



# HOME BASED BUSINESS REVIEW AND APPROVAL PROCESS

Application Packet consists of:

- Application
- Copy of Insurance (if applicable)
- Food Handler's Certificate (if applicable)
- Results of Home Inspection (if applicable)

A list of approved HBBs, process map and other information can be found on the DFMWR Website

**To Register or Inquire:**

MWR Financial Management Office  
238 California Ave, Room 3

Mon – Fri 0800-1600

(831) 386-2400

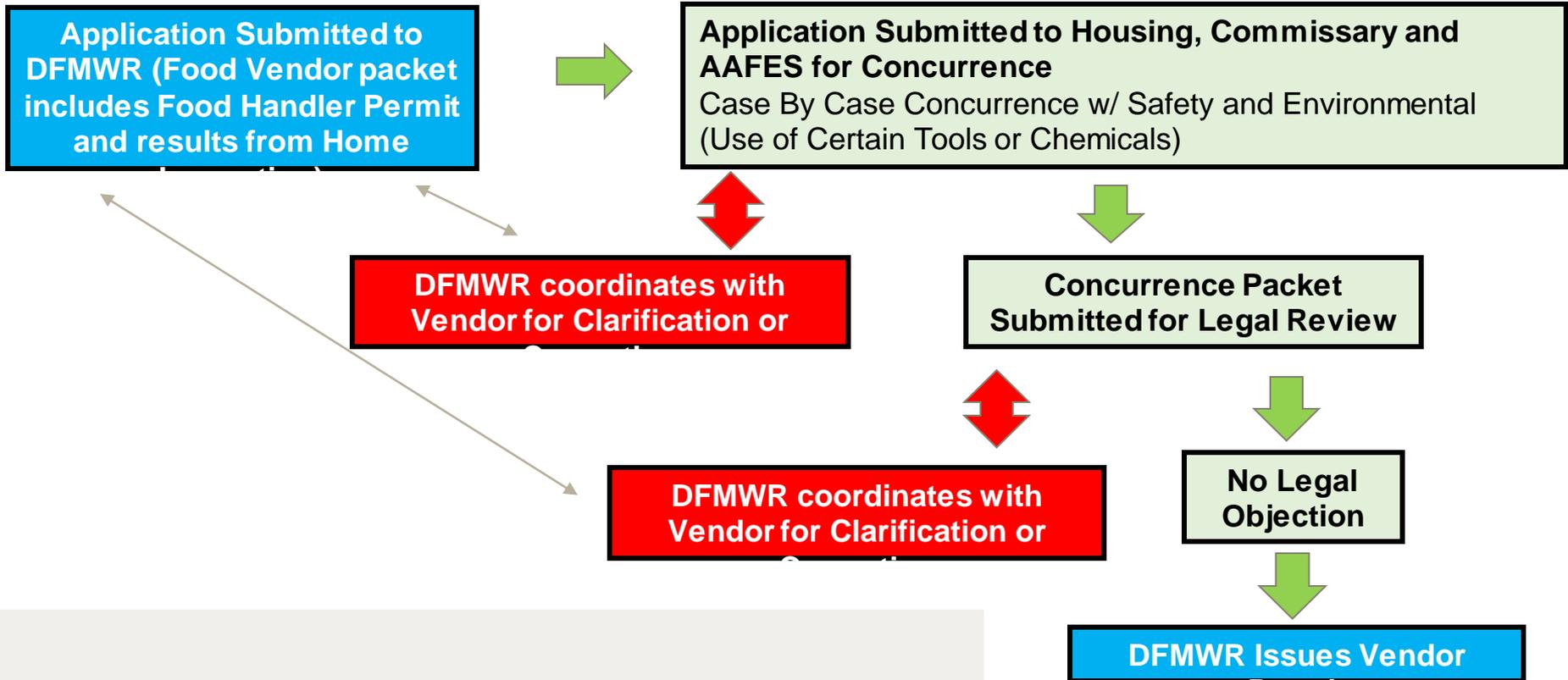


<https://hunterliggett.armymwr.com/programs/home-based-business-program>





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- HBBs are processed as consistently and expeditiously as possible.
- Regulatory time allocation is less than 60 calendar days.





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**The Directorate of Family and Morale, Welfare and Recreation (DFMWR) is designated as the single point of entry for HBB applications.**

- The HBB owner is responsible for:
  - Completing the application paperwork
  - Obtaining the necessary permissions, licenses (if applicable), and liability insurance
- HBB owners residing in privatized on-post housing must obtain approval to operate in writing from the community manager before submitting a request.
- 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.
- The sales or services generated by an HBB generally do not compete with an installation's officially sanctioned commerce. When they appear to compete, the installation will consider HBBs a "supplement" to military exchanges and morale, welfare, and recreation programs or resale activities.





## HBB GOVERNING REGULATIONS AND POLICES

- ✓ DoDI 1330.09 (Armed Services Exchange Policy), December 7, 2005
- ✓ DoDI 1344.07 (Personal Commercial Solicitation on DoD Installations), December 7, 2005
- ✓ Army Regulation (AR) 210-7 (Personal Commercial Solicitation on Army Installations), 18 October 2007
- ✓ AR 210-22 (Private Organizations on Department of the Army Installations), 22 October 2001
- ✓ AR 420-1 (Army Facilities Management), 12 February 2008, Including Rapid, Action Revision Issued 24 August 2012
- ✓ Memorandum, Under Secretary of Defense for Personnel and Readiness, 26 Sep 18, Subject: Non-Federal Entity Competition with Appropriated and Non appropriated Fund Activities on DoD Installations
- ✓ IMCOM Policy Letter 215-1-14, IMCOM Garrison Home Based Business Implementation Guidance, 8 Jan 2020

**IMPORTANT:** Remember you are an official business.

HBBs must pay state and federal taxes and follow state and federal requirements.

If you need a sellers permit to sell in California or U.S. then you must obtain that through the state of California or federal government.

