

## 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](http://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

## Sebastian 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

Sebastian County (Downtown) Revenue Office  
616 Garrison, Room 106  
Fort Smith, AR 72901  
Tel: 479.783.0279  
Fax: 479.785.5473  
[www.dfa.arkansas.gov/Pages/businessServices.aspx](http://www.dfa.arkansas.gov/Pages/businessServices.aspx)

### Arkansas Department of Finance and Administration

Sebastian County (East) Revenue Office  
6515 Phoenix Avenue  
Fort Smith, AR 72903  
Tel: 479.452.7031  
Fax: 479.452.7039  
[www.dfa.arkansas.gov/Pages/businessServices.aspx](http://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](http://www.sosweb.state.ar.us/corp_ucc.html)

## Local Government Offices

### Sebastian County Assessor's Office

35 S. 6th, Room 105  
Fort Smith, AR 72901  
Tel: 866.296.6591  
Fax: 479.784.1522  
[www.sebastiancountyonline.com/WebForms.nsf/0/1207fe1138f71228862569690055af39?OpenDocument](http://www.sebastiancountyonline.com/WebForms.nsf/0/1207fe1138f71228862569690055af39?OpenDocument)

### Sebastian County Assessor's Office

6515 Phoenix Avenue  
Fort Smith, AR 72901  
Tel: 479.478.6887  
[www.sebastiancountyonline.com/WebForms.nsf/0/1207fe1138f71228862569690055af39?OpenDocument](http://www.sebastiancountyonline.com/WebForms.nsf/0/1207fe1138f71228862569690055af39?OpenDocument)

### Sebastian County Assessor's Office

11 Town Square, Room 113  
Greenwood, AR 72956  
Tel: 479.996.6591  
Fax: 479.996.0751  
[www.sebastiancountyonline.com/WebForms.nsf/0/1207fe1138f71228862569690055af39?OpenDocument](http://www.sebastiancountyonline.com/WebForms.nsf/0/1207fe1138f71228862569690055af39?OpenDocument)

### Sebastian County Clerk's Office

Courthouse, 35 S. 6th, Room 102  
Fort Smith, AR 72901  
Tel: 479.782.5065  
Fax: 479.784.1567  
[www.sebastiancountyonline.com/](http://www.sebastiancountyonline.com/)

### Sebastian County Clerk's Office

Courthouse, 301 E. Center, Room 104  
Greenwood, AR 72956  
Tel: 479.996.4195  
Fax: 479.996.4165  
[www.sebastiancountyonline.com/](http://www.sebastiancountyonline.com/)

### Sebastian County Cooperative Extension Service

535 North Waldron Road  
Fort Smith, AR 72903  
Tel: 479.484.7737  
Fax: 479.484.9669  
<http://www.uaex.edu/sebastian/>

### Sebastian County Health Unit

3112 S. 70th Street  
Fort Smith, AR 72903  
Tel: 479.452.8600  
Fax: 479.452.7844

### City of Fort Smith City Clerk's Office

623 Garrison Avenue, Room 303  
Fort Smith, AR 72901  
Tel: 479.784.2208  
Fax: 479.784.2256  
[www.fortsmithar.gov/cityclerk/default.aspx](http://www.fortsmithar.gov/cityclerk/default.aspx)

### City of Fort Smith City Collections Department

623 Garrison Avenue, Room 101  
Fort Smith, AR 72901  
Tel: 479.784.2252  
Fax: 479.784.2294  
[www.fortsmithar.gov/collections/default.aspx](http://www.fortsmithar.gov/collections/default.aspx)

## 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>

### 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/](http://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](http://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/](http://www.littlerock.scorechapter.org/)

### Fort Smith Regional Chamber of Commerce

612 Garrison Avenue  
Fort Smith, AR 72902-1668  
Tel: 479.783.3111  
Fax: 479.783.6110  
[www.fortsmithchamber.com](http://www.fortsmithchamber.com)

### Greenwood Chamber of Commerce

16 Town Square  
Greenwood, AR 72936-0511  
Tel: 479.996.6357  
Fax: 479.996.1162  
[www.greenwoodarkansas.com](http://www.greenwoodarkansas.com)

### Literacy Council of Western Arkansas

300 S. 11th Street  
Fort Smith, AR 72902  
Tel: 479.783.2665  
Fax: 479.783.5332