Checklist for Licensing a New Business in Arkansas

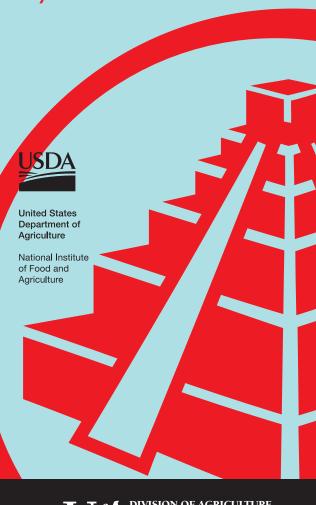
- □ File a Doing Business As (DBA) Certificate at the County Clerk's Office
- □ File your business entity with the Arkansas Secretary of State at www.ark.org/sos/ofs/docs/index.php
- Apply for your Employer Identification Number (EIN) with the IRS at https://sa1.www4.irs.gov/modiein /individual/index.jsp
- 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 Fayetteville





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/business Services.aspx

Arkansas Department of Finance and Administration

Washington County Revenue Office 222 Webber Street West Fork, AR 72774 Tel: 479.839.2479 www.dfa.arkansas.gov/Pages/business Services.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



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

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

Fayetteville Chamber of Commerce

123 West Mountain Fayetteville, AR 72702-4216 Tel: 479.521.1710 Fax: 479.521.1791 www.fayettevillear.com

Fayetteville Public Library

401 W. Mountain Street Fayetteville, AR 72701 Tel: 479.856.7000 Fax: 479.571.0222 www.faylib.org/

Ozark Literacy Council

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