

**Example Application for Off-Post Base Bound Business**

**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.**

**Off-Post Base Bound 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>			<u>YES</u>
<u>Briefly describe the proposed business activity:</u>			
<u>Business Category:</u>	<u>Spouse Owned and Operated?</u>	<u>Application Submission Date:</u>	

The following rules are written to ensure that a BBB 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 BBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating.
- The BBB owner is responsible for any damages to third parties arising from the conduct of their business.
- BBB 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 BBB 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.
- BBB's involved in food preparation may need to be approved by Army Public Health and/or the Local Health Department. The applicant must provide documentation that states the BBB meets all applicable food safety and sanitation conditions.
- The residential character of the property shall be maintained. The BBB may not occupy more than 25 percent of the home's gross floor area. Parts or materials related to the BBB 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 BBB between the hours of 0600 and 2000.
- Noise, vibrations, or odors shall not be detectable beyond the property line.

**Off-Post Base Bound 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 BBB policy letter.

Signature:

Date:

**Installation Coordination**

<b>Directorate / Office</b>	<b>Building</b>	<b>Telephone #</b>	<b>Recommendation</b>		<b>Initial</b>	<b>Date</b>
Directorate, Family, Morale, Welfare and Recreation	Camp Walker S-374	050-3363-6075	Application Pick-up			
Installation Safety	Camp Henry Bldg. 1211	050-3363-5990	Approval	Disapproval		
USAG Daegu Housing Manager	Camp Walker Bldg. 330	050-3363-4570	Approval	Disapproval		
Preventive Med (If the business has food involved)	Camp Walker Bldg. 303	050-3337-5708	Approval	Disapproval		
Directorate, Family, Morale, Welfare and Recreation	Camp Walker S-374	050-3363-6075	Application Turn-in			
Judge Advocate General (Legal Review)	Camp Henry Bldg. 1814	050-3363-4437	No Legal Objection <input type="checkbox"/>	Legally Insufficient <input type="checkbox"/>		

**Reason for Disapproval**

**Installation Approval Authority**

Your request to conduct a Off-Post Base Bound Business is **approved/disapproved**.

Once approved, you are authorized to operate your Off-Post Base Bound Business on USAG Daegu Installations. The Garrison Commander has no authority to authorize a business to operate off the installation in the Republic of Korea. Therefore, the compensation of the goods/services must take place on the installation.

JEFFREY D. NOLL

COL, IN

Commanding

Expiration Date: \_\_\_\_\_  
(3 years from date of signature unless otherwise indicated)