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

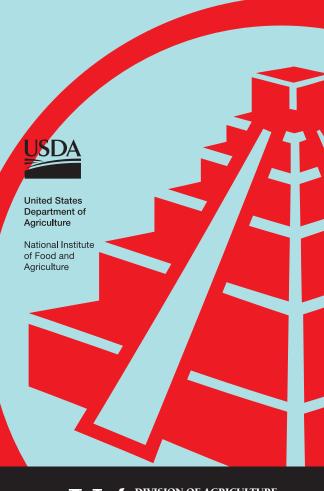


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Checklist for Licensing a New Business

Carroll County, Arkansas Eureka Springs





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

Carroll County Revenue Office, Green Forest 102 N. 2nd Street Green Forest, AR 72638 Tel: 870.438.6559 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

Carroll County Assessor's Office

44 S. Main
Eureka Springs, AR 72632
Tel: 870.423.6400
Fax: 870.423.2529
http://co.carroll.ar.us/countyassessor/

Carroll County Clerk's Office

210 W. Church Street
Berryville, AR 72616
Tel: 870.423.2022
http://co.carroll.ar.us/countyclerk/

Carroll County Cooperative Extension Service

909-B Freeman Switch Road Berryville, AR 72616 Tel: 870.423.2958 Fax: 870.423.4802 http://www.uaex.edu/carroll/

Carroll County Health Unit

402 Hailey Road Berryville, AR 72616 Tel: 870.423.2923 Fax: 870.423.5315

City of Eureka Springs Building and Safety Department 44 S. Main Street

Eureka Springs, AR 72632 Tel: 479.253.9703 Fax: 479.253.6967 www.cityofeurekasprings.org /building-safety-department.html

Eureka Springs City Clerk

44 S. Main Street Eureka Springs, AR 72632 Tel: 479.253.9703 Fax: 479.253.6967 www.cityofeurekasprings.org/

Eureka Springs Fire Department

146 E. Van Buren Eureka Springs, AR 72632 Tel: 479.253.9616 Fax: 479.253.9006 www.cityofeurekasprings.org/fire-ambulance.html

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://sbtdc.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: 479.725.1809 http://northwestarkansas.score.or72632

Eureka Springs Chamber of Commerce

137B West Van Buren Eureka Springs, AR 72632-0551 Tel: 479.253.8737 Fax: 479.253.5037 www.eurekaspringschamber.com

Holiday Island Chamber of Commerce

P.O. Box 3152 Holiday Island, AR 72631 Tel: 800.437.3007 www.holidayislandchamber.org

Eureka Springs Public Library 194 Spring Street

Eureka Springs, AR 72632 Tel: 479.253.8754 Fax: 479.253.7807 www.carrollmadisonlibraries.or /library.aspx?lib=eureka