

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

Faulkner County
Greenbrier, Arkansas



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

Faulkner County Revenue Office
110B S. Broadview
Greenbrier, AR 72058
Tel: 501.679.2117
Fax: 501.679.6935
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

Faulkner County Assessor's Office

806 Faulkner
Conway, AR 72034
Tel: 501.450.4905
Fax: 501.450.4908
www.faulknercounty.org

Faulkner County Clerk's Office

801 Locust Street
Conway, AR 72034
Tel: 501.450.4909
Fax: 501.450.4938
www.faulknercounty.org

Faulkner County Cooperative Extension Service

110 South Amity Road, Suite 200
Conway, AR 72032
Tel: 501.329.8344
Fax: 501.329.0483
<http://www.uaex.edu/faulkner/>

Faulkner County Health Unit

811 N. Creek Drive
Conway, AR 72033
Tel: 501.450.4941
Fax: 501.329.2607

City of Greenbrier City Hall

11 Wilson Farm Road
Greenbrier, AR 72058-9310
Tel: 501.679.2422
Fax: 501.679.7833

Greenbrier Fire Department

6 N. Broadview Street
Greenbrier, AR 72058
Tel: 501.679.2345

City of Mayflower City Office

2 Ashmore Street
Mayflower, AR 72106
Tel: 501.470.1337
Fax: 501.470.0543
www.cityofmayflower.com/

Mayflower Fire Department

2 Ashmore Street
Mayflower, AR 72106
Tel: 501.470.1200

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

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/

Conway Area Chamber of Commerce

900 Oak Street
Conway, AR 72032
Tel: 501.327.7788
Fax: 501.327.7790
www.conwayarkcc.org/index.php

Conway Adult Education Center

615 E. Robins Street
Conway, AR 72032
Tel: 501.450.4810
Fax: 501.450.4818
www.caec.org/index_files/ESL_page.htm

Faulkner County Literacy Council

615 E. Robins Street
Conway, AR 72033
Tel: 501.329.7323
Fax: 501.450.4818
www.faulknercoliteracy.org