

## 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

Polk 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

Polk County Revenue Office  
601-TA Highway 71 N.  
Mena, AR 71953-3044  
Tel: 479.394.2333  
Fax: 479.394.3196  
[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.sos.arkansas.gov/corp\\_ucc.html](http://www.sos.arkansas.gov/corp_ucc.html)

## Local Government Offices

### Polk County Assessor's Office

507 Church Avenue  
Mena, AR 71953  
Tel: 479.394.8116  
Fax: 479.394.8168

### Polk County Clerk's Office

507 Church Avenue  
Mena, AR 71953  
Tel: 479.394.8123  
Fax: 479.394.8115

### Polk County Cooperative Extension Service

211 DeQueen Street  
Mena, AR 71953  
Tel: 479.394.6018  
Fax: 479.394.8137  
<http://www.uaex.edu/polk/>

### Polk County Health Unit

702 Hornbeck  
Mena, AR 71953  
Tel: 479.394.2707  
Fax: 479.394.6610

### City of Grannis City Hall

City Hall  
123 Frachiseur Road  
Grannis, AR 71944-9486  
Tel: 870.385.7216  
Fax: 870.385.7216

### City of Mena City Clerk

520 Mena Street  
Mena, AR 71953  
Tel: 479.394.4585  
Fax: 479.394.5411  
[www.cityofmena.org/](http://www.cityofmena.org/)

### City of Mena Code Enforcement

520 Mena Street  
Mena, AR 71953  
Tel: 479.394.7436  
Fax: 479.394.5411

### Mena Fire Department

603 DeQueen Street  
Mena, AR 71953  
Tel: 479.394.1238  
Fax: 479.394.8334

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

### Arkansas Small Business and Technology Development Center

Henderson State University  
School of Business  
P.O. Box 7624  
Arkadelphia, AR 71999  
Tel: 870.230.5184  
[www.hsu.edu/sbtcdc/](http://www.hsu.edu/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](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/)

### Mena/Polk County Area Chamber of Commerce

524 Sherwood Avenue  
Mena, AR 71953  
Tel: 479.394.2912  
Fax: 479.394.5394  
[www.menapolkchamber.com](http://www.menapolkchamber.com)

### Dover Area Chamber of Commerce

Dover, AR 72837-0731  
Tel: 479.331.2038  
Fax: 479.331.4151

### Polk County Public Library

410 8th Street  
Mena, AR 71953  
Tel: 479.394.2314

### Polk County Literacy Council

606 Pine Street, Room 118  
Mena, AR 71953  
Tel: 479.394.7120  
Fax: 479.394.6680