINESS PERMIT

Command Policy 210-20-07

DATA REQUIRED BY THE PRIVACY ACT OF 1974**AUTHORITY:** Title 5 USC 552a; Title 10, USC 3013.**PRINCIPAL PURPOSE:** The requested information will be used by the Senior Commander or their designee to determine whether or not to grant this request IAW AR 210-7, DoDI 1344-07, USFJ Instruction 36-1001, USARJ Regulation 600-50.**HOME-BASED BUSINESS OWNER**

Name (Last, First, MI)	Name of Business	Home Phone Number
Address of Proposed Business	Email Address	Cell Phone Number
Installation and Permit Number if Previously Approved		Previously Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO
Sponsor's Name/Grade or Rank	Sponsor's Unit/Work & Cell Phone Number	DEROS Date
Mailing Address	Briefly describe the proposed business activity	
Business Category	Spouse Owned and Operated?	Application Submission Date

The following rules are written to ensure that a HBB does not negatively affect the safety, community tranquility, or the good order and discipline of an Army installation. The business owner acknowledges that the following conditions must be met by checking next to each question below.

- ☐ The HBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating.
- ☐ 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 and complete any necessary background checks.
- ☐ 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 provide documentation that states the HBB meets all applicable food safety and sanitation conditions.
- ☐ The HBB owner and household family members must complete a CNACI background check if the HBB offers services that regularly interact with children under 18 years of age.
- ☐ 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 has read and signed the Statement of Understanding.

- ☐ The HBB owner residing in privatized on-post housing must obtain approval to operate in writing from the Housing Manager before submitting a request to the Senior or Garrison Commander.

Home-Based Business Owner: I certify that the above statements are true and that I have read and will abide by the rules above and any additional guidance contained within the installation's HBB command policy.

Signature: _____

Date: _____

INSTALLATION COORDINATION

Directorate/Office	Building	Telephone #	Coordination/Recommendation		Digital Signature	Date
USAG Housing Manager	671	(315) 263-3527	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		
MWR Home-Based Business Coordinator	102	(315) 263-5962	Application Turn-in			
Department of Public Health (if applicable)	704	(315) 263-5050	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		
Judge Advocate General (Legal Review)	101	(315) 263-3156	<input type="checkbox"/> No Legal Objection	<input type="checkbox"/> Legally Insufficient		

INSTALLATION APPROVAL AUTHORITY

I have reviewed the above application for HBB permit and I have decided to ☐ approve / ☐ disapprove

Expiration Date: _____

(3 years from date of signature unless otherwise indicated)

CHRISTOPHER L. TOMLINSON
COL, MI
Commanding