

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

Johnson 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

Johnson County Revenue Office
1140 S. Rogers
Clarksville, AR 72830
Tel: 479.754.2149
Fax: 479.705.8414
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

Johnson County Assessor's Office

215 W. Main Street
Clarksville, AR 72830
Tel: 479.754.3863
Fax: 479.754.5705

Johnson County Clerk's Office

215 W. Main Street
Clarksville, AR 72830
Tel: 479.754.3967
Fax: 479.754.2286

Johnson County Cooperative Extension Service

129 W. Sevier Street
Clarksville, AR 72830
Tel: 479.754.2240
Fax: 479.754.5968
<http://www.uaex.edu/johnson/>

Johnson County Health Unit

6 Professional Park Drive
Clarksville, AR 72830
Tel: 479.754.2949
Fax: 479.754.4700

City of Clarksville Building Inspection Division

Clarksville Light and Water Operations
710 E. Main
Clarksville, AR 72830
Tel: 479.754.6241

City of Clarksville City Hall

205 Walnut Street
Clarksville, AR 72830-3005
Tel: 479.754.6486
Fax: 479.754.4052
www.cswnet.com/~clrksvil/

Clarksville Fire Department

203 Walnut Street
Clarksville, AR 72830
Tel: 479.754.8100

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/

Clarksville/Johnson County Chamber of Commerce

101 North Johnson
Clarksville, AR 72830-0396
Tel: 479.754.2340
Fax: 479.754.4923
www.clarksvillearchamber.com

Johnson County Public Library

2 Taylor Circle
Clarksville, AR 72830-3653
Tel: 479.754.3135
Fax: 479.754.6343
www.arvrls.com/johnson_county.html