

Department of Homeland Security  
U.S. Coast Guard  
BASEKODHSG-011  
(Rev. 06/23)

## BASE KODIAK HOUSING HOME BUSINESS REQUEST

**Section I** - *This agreement to operate a home business is issued by the Housing Officer, Base Kodiak, and granted to the Service Member identified below. By execution of this agreement, the Service Member agrees to comply with all terms, conditions and provisions specified.*

**Service Member's Name** (Last, First, MI):

**Branch of Service:**

**Rank/Rate:**

**Permanent Duty Station** (Include Work Phone #):

**Quarters Assigned** (Street, Apt #, City, State, Zip, Home Phone):

### Section II - PROVISIONS OF HOME BUSINESS APPROVAL

This approval is granting the Service Member named herein the approval to conduct a private business to sell, or attempt to sell, goods and/or services subject to the member or the company represented maintaining a business license from the State of Alaska and will comply with the provisions of the Coast Guard Personnel Manual and ethics regulations.

This approval becomes null and void if the Coast Guard, as a result of this home business, incurs excessive utility charges.

Computer websites must meet local, state, and federal guidelines and must not bring discredit to the Coast Guard or U.S. Government.

The Service Member is responsible for any costs associated with damages or repairs to residence, caused by home business.

Any alterations to the quarters as a result of this approval must be requested via a Self-Help Project Work Order Request to the Housing Office prior to beginning work. All alterations and subsequent restoration will be at the Service Member's expense. External alterations and advertising are prohibited.

Home Business in CG Owned Housing shall not increase traffic to and from the house.

The raising of animals, birds, fish, etc., for commercial purposes, such as breeding for sale or profit, is strictly forbidden.

### Section III - TYPE OF HOME BUSINESS

*Brief description of business plan, if required provide a copy of state license and associated insurance policy.*

### Section IV - EXECUTION OF AGREEMENT

*The administration of this agreement will be under the supervision and control of Coast Guard Base Kodiak Housing Office.*

Legal / Ethics Determination:

Yes No

*(If required, add determination document to request.)*

Area Housing Officer Signature:

Date:

Resident Signature:

Date: