

## 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/ofs/docs/index.php](http://www.ark.org/sos/ofs/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

## Cleburne County, Arkansas



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

**UofA** DIVISION OF AGRICULTURE  
RESEARCH & EXTENSION  
University of Arkansas System

## 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

Cleburne County Revenue Office, Heber Springs  
113 W. Clinton  
Heber Springs, AR 72543-3816  
Tel: 501.362.2469  
Fax: 501.362.6766  
[www.dfa.arkansas.gov/Pages/businessServices.aspx](http://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.sosweb.state.ar.us/corp\\_ucc.html](http://www.sosweb.state.ar.us/corp_ucc.html)

## Local Government Offices

### Cleburne County Assessor's Office

300 W. Main Street  
Heber Springs, AR 72543  
Tel: 501.362.8147  
Fax: 501.362.4651  
<http://cleburnecountyarkansas.com/id18.html>

### Cleburne County Clerk's Office

301 W. Main Street  
Heber Springs, AR 72543  
Tel: 501.362.4620  
Fax: 501.362.4622  
<http://cleburnecountyarkansas.com/id18.html>

### Cleburne County Cooperative Extension Service

2319 Highway 110 West  
Heber Springs, AR 72543  
Tel: 501.362.2524  
<http://www.uaex.edu/cleburne/>

### Cleburne County Health Unit

2319 Highway 110 West, Suite C  
Heber Springs, AR 72543  
Tel: 501.362.7581  
Fax: 501.362.4684

### City of Greers Ferry City Recorder/Treasurer

8739 Edgemont Road  
Greers Ferry, AR 72067-9411  
Tel: 501.825.7172  
Fax: 501.825.8029

### Heber Springs City Clerk

1001 W. Main Street  
Heber Springs, AR 72543  
Tel: 501.362.3635  
Fax: 501.250.0844  
[www.cityofhebersprings.com/](http://www.cityofhebersprings.com/)

### City of Heber Springs Code Enforcement

1001 W. Main Street  
Heber Springs, AR 72543  
Tel: 501.362.8303  
Fax: 501.250.0844  
[www.cityofhebersprings.com/id2.html](http://www.cityofhebersprings.com/id2.html)

### Heber Springs Fire Department

1001 W. Main Street  
Heber Springs, AR 72543  
Tel: 501.362.5523

## Small Business and Educational Resources

### Arkansas Small Business and Technology Development Center

UALR College of Business  
Donald W. Reynolds Center for Business and  
Economic Development  
2801 S. University  
Little Rock, Arkansas 72204  
Tel: 800-862-2040  
Fax: 501.683.7720  
<http://asbtdc.ualr.edu>

### Small Business Administration 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](http://www.sba.gov/ar)

### Little Rock SCORE

2120 Riverfront Drive, Suite 250  
Little Rock, AR 72202-1796  
Tel: 501.324.7379 Ext. 302  
Fax: 501.324.7395  
[www.littlerock.scorechapter.org/](http://www.littlerock.scorechapter.org/)

### Cleburne County Office of Economic Development

300 W. Main Street  
Heber Springs, AR 72543  
Tel: 501.362.8402  
Fax: 501.362.4605  
<http://cleburnecountyarkansas.com/>

### Heber Springs Area Chamber of Commerce

P1001 West Main  
Heber Springs, AR 72543-2930  
Tel: 800.774.3237  
Tel: 501.362.2444  
Fax: 501.362.9953  
[www.heber-springs.com](http://www.heber-springs.com)

### Greers Ferry Area Chamber of Commerce

P.O. Box 1354  
Greers Ferry, AR 72067-0354  
Tel: 501.825.7188  
Fax: 501.825.8314  
[www.greersferry.com](http://www.greersferry.com)

### Heber Springs Public Library

1010 W. Searcy Street  
Heber Springs, AR 72543  
Tel: 501.362.2477

### Arkansas State University Heber Springs Campus Heber Springs Adult Education Center

71 Cleburne Park Road  
Heber Springs, AR 72543  
Tel: 501.362.1270  
Fax: 501.362.1170

### Little Red Literacy Council

1010 W. Searcy Street  
Heber Springs, AR 72543  
Tel: 501.362.2477