

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

Logan 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

Logan County Revenue Office
101 N. Broadway Street
Booneville, AR 72927
Tel: 479.675.3101
Fax: 479.675.5360
www.dfa.arkansas.gov/Pages/businessServices.aspx

Arkansas Department of Finance and Administration

Logan County Revenue Office
25 S. 10th Street
Paris, AR 72855-4005
Tel: 479.963.3111
Fax: 479.963.9131
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

Logan County Assessor's Office

366 N. Broadway
Booneville, AR 72927
Tel: 479.675.3942
www.booneville.com/B&I-Logan.htm

Logan County Assessor's Office

25 W. Walnut
Paris, AR 72855
Tel: 479.963.2716

Logan County Clerk's Office

366 N. Broadway
Booneville, AR 72927
Tel: 479.675.2951
www.booneville.com/B&I-Logan.htm

Logan County Clerk's Office

25 W. Walnut
Paris, AR 72855
Tel: 479.963.2618
Fax: 479.963.9017

Logan County Cooperative Extension Service

Courthouse
366 North Broadway, Room 24
Booneville, AR 72927
Tel: 479.675.2787
Fax: 479.675.4086
<http://www.uaex.edu/logan/>

Logan County Cooperative Extension Service

Courthouse
25 West Walnut, Room 15
Paris, AR 72855
Tel: 479.963.2360
Fax: 479.963.2590
<http://www.uaex.edu/logan/>

Logan County Health Unit

721 W. First Street
Booneville, AR 72927
Tel: 479.675.2593
Fax: 479.675.5852

Logan County Health Unit

Elm Springs, AR 72728
Tel: 479.248.7323
Fax: 479.248.1092

City of Booneville Building Inspection Division

232 N. Kennedy
Booneville, AR 72927
Tel: 479.675.2015
www.booneville.com/B&I-Bnvl.htm

City of Booneville City Hall

Booneville Municipal Complex
497 E. Main Street, Suite A
Booneville, AR 72927
Tel: 479.675.3811
Fax: 479.675.3636
www.booneville.com/B&I-Bnvl.htm

Booneville Fire Department

Booneville Municipal Complex
497 E. Main Street, Suite A
Booneville, AR 72927
Tel: 479.675.3811
www.booneville.com/B&I-Bnvl.htm

City of Paris City Office

100 N. Express
Paris, AR 72855
Tel: 479.963.2450
Fax: 479.963.3807
www.parisonline.com/Default.aspx?tabid=311

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://asbtcd.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/asbtcd/

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/

Booneville Chamber of Commerce

210 East Main Street
Booneville, AR 72927
Tel: 479.675.2666
Fax: 479.675.5158
www.booneville.com

Paris Area Chamber of Commerce

301 West Walnut
Paris, AR 72855-0088
Tel: 479.963.2244
Fax: 479.963.8321
www.parisonline.com/

Logan County Public Library

419 N. Kennedy
Booneville, AR 72927
Tel: 479.675.2735
www.arvrls.com/logan_county.html

Logan County Literacy Council

Arkansas Tech University - Ozark Campus
1700 Helberg Lane
Ozark, AR 72949
Tel: 479.675.4326
Fax: 479.667.5846