Checklist for Licensing a New 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.

#### 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

**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.

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**Checklist for Licensing a New Business in Cleburne County, 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/sfs/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
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

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

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 Fire Department
Heber Springs, AR 72543
Tel: 501.362.5923

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: 501.362.7381
Fax: 501.362.4664

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/

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

Heber Springs Fire Department
1001 W. Main Street
Heber Springs, AR 72543
Tel: 501.362.5923

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://abtdc.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

Little Rock SCORE
2120 Riverfront Drive, Suite 250
Little Rock, AR 72202-1796
Tel: 501.324.7379 Ext. 302
Fax: 501.324.7393
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/