

## 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](http://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

## Franklin County, Arkansas



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

**UofA** DIVISION OF AGRICULTURE  
RESEARCH & EXTENSION  
University of Arkansas System

## 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

Franklin County Revenue Office  
Franklin County Courthouse  
607 E. Main  
Charleston, AR 72933  
Tel: 479.965.2220  
Fax: 479.965.1213  
[www.dfa.arkansas.gov/Pages/businessServices.aspx](http://www.dfa.arkansas.gov/Pages/businessServices.aspx)

### Arkansas Department of Finance and Administration

Franklin County Revenue Office  
221 W. Main  
Ozark, AR 72949-3231  
Tel: 479.667.3765  
Fax: 479.667.5985  
[www.dfa.arkansas.gov/Pages/businessServices.aspx](http://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](http://www.sosweb.state.ar.us/corp_ucc.html)

## Local Government Offices

### Franklin County Assessor's Office

211 W. Commercial  
Ozark, AR 72949  
Tel: 479.667.2415  
Fax: 479.667.3266

### Franklin County Clerk's Office

211 W. Commercial  
Ozark, AR 72949  
Tel: 479.667.3818  
Fax: 479.667.5174

### Franklin County Cooperative Extension Service

607 E. Main Street  
Charleston, AR 72933  
Tel: 479.965.2272  
Fax: 479.965.7975  
<http://www.uaex.edu/franklin/>

### Franklin County Cooperative Extension Service

300B Airport Road  
Ozark, AR 72949  
Tel: 479.667.3720  
Fax: 479.667.1709  
<http://www.uaex.edu/franklin/>

### Franklin County Health Unit

799 W. River Street  
Ozark, AR 72949  
Tel: 479.667.2555  
Fax: 479.667.4274

### Charleston City Clerk

503 W. Main Street  
Charleston, AR 72933-9020  
Tel: 479.965.2269  
Fax: 479.965.9980  
[www.aboutcharleston.com/index.php?page=home](http://www.aboutcharleston.com/index.php?page=home)

### Charleston Fire Department

Charleston, AR  
Tel: 479.965.2222

### City of Ozark

Building Inspection Division  
City Hall  
2910 W. Commercial  
Ozark, AR 72949  
Tel: 479.667.2238  
Fax: 479.667.4515

### City of Ozark City Clerk's Office

City Hall  
2910 W. Commercial  
Ozark, AR 72949  
Tel: 479.667.2238  
Fax: 479.667.4515  
[www.cityofozarkar.com/index.htm](http://www.cityofozarkar.com/index.htm)

### Ozark Fire Department

Ozark, AR  
Tel: 479.667.2602

## 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, Arkansas 72204  
Tel: 800-862-2040  
Fax: 501.683.7720  
<http://asbtcdc.ualr.edu>

### Arkansas Small Business and Technology Development Center

Arkansas Tech University  
College of Business  
Rothwell Hall  
106 West O Street  
Russellville AR 72801  
Tel: 479.356.2067  
[www.atu.edu/asbtcdc/](http://www.atu.edu/asbtcdc/)

### 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](http://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/](http://www.littlerock.scorechapter.org/)

### Charleston Chamber of Commerce

Charleston, AR 72933-0456  
Tel: 479.965.7160  
Fax: 479.965.7160

### Ozark Area Chamber of Commerce

300 West Commercial  
Ozark, AR 72949  
Tel: 479.667.2525  
Fax: 479.667.5750  
[www.ozarkareacoc.org](http://www.ozarkareacoc.org)

### Franklin County Public Library

407 West Market Street  
Ozark, AR 72949-2727  
Tel: 479.667.2724  
Fax: 479.667.9021  
[www.arvrls.com/franklin\\_county.html](http://www.arvrls.com/franklin_county.html)

### Franklin County Literacy Council

1700 Helberg Lane  
Ozark, AR 72949  
Tel: 479.667.2868  
Fax: 479.667.5846