

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 Springdale



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 Springdale Building Inspection Division

107 Spring Street
Springdale, AR 72764
Tel: 479.750.8154
Fax: 479.756.7701
www.springdalear.gov/building/index.asp

Springdale City Clerk

201 Spring Street
Springdale, AR 72764
Tel: 479.750.8819
Fax: 479.750.8505
www.springdalear.gov/city_clerk/index.asp

City of Springdale Code Enforcement

107 Spring Street
Springdale, AR 72764
Tel: 479.750.8549
Fax: 479.750.8505
www.springdalear.gov/building/code_enforcement.asp

Springdale Fire Department

417 Holcomb Street
Springdale, AR 72765
Tel: 479.751.4510
Fax: 479.750.8104
www.springdalear.gov/fire/index.asp

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://sbtcd.ark.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>

Springdale Chamber of Commerce

202 W. Emma Avenue
Springdale, AR 72765-0166
Tel: 479.872.2222
Fax: 479.751.4699
www.springdale.com

Springdale Public Library

P405 S. Pleasant Street
Springdale, AR 72764
Tel: 479.750.8180
Fax: 479.750.8182
www.springdalelibrary.org/