

# BECOMING A **HOME BASED** BUSINESS



# HOME BASED BUSINESSES

Home Based Businesses (HBBs) can be an important contributor to Army Family quality of life. HBBs allow spouses to work from their Army quarters, developing rewarding careers that follow them through PCS moves.

## The wide span of HBBs operation includes:

- Car repair and detailing services
- Hairdressing and hairstyling
- Lashing, manicures, and spray tans
- Personal training and nutrition coaching
- Home baking and meal preparation
- Pet grooming and pet sitting
- Retail sales from home
- Massage therapy
- Photography
- Coffee shops
- And more!



# HBB APPROVAL IS QUICK AND EASY!

If you operate an HBB on post and aren't yet approved, now's the time to get official! The Army's new standardized HBB application streamlines the approval process. Installations are still required to adhere to local and state laws and regulations regarding home business operations, so check into those as well. Operating an HBB from your quarters without approval can violate housing policy and may result in lease termination.

## THE HBB APPLICATION PROCESS

### 1) OBTAIN THE HBB APPLICATION

Pick-up the application in person by visiting the DFMWR office, located in Building #1317, Room 4. — OR — You may go online to download your HBB application and any required additional forms.

<https://irwin.armymwr.com/programs/home-based-business-fort-irwin>

### 2) COMPLETE THE HBB APPLICATION

This includes visiting and obtaining approval from installation agencies, identified on the application form. If you need any additional documentation (like licensing or certification), provide that as well.

### 3) TURN IN THE HBB APPLICATION

Once you've completed your paperwork, and obtained all required signatures, submit the application to the DFMWR office, located in Building 1317, Room 4. Keep a copy of the completed application for your own records.

**Within 60 days, you should get notification of approval. Simple!**

# FREQUENTLY ASKED QUESTIONS

- **DO HOME BASED BUSINESS OWNERS HAVE TO OBTAIN ANY SPECIAL INSURANCE OR LICENSE?**

The HBB owner is responsible for obtaining the necessary permissions, applicable licenses, and liability insurance. The HBB owner is also responsible for any damages to third parties arising from the conduct of the business.

- **I JUST PCS'D TO FORT IRWIN, BUT OPERATED A HOME BASED BUSINESS AT MY LAST DUTY STATION, DO I STILL HAVE TO SUBMIT AN APPLICATION?**

Yes, you must receive approval to operate your home based business at your new installation. Senior commanders are highly encouraged to approve requests for HBBs when the business owner demonstrated authority to operate the same business at a previous duty station and that all local licensure and other legal requirements are met. Make sure your application states that you operated your HBB at your previous installation.

- **WHAT IS THE AVERAGE WAIT TIME FOR APPROVAL ONCE THE APPLICATION IS SUBMITTED?**

You should get notification of approval within 60 days. If more information is needed, the DFMWR office will reach out to you with your next steps.

## CONTACT US

Phone: (760) 380-3493

Location: DFMWR Office, Building 1317, Room 4