

**Application for Home-Based Business Permit**  
Fort Benning, GA 31905

**DATA REQUIRED by the PRIVACY ACT of 1974. Authority: Title 5 USC 552a; Title 10, USC 3013. Purpose: The requested information will be used by the Senior Commander or his/her designee to determine whether or not to grant this request.**

**Home-Based Business Owner**

Name (Last, First, MI):	Name of Business:	Telephone Number:	
Address of Proposed Business:	Email Address:	Previously approved?	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Installation if Previously Approved:

Briefly describe the proposed business activity:

Following are the rules to ensure that an HBB does not negatively affect the safety, community tranquility, or the good order and discipline on Fort Benning. The business owner must acknowledge that he/she meets the following conditions:

- ☐ HBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating.
- ☐ HBB owner is responsible for any damages to third parties arising from the conduct of his/her business.
- ☐ HBB owner providing child care must register with the installation Child & Youth Services office as part of the Family Child Care (FCC) provider system.
- ☐ HBB owner is required to comply with and is subject to annual inspection by FB/MWR 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.
- ☐ Operating hours between 0800 and 2000.
- ☐ Noise, vibrations or odors shall not be detectable beyond the property line.

**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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Installation Coordination**

Directorate/Office	Building	Telephone	Recommendation		Name	Initial	Date
Information, Referral and Follow-up Office, ACS	7	706-545-6934	Application Pick-up		Albert Lee		
RCI Government Housing	280	706-545-3803	Approval	Disapproval			
Safety Office	16	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	706-545-5438	Approval	Disapproval			
Information, Referral and Follow-up Office, ACS	7		Application Turn-in		Albert Lee		
Staff Judge Advocate (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 the same.

(circle one)

MATTHEW SCALIA

Date

Expiration Date: \_\_\_\_\_ 3 years from date of signature

COL, IN, Garrison Commander

Have pets? Yes \_\_\_\_\_ No \_\_\_\_\_

Type	Species

Veterinary Services will provide appropriate guidance and risk management. It will conduct inspection depending on type and number of animals.

Food vendors need to take Food Operation Safety Course at

[Martin Army Community Hospital > Healthcare Services > Preventive Medicine > Department of Preventive Medicine > Environmental Health > Food Operation Safety Course](#)

or at

<https://www.servsafe.com/ServSafe-Food-Handler>