



# HOME BASED BUSINESS INFO

## Completed packet includes

- Application (stakeholder's approvals)
- Liability insurance or waiver request
- Food handler's certificate (if applicable)
- Memorandum of results of home inspection from preventative medicine (if applicable)
- Unit commander memo (if active duty)

Approval process is dependent on application but can take up to 4 to 6 weeks.

## **MWR office BLDG 1317, Room 4**

M-F 0800-1600 (Except Federal Holidays)  
(760) 380-3493



### Application for Home-Based 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

<b>Name (Last, First, MI)</b>	<b>Name of Business</b>	<b>Telephone Number</b>
<b>Address of Proposed Business:</b>	<b>Email Address:</b>	<b>Previously Approved?</b>  <input type="radio"/> YES <input type="radio"/> NO

**Installation if Previously Approved:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Briefly describe the proposed business activity:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Business Category:</b>	<b>Spouse Owned and Operated?</b>	<b>Application Submission Date:</b>

**discipline of an Army installation. The business owner must initial below to acknowledge that the following conditions must be met.**

- \_\_\_\_\_ The HBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating. (Request for a waiver of liability insurance must be submitted to DFMWR, and approved by the Garrison Commander)
- \_\_\_\_\_ 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 and health services 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 & health 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 (no porch pop-ups, etc.). Signage is limited to what can be displayed in a single window from the inside and may not be illuminated. If wanted/needed, obtain an exception to policy (ETP) from The Villages and MWR.
- \_\_\_\_\_ Customers may only patronize a HBB between the hours of 0900 and 2130. If wanted/needed, obtain an exception to policy (ETP) from The Villages and MWR.
- \_\_\_\_\_ Noise, vibrations, or odors shall not be detectable beyond the property line.
- \_\_\_\_\_ General timeline to approve HBB application is 4 - 6 weeks, during which the HBB does not retain any approval to operate, promote, advertise, or take donations for goods/services. (Requests for a waiver of liability insurance may delay the timeline for approval.)
- \_\_\_\_\_ Pending HBBs can request to buy a single day pass for Special/Community Events.
- \_\_\_\_\_ All HBB permits are valid for three years. It is recommended to begin the re-approval process at least 6-7 weeks before it's expiration date. If an HBB experiences a lapse in approval, all pre-approved restrictions will be applied until the renewal process is complete.
- \_\_\_\_\_ If/when HBB plans to close, HBB must notify DFMWR POC to remove business and contact information from community distribution.
- \_\_\_\_\_ 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.

**Prohibited Practices:**

- ☐ CBD and/or other marijuana derivatives are Federally prohibited from being sold or in one's possession on any Federal Installation.
- ☐ The sale of tobacco products, to include electronic cigarettes/"vapes" and hookah services and/or products.
- ☐ The sale of and/or distribution of alcoholic beverages (it can be used sparingly in cooking).
- ☐ Providing services pertaining to body art/modification, to include tattoos, henna, body piercing (with exception to ear piercing), etc.

**HBB owners will not:**

- ☐ Engage in commercial solicitation while on duty.
- ☐ Use duty or government telephone numbers on any advertising material.
- ☐ Advertise by distributing materials to the post housing areas other than by U.S. Mail.
- ☐ Utilize any facility or structure other than government quarters to perform your commercial solicitation services on Fort Irwin Installation.
- ☐ Door to door sales and soliciting in the barracks or housing is not authorized.
- ☐ Resale products purchased through government tax free agencies such as the Commissary, Exchange etc.

**HBB owners will:**

- ☐ Have their Vendor Permit Identification Card in their possession whenever they are conducting any private commercial solicitation.
- ☐ Provide all customers with a receipt for proof of sale of goods or services.
- ☐ Restrict solicitation hours to 0900-2130 weekdays and weekends, except for quarters cleaning and commercial home enterprise.

**HBB owners may:**

- ☐ Advertise through a paid advertisement in the High Desert Warrior.
- ☐ Advertise through a paid advertisement with the DFMWR Marketing Department.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Installation Coordination**

Directorate / Office	Address	Telephone #	Recommendation		Signature	Date
Directorate, Family, Morale, Welfare and Recreation	<a href="#">1317</a>	760-380-3493	Application Pick-up			
Villages at Fort Irwin	<a href="#">4553</a>	760-386-4663	_____ Approval	_____ Disapproval		
Garrison Safety M-W & F 0700-0900	<a href="#">1204</a>	760-380-1347	_____ Approval	_____ Disapproval		
Preventive Medicine (Food & Health Vendors)	<a href="#">170</a>	760-383-5812	_____ Approval	_____ Disapproval		
DeCA	<a href="#">920</a>	760-380-3559	_____ Approval	_____ Disapproval		
AAFES Exchange	<a href="#">402</a>	760-380-2060	_____ Approval	_____ Disapproval		
Directorate, Family, Morale, Welfare and Recreation	<a href="#">1317</a>	760-380-3493	Application Turn-in			
Judge Advocate General (Legal Review)			<input type="radio"/> No Legal Objection	<input type="radio"/> Legally Insufficient		

**Reason for Dissapproval****Installation Approval Authority**

I have reviewed the above application for HBB permit and I have decided to \_\_\_\_\_ approve \_\_\_\_\_ disapprove same.

Expiration Date: \_\_\_\_\_

(3 years from date of signature unless otherwise indicated)

LANE A.BOMAR  
COL, AR Commanding