

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

Checklist for Licensing a New Business

Madison 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

Madison County Revenue Office
705 A North Parrott Drive
Huntsville, AR 72740-0156
Tel: 479.738.6516
Fax: 479.738.1737
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

Madison County Assessor's Office

201 W. Main Street
Huntsville, AR 72740
Tel: 479.738.2325
Fax: 479.738.1788

Madison County Clerk's Office

201 W. Main Street
Huntsville, AR 72740
Tel: 479.738.2747
Fax: 479.738.1544

Madison County Cooperative Extension Service

222 North Gaskill
Huntsville, AR 72740
Tel: 479.738.6826
Fax: 479.738.1532
<http://www.uaex.edu/madison/>

Madison County Health Unit

709 N. College
Huntsville, AR 72740
Tel: 479.738.2612
Fax: 479.738.1586

City of Huntsville Code Enforcement

208 E. War Eagle
Huntsville, AR 72740
Tel: 479.738.1009
www.huntsvillear.org/!depts/codeEnforce.php

Huntsville City Clerk

208 E. War Eagle
Huntsville, AR 72740
Tel: 479.738.6607
Fax: 479.738.6846
www.huntsvillear.org/!depts/cityHall.php

Huntsville Fire Department

208 E. War Eagle
Huntsville, AR 72740
Tel: 479.738.2321

Small Business and Educational Resources

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://sbtcd.uark.edu/>

Small Business Administration Arkansas District Office

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>

Huntsville Chamber of Commerce

104 West Main Street
Huntsville, AR 72740-0950
Tel: 479.738.6000
Fax: 479.738.6846
www.huntsvillechamber.com

Madison County Public Library

827 N. College Avenue
Huntsville, AR 72740
Tel: 479.738.2754
Fax: 479.738.5542
www.carrollmadisonlibraries.org/library.aspx?lib=huntsville