

✓ Checklist for Licensing a New Business in Arkansas

- File a Doing Business As (DBA) Certificate at the County Clerk's Office
- File your business entity with the Arkansas Secretary of State at www.ark.org/sos/ofa/docs/index.php
- Apply for your Employer Identification Number (EIN) with the IRS at <https://sa1.www4.irs.gov/modiein/individual/index.jsp>
- Register for Arkansas state taxes with the Arkansas Dept. of Finance and Administration's Arkansas Taxpayer Access Point (ATAP) at <https://atap.arkansas.gov/>
- Have your Commercial Personal Property Assessed at the County Assessor's Office
- Obtain a Business License from the City Clerk's Office
- Obtain any additional licenses and permits from county and state offices

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Checklist for Licensing a New Business

Carroll County, Arkansas
Green Forest



United States
Department of
Agriculture

National Institute
of Food and
Agriculture

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Establishing Your Business in Arkansas

Before opening your business to the public, you must meet certain regulatory requirements. These requirements are based on laws written to protect business owners, their employees and their customers. This brochure provides a basic outline of regulatory requirements you must complete to open a business in Arkansas.

This overview includes local, state and federal regulatory, tax and insurance requirements. While we have made every effort to include relevant information, some cities and counties may have different or additional requirements. It is your responsibility to make sure your business complies with local, state and federal government regulatory requirements — we strongly suggest that you consult with your city and county clerk's offices for more information.

Regulatory Requirements

Doing Business As Certificate (DBA)

To register a new business in Arkansas, you must first file a **Doing Business As Certificate (DBA)** with your County Clerk's office to assure that the name you have selected for your business is available.

Register Your Legal Structure

After you secure your business name, you must register your business legal structure. The four basic types of legal structures in Arkansas are sole proprietorship, partnerships, corporations and limited liability companies. You must register sole proprietorships with your local County Clerk. Register corporations, partnerships and LLCs with the Arkansas Secretary of State, Business and Commercial Services Division.

Employer Identification Number

After you register your business legal structure, you must apply for an Employer Identification Number with the U.S. Internal Revenue Service (IRS) so that your business can be officially recorded by the federal government as a tax-compliant entity.

Register with the Department of Finance

Once you have the Federal EIN, you must register your business with Arkansas' Department of Finance and Administration using the Arkansas Taxpayer Access Point (ATAP) so that you can pay all the necessary state taxes according to your business' legal structure.

Commercial Property Assessment

Filing a DBA and obtaining federal and state identification formally establishes your business as a legitimate entity and now allows you to move on to the local (city and county) regulatory process. Your next step is to have your commercial property assessed by the County Assessor's office.

Obtain Licenses, Permits and Inspections

The "final step" in the regulatory process actually involves obtaining licenses, permits and inspections from various city, county and state agencies including a city business license. Other requirements include:

- Certificate of Occupancy
- Building Permit / Inspection
- Fire Code Inspection
- Food Establishment Permit
- Historic District Permit
- Remodeling Permit
- Sign Permit
- Zoning Approval / Permit

State Government Offices

Arkansas Department of Finance and Administration

Carroll County Revenue Office, Green Forest
102 N. 2nd Street
Green Forest, AR 72638
Tel: 870.438.6559
www.dfa.arkansas.gov/Pages/businessServices.aspx

Arkansas Secretary of State Business and Commercial Services Division

1401 West Capitol Avenue, Suite 250
Little Rock, AR 72201
Tel: 501.682.3409
www.sos.arkansas.gov/corp_ucc.html

Local Government Offices

Carroll County Assessor's Office

44 S. Main
Eureka Springs, AR 72632
Tel: 870.423.6400
Fax: 870.423.2529
<http://co.carroll.ar.us/countyassessor/>

Carroll County Clerk's Office

210 W. Church Street
Berryville, AR 72616
Tel: 870.423.2022
<http://co.carroll.ar.us/countyclerk/>

Carroll County Cooperative Extension Service

909-B Freeman Switch Road
Berryville, AR 72616
Tel: 870.423.2958
Fax: 870.423.4802
<http://www.uaex.edu/carroll/>

Carroll County Health Unit

402 Hailey Road
Berryville, AR 72616
Tel: 870.423.2923
Fax: 870.423.5315

City of Green Forest Building Inspection Division

203 S Springfield Avenue
Green Forest, AR 72638
Tel: 870.438.5518

Green Forest City Clerk

203 S Springfield Avenue
Green Forest, AR 72638
Tel: 870.438.5866
Fax: 870.438.6855
www.greenforestar.net/index.htm

Green Forest Fire Department

Green Forest, AR 72638
Tel: 870.438.5431

Small Business and Educational Resources

Arkansas Small Business and Technology Development Center

University of Arkansas, Fayetteville
Sam M. Walton College of Business
Donald W. Reynolds Center for Enterprise
Development, Suite 210
145 North Buchanan
Fayetteville, AR 72701
Tel: 479.575.5148
<http://sbtfdc.uark.edu/>

Small Business Administration Arkansas District Office

Arkansas District Office
2120 Riverfront Drive, Suite 250
Little Rock, AR 72202-1796
Tel: 501.324.7379
Fax: 501.324.7394
www.sba.gov/ar

Northwest Arkansas SCORE

614 E. Emma Street, Room M412
Springdale, AR 72764
Tel: 479.725.1809
<http://northwestarkansas.score.org/chapters/northwest-arkansas-score>

Green Forest Chamber of Commerce

104 E. Main Street
Green Forest, AR 72638-0376
Fax: 870.423.2786

Carroll County Literacy Council

101 E. Madison
Berryville, AR 72616
Tel: 870.423.4500
Fax: 870.423.2128