Application for Home-Based Business Permit
Fort Belvoir, VA 22060

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

Name (Last, First, MI)	Name of Business	Telephone Number
Address of Proposed Business:	**Email Address:**	**Previously Approved?**
Installation if Previously Approved:		☐ YES ☐ NO

Briefly describe the proposed business activity:
_____
_____
_____

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
ACS, DFMWR	Bldg. 1263	571-231-7012	Application Pick-up			
RCI Housing Manager	5994 12th Street	703-619-3877	Approval	Disapproval		
Military Leasing Center	Bldg 258	703-805-3019	Approval	Disapproval		
Army Public Health	Bldg 710	703-805-0059	Approval	Disapproval		
Additional Offices (per SC/GC guidance)			Approval	Disapproval		
ACS, DFMWR	Bldg. 1263	571-231-7001	Application Turn-in			
Judge Advocate General Legal Review	Bldg 257					

Installation Approval Authority

I have reviewed the above application for HBB permit and I have decided to approve / disapprove same.
circle one

JOSEPH V. MESSINA
COLONEL, AG
Commanding

Expiration Date: _____
(3 years from date of signature unless otherwise indicated)