

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

Hempstead County, 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

Hempstead County Office Revenue Office
116 E. 12th Street
Hope, AR 71801-5045
Tel: 870.777.3131
Fax: 870.777.4894
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

Hempstead County Assessor's Office

400 S. Washington
Hope, AR 71801
Tel: 870.777.6190
Fax: 870.777.7834
www.hempsteadcountyar.com/taxassessor.html

Hempstead County Clerk's Office

400 S. Washington Street
Hope, AR 71801
Tel: 870.777.7800
Fax: 870.777.7829
www.hempsteadcountyar.com/countyclerk.html

Hempstead County Cooperative Extension Service

400 S. Washington Street
Hope, AR 71801
Tel: 870.777.5771
<http://www.uaex.edu/hempstead/>

Hempstead County Health Unit

808 W. 5th Street
Hope, AR 71801
Tel: 870.777.2191
Fax: 870.777.6607

City of Hope City Clerk

City Hall
206 W. Avenue A
Hope, AR 71802
Tel: 870.777.6701
Fax: 870.722.2579
www.hopearkansas.net/index.html

City of Hope Code Enforcement

1603 W. 3rd Street / Highway 67 W
Hope, AR 71802
Tel: 870.722.2505
www.hopearkansas.net/BuildingServices.html

Hope Fire Department

308 E. 2nd Street
Hope, AR 71802
Tel: 870.777.6702
www.hopearkansas.net/Fire.html

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

Southern Arkansas University
College of Business
P. O. Box 9192
Magnolia, AR 71754-9379
Tel: 870.235.5033
<http://web.saumag.edu/business/partners/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/

Hope-Hempstead Chamber of Commerce

200 South Main
Hope, AR 71802
Tel: 870.777.3640
Fax: 870.722.6154
www.hopemelonfest.com/

Hempstead County Public Library

500 S. Elm Street
Hope, AR 71801
Tel: 870.777.4564

SWADC Literacy Council

1104 S. Main
Hope, AR 71801
Tel: 870.777.8892