



# HOME BASED BUSINESS INFO

Fort Benning, GA

**MWR HQ Office**

**6850 Barron Avenue, Bldg 85**

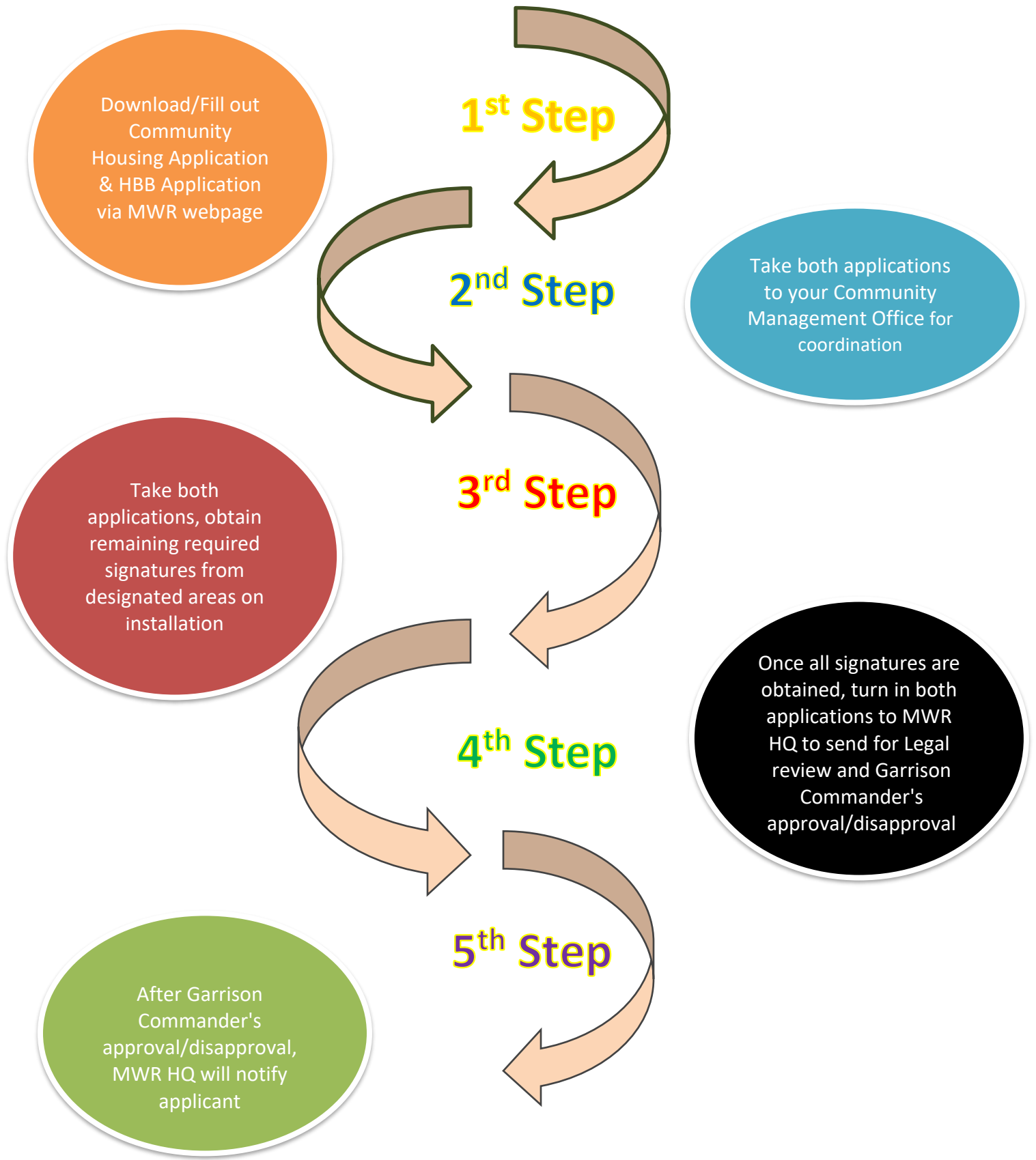
**Monday - Friday 8:30 a.m. - 4:30 p.m.**

\*Process can take up to 4 to 6 weeks (60 days).

- HBB Application
- Military Housing Office Addendum
- Food Handler's Certificate (if applicable)
- Insurance Liability



# ROAD TO APPROVAL



Notify MWR HQ if terminating or relocating duty station

**Home Based Business Permit Application  
Military Housing Office Addendum  
Instructions**

Home Based Businesses (HBBs) are subject to the approval of the Garrison Commander.

The Garrison's Coordinating Agency for HBB is the Directorate of Family and Morale, Welfare and Recreation (DFWMR). Information about HBB can be found at:

<https://benning.armymwr.com/programs/private-organization-and-commercial-solicitation>

POC for HBB within DFWMR is –

- Mr. Calvin Foster, Non-Federal Entities Fundraising Coordinator
- Email: [calvin.j.foster6.naf@army.mil](mailto:calvin.j.foster6.naf@army.mil)
- Address: Bldg 85 (6850 Barron Ave)
- Phone: 706-545-2448

The Military Housing Office (MHO) must inform The Villages and gain their support or feedback regarding your conduct of an HBB. To that end, please provide the MHO an electronic copy of your application for a HBB, as well as a copy of the attached MHO Addendum to the HBB Application – completed and signed by the Leaseholder.

- If you don't have an electronic copy of your documents, you can bring them to Building 35, Room 385, where we will scan them.
- Email contact is [usarmy.benning.usag.mbx.housing@army.mil](mailto:usarmy.benning.usag.mbx.housing@army.mil); Phone is (706) 545-3921.

Your application does not have to contain signatures of other approving agencies, but it must contain the baseline information required for my office and The Villages to understand the nature of your business. As a general rule, more information is better to support a quick turnaround on the approval; but we can also follow up and ask for additional information if we need to.

The MHO Addendum asks the Leaseholder and business owner to provide information about the business in order to inform their decision. Please be honest and provide us your assessment of the amount of impact your business may have on utilities, etc. and then discuss what you can do to mitigate these impacts within reason. Increased utility consumption or use of appliances will not automatically or even necessarily result in disapproval of a HBB. The Housing Enterprise wants to support and encourage HBB's while also safeguarding against unreasonable activities or risks/impacts to the house and project.

John J. Strange, Jr.  
Chief, Housing Division  
Directorate of Public Works  
US Army Garrison Fort Benning

## **Home Based Business Application Instructions**

AR-210-22 requires Home Based Businesses (HBB) to obtain permission prior to commencing operation on Fort Benning. The Point of contact is Calvin Foster, Financial Technician assigned to MWR Headquarters, 6850 Barron Ave, Bldg. 85, Fort Benning, GA 31905 can be reached by phone (706) 545-2448 or email [calvin.j.foster6.naf@army.mil](mailto:calvin.j.foster6.naf@army.mil)

1. The Fort Benning HBB application must be completed/signed to initiate the application process. In no instance will activities be authorized or continued when they interfere with community tranquility or present safety hazards. Request must contain the following:

- a. The name of business, description of services, and how you plan to conduct this business in Family Housing.
- b. Tax ID/Business License Number (if applicable)
- c. Proof of Liability Insurance
- d. Hours of operation
- e. Description of advertising plan for your customers (i.e. social media, home parties etc.)
- f. Proof that that you are an authorized agent for the company you wish to represent (i.e. Scentsy, Papparazzi) (Affiliation ID #)
- g. Price list of food/products/services you will sell. (Please include pictures if possible.)
- h. A copy of all food recipes (if applicable), and ingredients.
- i. Copy of approval from the Villages of Benning Community Center Housing Manager.

2. Return your Fort Benning HBB application along with supporting documents to the Support Management Division Financial Management Division.

3. MWR Financial Technician will send to SJA for legal opinion. Results will be sent to Garrison Team for an approval/disapproval which may take up to 60 days based on the nature of the business enterprise. After receiving Garrison Commander's review a copy is provided to applicant. It is the applicant's responsibility to re-apply after the Permit expires and to notify MWR Financial Technician if applicant decides to terminate or leave for a different duty station.

**Home Based Business Permit Application  
Military Housing Office Addendum**

**Home Based Business Owner Name:** (Please complete)

**Contact Info (Phone; Email):** (Please complete)

**Leaseholder's Name (If Different than HBB Owner):** (Please complete)

**Address of Proposed Business:** (Please complete)

**Description of Proposed Business Activity:** (Please complete)

**Advertising plan/Hours of Operation:**

**Leaseholder's Assessment of Risk/Impact to the House and related supporting services, with explanation of any mitigating measures to be taken by the residents:**

**Risk/Impact to Infrastructure of the home** (Low/Med/High? Do you intend to modify the home structure (must submit a Request for Alternations to VoB), or do you assess a risk of damage to the infrastructure of the home?):

- **Resident's Assessment and Narrative:** (Please complete)

**Risk to Appliances** (What existing appliances provided by the Villages at Fort Benning with the home will be used in support of this Home Based Business? Will use increase dramatically?):

- **Resident's Assessment and Narrative:** (Please complete)

**Risk to Utilities/Utilities Cost** (Will utilities costs increase as a result of this business? To what degree do you assess they will increase?):

- **Resident's Assessment and Narrative:** (Please complete)

**Risk/ Impact to Bulk Trash Services** (Will this HBB produce increased amount of bulk trash? To what degree? Additional trash cans can be acquired by contacting Community Management).

- **Resident's Assessment and Narrative:** (Please complete)

**Leaseholder's Signature** stating you have read the Villages of Benning resident policy: (Please complete)

**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(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>		
<u>Briefly describe the proposed business activity:</u>		
<u>Business Category:</u>	<u>Spouse Owned and Operated?</u>	<u>Do You Own Pets:</u>

The following rules are written to ensure that a Home Based Business (HBB) does not negatively affect the safety, community tranquility, or the good order and discipline on Fort Benning.

- Owner residing in privatized on-post housing must obtain written approval to operate from the community manager before submitting a application.
- Obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating.
- Responsible for any damages to third parties arising from the conduct of their business.
- To provide childcare, must register with installation Child and Youth Services as part of the Family Child Care provider system.
- Required to comply with and subject to inspection by installation Safety, Fire, Veterinary Services, and Preventive Medicine for compliance with applicable laws, codes, and regulations.
- 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 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 an HBB between 0800 and 2000.
- Noise, vibrations, or odors shall not be detectable beyond the property line.

**Home-Based Business Owner:** I certify 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		Signature	Date
RCI Community Manager	35 room 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		
MWR Headquarters, Financial Management Division	85	706-545-2448	Application Turn-in			
Judge Advocate General (Legal Review)			No Legal Objection			

**Reason for Legal Objection**

**Installation Approval Authority**

I have reviewed this application for HBB permit and approve / disapprove (circle one)

Expiration Date: _____ (3 years from date of signature unless otherwise indicated)	JEREL D. EVANS COL, AR Commanding
	Date: _____