

APPLICATION FOR HOME-BASED BUSINESS (HBB) PERMIT HEADQUARTERS, FORT NOVOSEL, AL 36362						
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.						
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	
Briefly describe the proposed business activity:						
<u>Business Category:</u>		<u>Spouse Owned and Operated?</u>		<u>Application Submission Date:</u>		
<p>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:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The HBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating. <input type="checkbox"/> The HBB owner is responsible for any damages to third parties arising from the conduct of their business. <input type="checkbox"/> 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. <input type="checkbox"/> HBB owner must comply with advertising guidelines in Army Regulation 210-7, as well as any installation policy letter & community guidelines addressing the same. <input type="checkbox"/> HBB owners 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. <input type="checkbox"/> 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. <p><u>Additional Remarks</u></p>						
USAG HOUSING MANAGER APPROVAL REQUIRED:						
<input type="checkbox"/> 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: FOR OFFICIAL USE ONLY						
Directorate / Office	Building	Telephone #	Recommendation		Signature	Date
Directorate, Family, Morale, Welfare and Recreation	Building 5700, Room 310	334-255-9331 334-255-2106	Application Pick-up			
USAG Housing Manager	22470 Christian Road	334-440-8992	Approval	Disapproval		
Garrison Safety	Building 172, Ruf Avenue	334-255-1027 334-400-3602	Approval	Disapproval		
Additional Offices (per SC/GC guidance)			Approval	Disapproval		
Directorate, Family, Morale, Welfare and Recreation	Building 5700, Room 310	334-255-9331 334-255-2106	Application Turn-in			
Judge Advocate General (Legal Review)	Building 5700, Room 320	334-255-2547	No Legal Objection	Legally Insufficient		
INSTALLATION APPROVAL AUTHORITY						
I have reviewed the above application for HBB permit and I have decided to <u>approve / disapprove</u> same.						
JOHN P. MILLER COL, AV Garrison Commander						
Expiration Date: _____ (1 year from date of signature unless otherwise indicated)						