



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
1675 ELLIS STREET, BUILDING 1217
FORT CARSON, COLORADO 80913-4119

AMIM-CRW

17 APRIL 2025

STANDARD OPERATING PROCEDURE (SOP)
FOR
HOME BASED BUSINESS (HBB) APPLICATION
ON FORT CARSON, COLORADO

1. Purpose: To provide information and explain procedural requirements for HBBs to operate on Fort Carson. These procedures apply to HBBs currently operating and those seeking authorization to operate on the installation.
2. References:
 - a. Army Regulation 210-22, Support for Non-Federal Entities Authorized to Operate on Department of The Army Installations, 12 May 2022.
 - b. IMCOM Policy Memorandum 215-1-14, IMCOM Garrison HBB Implementation Guidance, 8 January 2020.
 - c. Official Priority Information (OPI) 2023-07, IMCOM Home Based Business (HBB) Program, 12 June 2023.
 - d. Technical Bulletin (TB) MED 530, Tri-Service Food Code, 1 March 2019.
3. Scope: HBB Policy and Application guidance is intended to provide a standardized application and approval process across the installation, with one single designated Garrison staff point of contact (POC) as the entry point for processing applications.
4. Applicability:
 - a. Procedures are applicable to all requesting to operate as a HBB out of their residence on Fort Carson. Off-post residents are not considered as HBB and must follow applicable local, state, and federal guidance for establishing a business.
 - b. Procedures are not applicable to Child and Youth Services (CYS) Family Child Care (FCC) providers. Contact CYS for FCC services.
 - c. Permit is valid for one (1) year.
 - d. Examples of HBB include but are not limited to crafts, pet grooming, home décor, equipment rental, car repair services, cosmetology services, and cottage food sales.

e. Individuals who work remotely from their home such as consultants, freelance artist, telework, tax preparation, personal training (as long as the training is not conducted in the home), photography, and tutoring, do not require a permit.

5. Applicant must complete the application (Appendix A) and submit additional documentation (if applicable). The application is subject to change based on current requirements and governing regulation. Most recent version of the application can be obtained by:

a. Contacting the HBB Coordinator at Room 108, 1675 Ellis Street, Fort Carson, Colorado. Telephone (719) 362-7977.

b. Fort Carson MWR website (<https://carson.armymwr.com/HBB>)- submit information and HBB Coordinator will send application to provided email.

6. Procedures for HBB applications for businesses that do not involve food operations or cosmetology services.

a. Applicant will:

(1) Submit information (name, name of business, telephone number, address of proposed business, email address, if previously approved, and brief description of business) on Fort Carson MWR website (<https://carson.armymwr.com/HBB>)

(2) Print application once received from HBB Coordinator.

(3) Validate their understanding of the listed statements by checking each statement.

(4) Sign and Date

(5) Take the application to USAG Housing, Housing Community Manager (Balfour Beatty), and Installation Safety for initials and date.

(6) Applicants who are active duty may be required to submit a memorandum from their Company Commander stating that they are permitted to engage in business activities provided it does not affect their mission readiness.

(7) Turn the application into Room 108, 1675 Ellis Street, Fort Carson, Colorado

b. HBB Coordinator will:

(1) Send the completed application to the Staff Judge Advocate (SJA) for legal review and recommendation.

(a) If the recommendation is to disapprove, SJA returns the application to the HBB Coordinator with a memorandum explaining the reason for disapproval.

(b) If the recommendation is to approve, the HBB Coordinator submits the application, legal review, and additional documents to the Approving Authority for final approval. The Approving Authority will sign the HBB Certificate (APPENDIX B). Senior Commander has the authority to delegate approval of Non-Federal Entities to the Garrison Commander, who will delegate HBB approval authority to the Marketing Director, DFMWR.

(2) Notify the applicant of approval and issue an Official HBB Certificate (APPENDIX B). The Marketing Director signs the permit.

(3) Maintain the application packet and legal review on file at Marketing (MKT) office.

7. Procedures for HBB applications for businesses that involve cottage food operations:

a. Only cottage foods as outlined in TB MED 530 are permitted on Fort Carson.

b. In addition to the requirements established in paragraph 6-a-(1) through 6-a-(7), HBB handling food must also satisfy and maintain the following to operate on Fort Carson:

(1) Training and certification as a ServSafe Manager.

(2) Approved home inspection conducted by Environmental Health and compliance to applicable food safety and sanitation conditions. The report of the inspection must be included in the packet.

(3) Liability Insurance for food operations.

c. Applicants can contact Environmental Health by phone at 719-586-3231 for additional information on satisfying requirements. Fees may apply.

8. Procedures for HBB Applications for businesses that involve cosmetology operations:

a. Cosmetology operations include but are not limited to hair styling, hair cutting, barber services, eyebrow styling, eyelash extensions, massage services, and nail salon services.

b. In addition to the requirements established in paragraph 6-a-(1) through 6-a-(7), HBB providing cosmetology services must also satisfy and maintain the following to operate on Fort Carson:

(1) Training and licensing as a cosmetology technician/specialist. The license must be valid in the state of Colorado. Requirements are set forth by the Colorado Board of Cosmetology.

(2) Approved home inspection conducted by Environmental Health and compliance to applicable cosmetology safety and sanitation conditions. The report of the inspection must be included in the packet.

c. Body art operations are strictly prohibited to operate on the installation and will not be approved. Body art operations are defined as businesses involving tattooing, application of permanent makeup, body piercing (except for ear piercing), Henna, and other invasive treatments.

9. Reporting requirements: The HBB Coordinator will report the status of HBBs on the installation as required by IMCOM G9 or its regional Directorate via required channel. The HBB Coordinator will ensure all Data Calls and taskers are completed in the required time.

10. Adverse Actions for HBBs:

a. HBB Coordinator will review any reports of HBB practices received.

b. If the HBB is approved to operate and the report is considered unfounded, no action will be taken against the HBB. The party reporting will be notified of the approved status of the HBB.

c. If the HBB is not approved to operate, the HBB Coordinator will obtain necessary information (name, address) through partner organizations and send a Letter of Warning (Appendix C) to the occupants of the housing unit. The Letter of Warning will be tailored to the specifics of the business and sent by official mail to the occupants of the housing unit. USAG Housing and Balfour Beatty will be notified of all Letters of Warning sent.

c. Regardless of the status of the HBB, if the report alleges negligent, unlawful, dangerous, or criminal activities, appropriate partner organizations and/or agencies will be notified to inspect and/or investigate. HBB Coordinator will not perform such inspections or investigations.

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SUBJECT: Standard Operating Procedures for Home Based Business (HBB) Application on Fort Carson, Colorado

d. The HBB Coordinator is not responsible for monitoring the community for compliance or enforcing the regulations, requirements, or law regarding any aspect of HBB operations.

11. The Senior Commander or their delegated authority can revoke the status of a HBB at any time.

12. POC for this SOP is NSD Chief, Shaune Stewart, 1675 Ellis Street, Fort Carson, CO 80913, 719-482-5358.

RYAN J. NOBLE
Director, Family and Morale, Welfare and
Recreation

Encl

- APPENDIX A
- APPENDIX B
- APPENDIX C