

FORT BLISS HOME-BASED BUSINESS APPLICATION PROCESS

Step 1

Pick up a Home-Based Business packet from the DFMWR Headquarters (Bldg. 11 Pershing Rd).



Step 2

Fill out the Business Plan and Application in detail about your Home Based Business. Once finished, take to each directorate/office listed on the application and receive an approval signature.



Step 3

Submit application to DFMWR Headquarters building (Bldg. 11 Pershing Rd - 2nd Floor) or email to Tasha.l.gross.naf@mail.mil



Step 4

Once returned, DFMWR processes it for legal review and approval.



Step 5

You are notified of the final decision.



**Home Based Business Operating Permit
DFMWR Headquarters - Fort Bliss, Texas 79916**

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. This checklist is designed as a template to be modified for use at each Army installation.

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>Business Plan must be included</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 of an Army installation. 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 child care must register with the installation Child, Youth and School 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 the appropriate city, county, state or federal agency, office or department for compliance with applicable laws, codes, regulations and requirements.

HBB's involved in food preparation need to be approved by Army Public Health and/or the Local Health Department. The applicant must provide documentation that states the HBB meets all applicable food safety and sanitation conditions. Email to set up inspection:

usarmy.bliss.medcom-wbamac.mbx.environmental-health@health.mil

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 0600 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 Garrison Commander or the designated representee.

Home-Based Business Owner: I certify that the above statements are true and that I have read and will abide by the rules above any additional guidance contained within the installation's HBB policy letter.

Signature: _____ Date: _____

Installation Coordination

Directorate / Office	Building	Telephone #	Recommendation		Initial	Date
Directorate, Family, Morale, Welfare and Recreation	11	(915) 568-3437	Application Pick-up			
Privatized Community Manager	1991	(915) 564-0795	Approval	Disapproval		
Environmental Health	email	915-742-6270	Approval	Disapproval		
USAG Housing Manager	T0070	(915) 568-5314	Approval	Disapproval		
Installation Safety	2913	(915) 568-2891	Approval	Disapproval		
Directorate, Family, Morale, Welfare and Recreation	11	(915) 568-3437	Application Turn-in			
Judge Advocate General (Legal Review)			No Legal Objection	Legally Insufficient		

Installation Approval Authority

I have reviewed the above application for HBB permit and I have decided to approve / disapprove

Expiration Date: _____

Roberto J Medina
Directorate of Family and Morale,
Welfare and Recreation

(Permits are valid for 3 years unless revoked for failed inspections)

Fort Bliss Home Based Business Plan

Business name: _____

Owner Name: _____

Address: _____

Phone number: _____

Email Address: _____

Hours of Operation: _____

Product or Service provided:

Equipment used for production:

License or certifications held:

Modifications to home that will be requested to operate If applicable (all modifications are at cost to your business):

