



CHECKLIST FOR HOME-BASED BUSINESS (HBB)

Application for Home-Based Business Permit

Signed Statement of Understanding

Approval from Housing Division

Approval from Department of Public Health for HBB's soliciting food and drink (if applicable)

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.)

CHECKLIST FOR HOME-BASED BUSINESS

NOTE: IF THE APPLICANT IS UNDER THE AGE OF 18, A PARENT OR GUARDIAN OR SPONSOR SIGNS IN LIEU OF THE REQUESTOR. IF THE APPLICANT IS THE SERVICE MEMBER / THE SPONSOR / OR A U.S. ARMY EMPLOYEE, THEN TWO SIGNATURES ARE REQUIRED.

(APPLICANT'S SIGNATURE)

(DATE)

(SPONSOR'S SIGNATURE)

(DATE)

(PARENT/GUARDIAN'S SIGNATURE)

(DATE)