

**Application of Home-Based Business Permit
Fort Moore, GA 31905**

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
<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 on Fort Moore. 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 childcare must register with installation Child and Youth 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 installation Safety, Fire, Veterinary Services, and Preventive Medicine for compliance with applicable laws, codes, regulations and requirements.
- An HBB involved in food preparation needs Martin Army Community Hospital Preventive Medicine approval. 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 0800 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 and any additional guidance contained within the installation's HBB policy memorandum.

Signature: _____ Date: _____

Installation Coordination

Directorate / Office	Building	Telephone #	Recommendation		Initial	Date
Information, Referral and Follow-up Office, ACS	7	706-545-4043	Application Pick-up			
RCI Community Manager (if applicable)	35 rm 385	706-545-3803	Approval	Disapproval		
Installation Safety Office	2779	706-545-4844	Approval	Disapproval		
Fire Services	80	706-545-0283	Approval	Disapproval		
MACH Preventive Medicine	3415	706-545-1446	Approval	Disapproval		
Veterinary Services	265	706-545-1127	Approval	Disapproval		
Information, Referral and Follow-up Office, ACS	7	706-545-4043	Application Turn-in			
Judge Advocate General (Legal Review)			No Legal Objection	Legally Insufficient		

Reason for Disapproval

Installation Approval Authority

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

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

JEREL EVANS
COL, AR
Commanding

Date