

✓ 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

Benton County, Arkansas
Rogers/Lowell



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

Benton County Revenue Office, Rogers
300 W. Poplar
Rogers, AR 72756
Tel: 479.636.1095
Fax: 479.636.1096
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

Benton County Assessor's Office

300 W. Poplar Street
Rogers, AR 72756
Tel: 479.636.1095
www.co.benton.ar.us/Assessor/Default.aspx

Benton County Clerk's Office

300 W. Poplar Street
Rogers, AR 72756
Tel: 479.636.3727
www.co.benton.ar.us/CountyClerk/Default.aspx

Benton County Cooperative Extension Service

1204 S.W. 14th Street
Bentonville, AR 72712
Tel: 479.271.1060
Fax: 479.271.5713
<http://www.uaex.edu/benton/>

Benton County Health Unit

1200 W. Walnut Street, Suite 2200
Rogers, AR 72756
Tel: 479.986.1300
Fax: 479.273.1725

City of Rogers City Clerk

301 W. Chestnut
Rogers, AR 72756
Tel: 479.621.1117
Fax: 479.631.2767
www.rogersarkansas.com/index.asp

City of Lowell City Clerk

216 N. Lincoln
Lowell, AR 72745
Tel: 479.770.2185
Fax: 479.770.2106
www.lowellarkansas.gov/

Rogers Fire Department

201 N. First Street
Rogers, AR 72756
Tel: 479.621.1179
Fax: 479.621.1108
<http://rogersarkansas.com/fire/index.asp>

Lowell Fire Department

220 N. Lincoln
Lowell, AR 72745
Tel: 479.770.0166
Fax: 479.770.6047
[www.lowellarkansas.gov/departments
/fire-department/station-41/](http://www.lowellarkansas.gov/departments/fire-department/station-41/)

City of Rogers Building Inspection Division

301 W. Chestnut
Rogers, AR 72756
Tel: 479.621.1100
www.rogersarkansas.com

City of Rogers Planning and Transportation Office

301 W. Chestnut
Rogers, AR 72756
Tel: 479.621.1186
www.rogersarkansas.com

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 205
145 North Buchanan
Fayetteville, AR 72701
Tel: 479.575.5148
<http://sbtcdc.uark.edu/>

Small Business Administration Arkansas District Office

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: 800-646-0450
<http://northwestarkansas.score.org>

Rogers-Lowell Area Chamber of Commerce

317 West Walnut
Rogers, AR 72756
Tel: 479.636.1240
Fax: 479.636.5485
www.rogerslowell.com/

Rogers Public Library

711 S. Dixieland Road
Rogers, AR 72758-4033
Tel: 479.621.1152
<http://library.rpl.lib.ar.us/>

Dogwood Literacy Council

100 S. Broadway, Suite H
Siloam Springs, AR 72761
Tel: 479.524.4009