

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

Washington County, Arkansas
Greenland, Lincoln, Prairie Grove



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

Washington County Revenue Office
965 S. Razorback Road, Suite 2
Fayetteville, AR 72701
Tel: 479.442.7691
Fax: 479.587.9408
www.dfa.arkansas.gov/Pages/businessServices.aspx

Arkansas Department of Finance and Administration

Washington County Revenue Office
215 S. Main Street
Lincoln, AR 72744
Tel: 479.824.3110
Fax: 479.824.3697
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

Washington County Assessor's Office

280 N. College, Suite 250
Fayetteville, AR 72701
Tel: 479.444.1500
Fax: 479.444.1518
www.co.washington.ar.us/

Washington County Clerk's Office

280 N. College, Suite 300
Fayetteville, AR 72701
Tel: 479.444.1711
Fax: 479.444.1894
www.co.washington.ar.us/

Washington County Cooperative Extension Service

2536 North McConnell Avenue
Fayetteville, AR 72704
Tel: 479.444.1755
Fax: 479.444.1764
<http://www.uaex.edu/washington/>

Washington County Health Unit

3270 Wimberly Drive
Fayetteville, AR 72703
Tel: 479.521.8181
Fax: 479.973.8483

City of Greenland Building Inspection Division

8 Ross Street
Greenland, AR 72737
Tel: 479.790.2280
www.greenland-ar.com/administration.html

City of Greenland City Office

8 Ross Street
Greenland, AR 72737
Tel: 479.521.5760
Fax: 479.521.7780
www.greenland-ar.com/administration.html

City of Lincoln City Office

106 Arthur Avenue
Lincoln, AR 72744
Tel: 479.824.3321
Fax: 479.824.4126
www.lincolnarkansas.com/index.htm

Lincoln Fire Department

Lincoln Fire Department
104 Arthur Avenue
Lincoln, AR 72744
Tel: 479.824.3425

Prairie Grove City Clerk

Prairie Grove, AR 72753
Tel: 479.846.3038
Fax: 479.846.5649
www.prairiegrovearkansas.org/Index.htm

Prairie Grove Fire Department

131 S. Neal Street
Prairie Grove, AR 72753
Tel: 479.846.3090

Small Business and Educational Resources

Arkansas Small Business and Technology Development Center

University of Arkansas, Fayetteville
Sam M. Walton College of Business
Donald W. Reynolds Center for Enterprise Development, Suite 210
145 North Buchanan
Fayetteville, AR 72701
Tel: 479.575.5148
<http://sbtcdc.uark.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

Northwest Arkansas SCORE

614 E. Emma Street, Room M412
Springdale, AR 72764
Tel: 479.725.1809
<http://northwestarkansas.score.org/chapters/northwest-arkansas-score>

Lincoln Area Chamber of Commerce

P.O. Box 942
Lincoln, AR 72744
Tel: 479.824.5100
Fax: 479.824.3511
www.lincolnareacofc.com/

Prairie Grove Chamber of Commerce

P.O. Box 23
Prairie Grove, AR 72753-0734
Tel: 479.846.2197
Fax: 479.846.1844
www.pgchamber.com

Greenland Public Library

8 Ross Street
Greenland, AR 72737
Tel: 479.582.5992
<http://wcls.lib.ar.us/Libraries/newgreenland.htm>

Lincoln Public Library

107 W. Bean
Lincoln, AR 72744
Tel: 479.824.3294
<http://wcls.lib.ar.us/Libraries/newLincoln.htm>

Prairie Grove Public Library

Prairie Grove, AR 72753
Tel: 479.846.3782

Ozark Literacy Council

2596 Keystone Crossing
Fayetteville, AR 72703
Tel: 479.521.8250
Fax: 479.582.0846
www.ozarkliteracy.org