



Launch Your Home-Based Business on Post!

Ready to turn your entrepreneurial dreams into reality?

Follow these five simple steps to get your home-based business approved
and start your journey!

Step 1 — **Start Your Journey**

Your first step is to pick up your Home-Based Business Packet!

You can find it at: DFMWR Headquarters, Bldg. 460 on Milan Street.

This packet is your all-in-one guide to getting started.

Step 2 — **Build Your Business Plan**

Next, it's time to bring your vision to life!

Complete the Business Plan and Application with all the details about your amazing services.

Make sure to visit each directorate and office listed in the packet
to collect the required approval signatures.

Step 3 — **Submit and Send**

You're almost there!

You can turn in your completed packet in person at DFMWR Headquarters or,
for your convenience, email it directly to: lisa.m.hensen.naf@army.mil

Step 4 — **Review in Progress**

Once submitted, your application is on its way!

It will be processed and forwarded for a thorough legal review
to ensure everything is compliant and ready for launch.

Step 5 — **Get Your Results!**

This is the moment you've been waiting for!

After the review is complete, you will receive an official
notification of your approval status.

Congratulations! You are ready to begin launching your very own business on post!

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>
<u>Installation if Previously Approved:</u>		YES NO
<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.
- * 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 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 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 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.

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	Building	Telephone #	Recommendation		Initial	Date
Directorate, Family, Morale, Welfare and Recreation	460 Milan	678-6105	Application Pick-up			
Balfour Beatty	1000 Rock Island Ave	674-2463	Approval	Disapproval		
McAfee Health Clinic	1363 Aberdeen	674-3500	Approval	Disapproval		
Directorate, Family, Morale, Welfare and Recreation	460 Milan	678-6105	Application Turn-in			
Judge Advocate General (Legal Review)	124	678-1265	No Legal Objection	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.
circle one

MICHAEL A. LUECKEMAN
COL, SF
Commanding

Expiration Date: _____

(3 years from date of signature unless otherwise indicated)

WSMR Home Based Business Plan

Business name: _____

Owner Name: _____

Address: _____

Phone number: _____

Email Address: _____

Hours of Operation: _____

Product or Service provided:

Equipment used for production:

License or certifications held:

Modifications to home that will be requested to operate If applicable (all modifications are at cost to your business):
