

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

Baxter County, Arkansas



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

Baxter County Revenue Office
200 E. 8th, Suite 102
Mountain Home, AR 72653-4412
Tel: 870.425.2571
Fax: 870.425.8125
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

Baxter County Assessor's Office

6 E. 7th Street
Mountain Home, AR 72653
Tel: 870.425.3453
Fax: 870.425.2527

Baxter County Clerk's Office

1 E. 7th Street
Mountain Home, AR 72653
Tel: 870.425.3475

Baxter County Cooperative Extension Service

213 E. 6th Street, Suite 111
Mountain Home, AR 72653
Tel: 870.425.2335
Fax: 870.425.2341
<http://www.uaex.edu/baxter/>

Baxter County Health Unit

206 Bucher
Mountain Home, AR 72653
Tel: 870.425.3072
Tel: 870.425.2545
Fax: 870.424.6646

City of Gassville City Clerk/City Hall

204 S. School Street
Gassville, AR 72635
Tel: 870.435.6439
Fax: 870.435.6276

Gassville Fire Department

206 S. School Street
Gassville, AR 72635
Tel: 870.435.6119

City of Mountain Home City Clerk/City Hall

720 S. Hickory Street
Mountain Home, AR 72653
Tel: 870.425.5116
Fax: 870.425.9290

City of Mountain Home Building Inspection Division

City Hall
720 S. Hickory Street
Mountain Home, AR 72653
Tel: 870.425.2550

Mountain Home Fire Department

720 S. Hickory Street
Mountain Home, AR 72653
Tel: 870.425.2611

Small Business and Educational Resources

Arkansas Small Business and Technology Development Center

UALR College of Business
2801 South University Avenue
Little Rock, AR 72204
Tel: 800.862.2040
Fax: 501.683.7720
<http://asbtdc.ualr.edu/>

Arkansas Small Business and Technology Development Center

Arkansas State University
College of Business
P. O. Box 2650
Jonesboro, AR 72467
Tel: 870.972.3517
<http://www2.astate.edu/a/business/sbtcdc/>

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/

Mountain Home Area Chamber of Commerce

Highway 412/62 East
Mountain Home, AR 72654-0488
Tel: 800.822.3536
Tel: 870.425.5111
Fax: 870.425.4446
www.enjoymountainhome.com

Donald W Reynolds Library - Baxter County

300 Library Hill
Mountain Home, AR 72653
Tel: 870-580-0987
www.baxtercountylibrary.org/index.html

Donald W Reynolds Library - Baxter County

6469 Highway 62 SW
Gassville, AR 72635
Tel: 870.435.2180
www.baxtercountylibrary.org/index.html

Twin Lakes Literacy Council

1318 Bradley Drive, Suite 14
Mountain Home, AR 72653
Tel: 870.425.7323
Fax: 870.424.3646