

USAG Bavaria Application for Home Based Business Permit (page 1)

Initial Application Renewal Application Transfer from previous Installation(Yes/No) _____

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

Name (Last, First MI)		Name Of Business	Telephone Number
Address of Proposed Business:		Email Address:	Previously Approved?
			YES NO
Installation if Previously Approved	Sponsor Name		Sponsor DEROS
Sponsor Unit	Sponsor Email		Sponsor Phone Number

Briefly Describe the Proposed Business Activity

Business Category:	Spouse Owned and Operated?	Application Submission Date
Service Product	YES NO	

The following rules ensure that operating an HBB does not negatively affect the safety, community tranquility, or the good order and discipline of the Army. As the business owner, I acknowledge, by initialing each item, the following conditions will be met:

Initials	PLEASE NOTE: Review and Initial Line 1a OR Line 1b, whichever one is applicable, then review and initial ALL items 2-9
1a	I confirm that I am a non-employed family member. Upon employment status change, I will inform my supervisor about my HBB and it will be re-evaluated. (ONLY INITIAL 1a or 1b)
1b	I confirm that I am a Government employee (DA, NAFI) or Active Military and as such will provide a memorandum from my Supervisor or Commander authorizing outside HBB activities. (ONLY INITIAL 1a or 1b)
2	I must provide proof of all the requisite permissions, licenses (if applicable), and liability insurance prior to opening and operating the HBB.
3	I am responsible for any damages to third parties arising from the conduct of their business.
4	I confirm that no modifications will be made to my assigned Government owned/leased quarters or private rental.
5	I understand that I am not allowed to provide child care services. If I want to provide this service, I must go through the installation Child, Youth Services (CYS) office as part of the Family Child Care (FCC) provider system.
6	I am required to comply with, and am subject to, inspection by the appropriate city, county, state or federal agency, office or department for compliance with applicable laws, codes, regulations and requirements.
7	Through my HBB, if I am involved in food preparation, cutting or styling hair, beauty or cosmetics (such as skin treatment, braids, spray tanning, tattoos, etc.), or massages, I will need to be approved by Army Public Health and/or the Local Health department. I must provide documentation to include proof of liability insurance and food handler's certificate and will provide updated certificate to the HBB program on annual basis.
8	I understand that HBB authority is limited exclusively to operate out of governmental quarters and only to DOD ID card holders.
9	I am aware that I am not entitled to receive legal assistance from any U.S. Army Legal Center regarding the operation of my HBB.
10	I understand that any violations will result in my HBB permit suspension and removal from governmental quarters.

To send an HBB packet up for Garrison Commander approval, the following documents, **fully completed and signed**, must be provided:

- USAG Bavaria Application for Home Based Business Permit
- Statement from Host Nation Trade Office (registration form/letter of exemption; not needed when **renewing** USAG Bavaria HBB permit)
- German Tax Identification Number
- HBB Risk Mitigation Plan (MUST be typed)
- Price list of goods or services
- Certificate of Understanding for U.S. Forces Family Members to Engage in Commercial Activities (AE form 210-70A)
- Application for U.S. Forces, Europe, Commercial Activity Authorization, if applicable (AE form 210-70F)
- Customs Office Certificate of Briefing (not needed when **renewing** USAG Bavaria HBB permit)
- Authorization Release Form (**Optional**; not needed when **renewing** USAG Bavaria HBB permit)
- Photocopy of a valid passport and NATO SOFA stamp (Family members of the U.S. Forces and Civilians; if not expired, not needed when **renewing** USAG Bavaria HBB permit)
- From HN residents only, photocopy of the HN ID card (ex. a Reisepass or Personalausweis); from noncitizens who reside and solicit in the HN, photocopy of the national ID (ex., an Aufenthaltstitel) and of the residence permit.

Home Based Business Owner: I certify that the above statements are true and I will abide by these and any additional rules or policies provided by the USAG Bavaria Garrison Commander.

HBB Owner's Signature:	Date:
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USAG Bavaria Application for Home Based Business Permit (page 2)

Installation Coordination

Directorate/Office	Building			Signature	Date
Army Community Service (ACS)	Bldg. 10, Hohenfels		Attend Orientation and Pick Up Application		
	Building	Phone #	Recommendation	Requirement	
Host Nation Trade Office	See attached Host Nation (HN) Trade Office form for Trade Office & Finance Office Contact Information		Complete HN Trade Form	Submit signed form with application	
Host Nation Finance Office			Submit to the appropriate finance office for processing	Submit tax ID # with application	

TO SET UP APPOINTMENTS:

				Signature	Date
USAG Bavaria Housing - CALL	B83 Hohenfels	09472-708-2619	Approval	Disapproval	
Public Health EMAIL for appointment (if applicable)	usarmy.bavaria.medcom-bhc.mbx.environmental-health@mail.mil	N/A	Approval	Disapproval	
Customs - CALL	B325 Hohenfels (Next to Subway)	09472-83-3005	Received Customs briefing (Wed 13:00) and obtained certificate		
ACS - CALL	B10 Hohenfels	09472-708-4860	Received Completed Application and Supporting Documents		

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Staff Judge Advocate (SJA Legal Review)	Reviewed completed application and supporting documentation	Legally Sufficient	Legally Insufficient
Directorate, Family, Morale, Welfare and Recreation	Reviewed completed application and supporting documentation	Concur	Non-Concur

The enclosed copy of AE Form 210-70A bearing your signature certifies that you understand all the requirements necessary to engage in commercial activities. Failure to comply with any of the directives or providing additional services, not approved by the Garrison Commander, will result in the loss of your privileges to conduct business on this installation. In addition, you are advised that you may not use your U.S. Forces-plated privately owned vehicle, tax-free fuel, any items purchased from AAFES stores, AAFES catalog, the commissary, or products purchased tax-free or imported duty free through the APO or by any other means in support of this business. The use of such tax-exempt facilities, products, or conveniences constitutes a violation of German customs and tax laws.

The posting or distribution of flyers must be coordinated with the USAG Bavaria Commander or a designated official. Posting or distributing flyers in Government housing must be approved by each building and stairwell coordinator. You may advertise your enterprise in the Stars and Stripes and local military community papers and magazines.

Approval of this application does not imply any relationship between the applicant and the U.S. Government. The applicant is solely responsible for any liabilities associated with this business.

Installation Approval Authority

I have reviewed the application for Home Based Business and

APPROVE

DISAPPROVE

Expiration Date: _____

(2 years from date of signature unless otherwise indicated)

CHRISTOPHER R. DANBECK
COL, AR
Commanding

Reason(s) for disapproval: