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

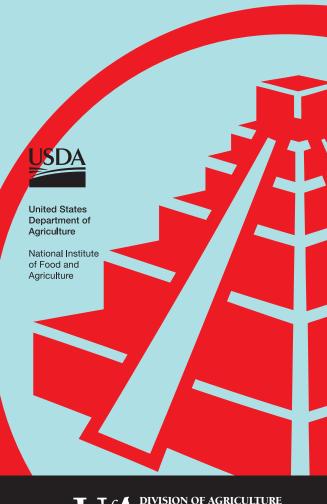


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Checklist for Licensing a New Business

Polk County, Arkansas





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

Polk County Revenue Office 601-TA Highway 71 N. Mena, AR 71953-3044 Tel: 479.394.2333 Fax: 479.394.3196 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.sos.arkansas.gov/corp_ucc.html

Local Government Offices

Polk County Assessor's Office

507 Church Avenue Mena, AR 71953 Tel: 479.394.8116 Fax: 479.394.8168

Polk County Clerk's Office

507 Church Avenue Mena, AR 71953 Tel: 479.394.8123 Fax: 479.394.8115

Polk County Cooperative Extension Service

211 DeQueen Street Mena, AR 71953 Tel: 479.394.6018 Fax: 479.394.8137 http://www.uaex.edu/polk/

Polk County Health Unit

702 Hornbeck Mena, AR 71953 Tel: 479.394.2707 Fax: 479.394.6610

City of Grannis City Hall

City Hall 123 Frachiseur Road Grannis, AR 71944-9486 Tel: 870.385.7216 Fax: 870.385.7216

City of Mena City Clerk

520 Mena Street Mena, AR 71953 Tel: 479.394.4585 Fax: 479.394.5411 www.cityofmena.org/

City of Mena Code Enforcement

520 Mena Street Mena, AR 71953 Tel: 479.394.7436 Fax: 479.394.5411

Mena Fire Department

603 DeQueen Street Mena, AR 71953 Tel: 479.394.1238 Fax: 479.394.8334

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, AR 72204
Tel: 800-862-2040
Fax: 501.683.7720
http://asbtdc.ualr.edu

Arkansas Small Business and Technology Development Center

Henderson State University School of Business P.O. Box 7624 Arkadelphia, AR 71999 Tel: 870.230.5184 www.hsu.edu/sbtdc/

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

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/

Mena/Polk County Area Chamber of Commerce

524 Sherwood Avenue Mena, AR 71953 Tel: 479.394.2912 Fax: 479.394.5394 www.menapolkchamber.com

Dover Area Chamber of Commerce

Dover, AR 72837-0731 Tel: 479.331.2038 Fax: 479.331.4151

Polk County Public Library

410 8th Street Mena, AR 71953 Tel: 479.394.2314

Polk County Literacy Council

606 Pine Street, Room 118 Mena, AR 71953 Tel: 479.394.7120 Fax: 479.394.6680