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

Checklist for Licensing a New Business in Arkansas

1. File a Doing Business As (DBA) Certificate at the County Clerk’s Office
2. File your business entity with the Arkansas Secretary of State at www.ark.org/sos/sfs/docs/index.php
3. Apply for your Employer Identification Number (EIN) with the IRS at https://sa1.ww4.irs.gov/modiein/individual/index.jsp
4. Register for Arkansas state taxes with the Arkansas Dept. of Finance and Administration’s Arkansas Taxpayer Access Point (ATAP) at https://atap.arkansas.gov/
5. Have your Commercial Personal Property Assessed at the County Assessor’s Office
6. Obtain a Business License from the City Clerk’s Office
7. Obtain any additional licenses and permits from county and state offices
State Government Offices

Arkansas Department of Finance and Administration
Pope County Revenue Office
105 S. Rochester
Russellville, AR 72801-5960
Tel: 479.968.1526
Fax: 479.968.8079
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

Pope County Assessor’s Office
100 W. Main Street
Russellville, AR 72801
Tel: 479.968.7418
Fax: 479.968.4571
www.pope.countyservice.net/assessor.html

Pope County Clerk’s Office
100 W. Main Street, Suite 6
Russellville, AR 72801
Tel: 479.968.6064
Fax: 479.967.2291
www.pope.countyservice.net/county_clerk.html

Pope County Cooperative Extension Service
105 West B Street
Russellville, AR 72801
Tel: 479.968.7098
Fax: 479.968.4010
http://www.uaex.edu/pope/

Pope County Health Unit
203 Weir Road
Russellville, AR 72801
Tel: 479.968.6004
Fax: 479.964.0928

City of Russellville
Russellville Community Development Department
716 N. El Paso
Russellville, AR 72811
Tel: 479.968.1002
Fax: 479.968.4327
www.russellvillearkansas.org/communitydevelopment/comdevhome.asp

Russellville City Clerk
716 N. El Paso
Russellville, AR 72811
Tel: 479.968.1002
Fax: 479.968.8050
www.russellvillearkansas.org/government/cityofficials.asp

Russellville Fire Department
203 W. 2nd Street
Russellville, AR 72811
Tel: 479.968.2332
www.russellvillearkansas.org/rfd/rfdhome.asp

Small Business and Educational Resources

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/

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/

Russellville Chamber of Commerce
708 W. Main
Russellville, AR 72801
Tel: 479.968.2530
Fax: 479.968.3894
www.russellvillechamber.org/

Pope County Public Library
116 E. 3rd Street
Russellville, AR 72801
Tel: 479.968.4368
Fax: 479.968.3222
www.popelibrary.org/

Pope County Literacy Council
1000 South Arkansas Avenue
Russellville, AR 72811
Tel: 479.967.7323
Fax: 479.968.6248

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