

✓ 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
- 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

Conway 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

Conway County Revenue Office
207 N. St. Joseph
Morrilton, AR 72110-2917
Tel: 501.354.2088
Fax: 501.208.5817
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

Conway County Assessor's Office

117 S. Moose Street
Morrilton, AR 72110
Tel: 501.354.9622
Fax: 501.354.9605

Conway County Clerk's Office

117 S. Moose
Morrilton, AR 72110
Tel: 501.354.9621
Fax: 501.354.9610

Conway County Cooperative Extension Service

1 Bruce Street
Kirk Building, Room 134
Morrilton, AR 72110
Tel: 501.354.9618
Fax: 501.977.2151
<http://www.uaex.edu/conway/>

Conway County Health Unit

100 Hospital Drive
Morrilton, AR 72110
Tel: 501.354.4652
Fax: 501.354.3537

City of Morrilton Building Inspection Division

210 N. Moose Street
Morrilton, AR 72110
Tel: 501.354.8020
Fax: 501.354.6475
www.cityofmorrilton.com/index.php?option=com_content&view=article&id=163&Itemid=204

Morrilton City Clerk

210 N. Moose Street
Morrilton, AR 72110
Tel: 501.354.3484
Fax: 501.354.6475
www.cityofmorrilton.com/

Morrilton Fire Department

Morrilton, AR 72110
Tel: 501.354.3907

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, AR 72204
Tel: 800-862-2040
Fax: 501.683.7720
<http://asbtdc.ualr.edu>

Arkansas Small Business and Technology Development Center

Arkansas Tech University
College of Business
Rothwell Hall
106 West O Street
Russellville AR 72801
Tel: 479.356.2067
www.atu.edu/asbtdc/

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: 501.324.7395
www.littlerock.scorechapter.org/

Morrilton Area Chamber of Commerce

120 North Division
Morrilton, AR 72110
Tel: 501.354.2393
Fax: 501.354.8462
www.morrilton.com

Conway County Public Library

101 W. Church Street
Morrilton, AR 72110
Tel: 501.354.5204
Fax: 501.354.5206
www2.youseemore.com/conwaycl/Default.asp?

Conway County Literacy Council

1515 E North Business 9
Morrilton, AR 72110
Tel: 501.354.8123
Fax: 501.354.1412

U of A Community College at Morrilton

1537 University Boulevard
Morrilton, AR 72110
Tel: 800.264.1094
www.uaccm.edu/INDEX.HTM