

Home Based Business Info

- !• *Completed packet includes*

- o *Application (stakeholder's approvals)*
- o *Liability insurance or waiver request*
- o *Food handler's certificate (if applicable)*
- o *Memorandum of results of home inspection from preventive medicine (if applicable)*
- o *Unit Commander memo (if applicable)*

- !• *Approval process is dependent on application, but can take up to 4 to 6 weeks*

- !• *List of current operating HBB's on Fort Irwin is listed on the website and for further information visit*

<https://irwin.armymwr.com/programs/commercial-solicitation>

- !• *MWR office BLDG 1317/RM 4*

- o *Hours of operations- Monday-Friday 0800-1600*

- *Except Federal Holidays*

- !• *Point of contact- Mary Wood 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

<u>Name (Last, First, MI)</u>	<u>Name of Business</u>	<u>Telephone Number</u>
<u>Address of Proposed Business:</u>	<u>Email Address:</u>	<u>Previously Approved?</u> <input type="radio"/> YES <input type="radio"/> NO
<u>Installation if Previously Approved:</u>		<u>DATE:</u>
<u>Briefly describe the proposed business activity:</u>		
<u>Business Category:</u>	<u>Spouse Owned and Operated?</u>	<u>Application Submission Date:</u>

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:

- ☐ 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. 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 0900 and 2130.
- ☐ 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 or advertise. (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.
- ☐ 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 not permitted to be sold or in one's possession on any Federal Installation. These types of components are still federally categorized as controlled substances and are strictly prohibited.
- ☐ The sale of tobacco products, to include electronic cigarettes/"vapes" and hookah services and/or products.

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, Exchangem etc.

HBB owners will:

- ☐ Have their Vendor Permit Identification Card in their possession whenever they are conducting private commercial solicitation on Fort Irwin.
- ☐ 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 type of solicitation.

Home-Based Business Owner						
<u>Name (Last, First, MI)</u>		<u>Name of Business</u>		<u>Telephone Number</u>		
HBB owners may: <input type="checkbox"/> Advertise through a paid advertisement in the High Desert Warrior or the Directorate of Family and Morale, Welfare and Recreation (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	1317	760-380-3493	Application Pick-up			
USAG Housing Manager	111	760-380-6824	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval		
RCI Community Manager	111	760-380-4310	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval		
Installation Safety	1206	760-380-1347	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval		
Preventive Medicine (Food & Health Vendors)	172	760-380-3053	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval		
DeCA	920	760-380-3559	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval		
AAFES Exchange	402	760-380-2060	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval		
Directorate, Family, Morale, Welfare and Recreation	1317	760-380-3493	Application Turn-in			
Judge Advocate General (Legal Review)			<input type="checkbox"/> No Legal Objection	<input type="checkbox"/> Legally Insufficient		
<u>Reason for Dissapproval</u> 						
Installation Approval Authority						
I have reviewed the above application for HBB permit and I have decided to <input type="checkbox"/> approve <input type="checkbox"/> disapprove same.						
Brandi D. Crist Director Family and Morale, Welfare & Recreation						
Expiration Date: _____ (3 years from date of signature unless otherwise indicated)						