

## Application for Home Based Business Permit

DATA REQUIRED by the PRIVACY ACT of 1974, Authority: Title 6 USC 662a; 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 (HBB) Owner

NAME (Last, First, MI)AddressTelephone NumberName of BusinessEmail Address of BusinessPreviously Approved?☐ Yes☐ NoBusiness CategorySpouse Owned and Operated?☐ Yes☐ NoApplication Submission Date**Brief description of the business activity****Please provide business information i.e. Brochures, handouts, website information.**

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 Commander or Garrison Commander.

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 Fort Leonard Wood. 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.
- ☐ is responsible for any damages to third parties arising from the conduct of their business.
- ☐ is required to comply with and is subject to inspections the appropriated city, county, state, or federal agency, office or department for compliance with all applicable laws, codes, regulation, and requirements.
- ☐ if food preparation is involved, the Army Public Health and/or the Local Health Department may need to approve, and the applicant must provide documentation that states that the HBB meets all applicable food safety and sanitation conditions with this application and include a list of ingredients and a description of the production's method and process controls.

Additionally;

- ☐ The residential character of the property shall be maintained, the HBB may not occupy more than 25% of the homes gross floor area. Parts or material related to the HBB will 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, vibration, or odors shall not be detectable beyond the property line.

**Anyone Providing Child Care: Must be registered with the Child and Youth Services office of the Family Child Care (FCC) Program: contact 573-596-0185 for more information**

I certify that the above statements are true and that I have read and will abide by the rules listed above and any additional guidance contained within the installations Home Based Business policies

Applicants Signature and Date: \_\_\_\_\_

**Reason for Disapproval:**

I have reviewed the above application and it has been ☐ Approved / ☐ Disapproved.

STEVEN S. BARTLEY  
COL, MP  
Commanding