**Fort Drum, Installation**

**Home Based Business**

**Application Process**

25 January 2021

IAW with IMCOM Policy Memo 215-1-14 and AR 210-7 Fort Drum has established a uniformed procedure for applying for and establishing a Home Based Business (HBB) on Fort Drum. This policy applies to Soldiers and Family members residing in installation housing wishing to commercially solicit for profit on Fort Drum. Applicants must meet all the local, state and federal requirements to meet the approval standard to operate an HBB on Fort Drum. The following steps outline the process, but additional information, licensing, and inspection may be required as determined by the Garrison Command.

**Food Based Business are not allowed on Fort Drum as they represent an increased level of risk and inspection with specific commercial food production requirements that residential installation housing is not equipped to meet.**

Process:

**Step 1**: Obtain the HBB Application by going online to download your HBB application At (INSERT LINK HERE) and any required additional forms. Approval to operate an HBB on Fort Drum does not automatically extend outside the installation. Applicants will need to ensure they meet the local requirements to operate outside Fort Drum.

**Step 2**:  Complete the Application.  This includes notifying Mountain Community Homes (MCH) of your intent to apply for an HBB for initial screening. Filling out the HBB App and ensure you submit all required State and Local Documentation (i.e. licensing, certification, LLC, DBA’s, etc…). Here are two helpful links to assist in understand what documentation and licensing you may require.

New York State Business requirements checklist builder: <https://www.businessexpress.ny.gov/app/bw/businesswizard>

Small Business Development Center (Located on Jefferson Community College):

<https://www.nysbdc.org/centers/centers.aspx?centid=12>

Ensure you also submit **DD FORM 2977 Deliberate Risk Assessment Worksheet** (See Below).

**Step 3**: Turn in the Application: Once you’ve completed your paperwork, submit the application to usarmy.drum.id-readiness.list.home-based-business@mail.mil . Keep a copy of the completed application for your own records. You can call the Employee Readiness Program (ERP) to advise them of submission or to check on the status of an application (315) 772-1090.

Within 60 days, you should get notification of decision. If denied an appeals process is available to address any concerns. You ERP representative will advise on the process.

**Step 4**: Should you require off post personnel to travel on to the installation in the conduct of your HBB you will need to ensure that you have complied with all the Installation requirements found at: <https://home.army.mil/drum/index.php/about/visitor-information>. This may include seeking an Exception to Policy (ETP) through the Garrison Commander.

**The Approval Process:**

Increasing spouse employment opportunities is a priority for the Fort Drum and Army senior leadership. We will make every effort to find a way to approve you request, please take the time to ensure you have done the required research and submit the correct documentation. If you are unsure please contact the ERP Program to clarify any concerns.

**Applicant submits application and required** documentation

**Submitted to Garrison Commander and Garrison Deputy Commander for Approval.**

**Legal Review by Garrison Legal Office**

**ERP Coordinates with Installation Agencies to conduct approval and inspection process**

**Application Example:** (please down load PDF File from Website)



**DEPARTMENT OF THE ARMY**

**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**

**EMPLOYEE READINESS PROGRAM (ERP)**

**UNITED STATES ARMY GARRISON FORT DRUM 10720 MOUTN BELEVEDERE BLVD****FORT DRUM, NEW YORK 13602 (315) 772-1090**

# Application for Home Based Business Application, Fort Drum, New York

#  New Renewal

# (Food based HBB’s are not authorized on Fort Drum)

1. Name:
2. Business Name:
3. Street Address:
4. City/State/Zip:
5. Contact Phone Number:
6. Employer Identification Number (EIN):
7. E-Mail Address:
8. Website Address:
9. Type of Business (ex. photography, clothing, skincare, etc.):
10. Brief Description of Business:

|  |  |  |
| --- | --- | --- |
| 11. Is this an on-line only business? | Yes | No |
| 12. Will you be offering any classes? | Yes | No |
| 13. Will customers physically be entering your quarters? | Yes | No |

- If so, how many at any given time do you estimate will be there?

* 1. Will you be using any heat sources or equipment that draws electric?

Yes No

* + - If yes, please list the heat source or equipment that will draw electric power:
	1. Will you be using any chemicals, flammables, etc?

Yes No

* + - If yes, please list what chemicals/flammables you will be using?
	1. Will you be using any equipment with sharp blades, sharp points, rollers or pinch points?

Yes No

* + - If yes, please list what equipment you will be using:
1. I understand that the following documents must be provided with my application: **DD Form 2977, Deliberate Risk Assessment Worksheet, copies of Certificate of Authority/NYS Sales Tax Permits/Certifications/Licenses for NYS & Federal Requirements.**
2. I hereby certify that there will be no requirement for additional quarter amenities, no unusual wear and tear on the facilities, no requirement for additional parking, no conflict of interest and no use of military title, position designation or connection with business.
3. I agree to comply with all applicable regulations in the AR 210-7, Personal Commercial Solicitation on Army Installations and Installation Management Command (IMCOM) Policy Memo 215-1-14 (copy attached).
4. I have checked with the Office of Business Permits and Regulatory Assistance, concerning state tax, licensing and other requirements for operating a business in the State of New York and have taken the necessary steps to ensure compliance with all Federal, state and local tax, certification, licensing and other requirements.

\*I certify that all required Documents and Forms required to legally operate my business in the State of New York, and Jefferson County New York have been received and are attached to this application to operate a Home Based Business on Fort Drum.

a. Applicants should attach any approved or necessary licenses, permits, bonds, liability insurance, etc... for legal review.

b. A helpful tool to starting a business in New York State can be found here: https://www.businessexpress.ny.gov/

1. I understand that approval to operate a business from my house is not a right but is a privilege conditioned on continued compliance with the rules and all applicable Federal, state and local laws.
2. I understand that my signature below represents my understanding of the above and provides consent to place the name of my company and my name as the owner on the HBB website.

Applicant Signature

Date

Received by ERP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ERP signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Risk Assessment Work Sheet:** (please down load PDF File from Website)



