



CHECKLIST FOR HOME-BASED BUSINESS (HBB)

- _____ Application for Home-Based Business Permit
- _____ Signed Statement of Understanding
- _____ Approval from Housing Division
- _____ Approval from MEDDAC-J Preventive Medicine for HBB's soliciting food and drink (if applicable)
- _____ List of Products/Services/Prices
- _____ 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 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)