

# APPLICATION FOR HOME BASED BUSINESSES PROCESS MAP

HBB owner obtains written approval from the Housing Office (Balfour Beatty)

Once granted approval from the Housing Office, HBB owner submits complete application packet to Family and MWR Financial Management Office for review

FMWR reviews packet and drafts letter for SJA and GC to sign as approved/disapproved

GC sends packet back to FMWR

FMWR emails applicant notifying of approval/disapproval letter