

Home Based Businesses Revalidation Requirements

1. Home Based Businesses with approval to operate may operate for 1 year, unless cancelled by either party.
2. Approval expires automatically 1 year from the date of last approval, unless revalidated.
3. Home Based Businesses must submit revalidation requests to the Financial Management Division, Directorate of Morale, Welfare and Recreation no less than 90 days before expiration of the 1-year approval.
4. All documentation must be submitted to the Home Based Business Coordinator Mrs. Lindsay Dunn – lindsay.m.dunn.naf@army.mil. The DFMWR is located at building 28320, (529) Lane Avenue, Fort Gordon GA 30905.
5. Requests will include:
 - (a) Letter of request for continued operation.
 - (b) Completed Home Based Business Application Packet.
 - (c) Housing Office Approval Form
 - (d) DD Form 2977
 - (e) Applicable GA State Sales Tax Permit, Certifications and Business Licenses
 - (f) Business Information (catalogs, brochures, pamphlets, handouts, pictures, etc.).
 - (g) IRS Employer Identification Number
 - (h) Copy of Liability Insurance Declaration Page and/or business Registration Number (if applicable).
 - (i) Cottage Food Businesses must provide a written document containing:
 - 1.) Street address of the location where the Cottage Food will be produced.
 - 2.) List of the Cottage Foods that will be produced.
 - 3.) Copy of the recipe for each food produced. Recipes shall identify all ingredients and a description of the production method and process controls, (example, cooking equipment, product holding/storage and packaging).
 - 4.) Method of advertising or point of sale location in which the Cottage Food will be provided to the consumer.

INFORMATION ON HOME BASED BUSINESSES CAN BE FOUND AT

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