

Guide to Starting a New Business in Little Rock



**TREASURY MANAGEMENT DIVISION
CITY HALL, ROOM 100
500 WEST MARKHAM STREET
LITTLE ROCK, AR 72201**

STEP 1: Create a Business Entity

If you are interested in filing a corporation or business organization, contact the Arkansas Secretary of State by dialing 1-888-233-0325 or visit their office located at 1401 W Capitol Ave, Little Rock, AR 72201. More information is available at:

<https://www.sos.arkansas.gov/business-commercial-services-bcs/for-new-business>

If you do not file with the Secretary of State, you can register the name of your business by obtaining a DBA (Doing Business As) certificate from the Pulaski County Clerk's office located at 401 W Markham St, Little Rock, AR 72201. Contact phone number is 501-340-8500. More information is available at:

<https://pulaskiclerkar.gov/departments/county-records/>

STEP 2: Apply for Zoning Approval and Obtain a Business License

- For questions regarding zoning or sign permits, call 501-371-4844. For questions regarding business licenses, call 501-371-4566.
- If you are running your business from home, please read this:
Before you begin running a business from inside your home, you must fill out an application for a business license and mark on the application that you are a homebased business. You can apply online by going to <http://www.littlerock.gov/treasury> or you can apply in person at 500 W Markham St, Room 100, Little Rock, AR 72201.
- If you are running your business from a commercial location, please read this:
 - Before you purchase, or sign a lease or rent agreement, you should contact the Little Rock Zoning Department at 501-371-4844 and determine if a location that you are interested in opening your business is properly zoned for your type of business. If the zoning complies, then you can begin the application process for your business license. You may apply for your business license one of several ways:
 - To apply electronically, go to <http://www.littlerock.gov/treasury>, and fill out the online application.
 - To apply in person, go to the Little Rock Treasury office located at 500 W Markham St, Room 100, Little Rock, AR to begin the application process.
 - Call 501-371-4566 and ask for an application to be sent to you. Once you fill out the application, you can either mail or email it back to us for processing.

STEP 3: Assess Your Business

- All businesses located in Pulaski County must pay Business Personal Property taxes for any personal property used in the course of that business. For more information, contact the Pulaski County Assessor's Business Personal Office at 501-340-3366. Their main office is located at 201 Broadway Street in Little Rock. More information is available at: <https://pulaskicountyassessor.net>.

STEP 4: Apply for a Sales Tax Permit

- Most, but not all businesses must obtain a sales tax permit. All retail-based and some service-based businesses must charge sales tax. For more information about sales tax, and to apply for a permit, contact the State of Arkansas Department of Finance and Administration Sales Tax Section at 501-682-7104. Their office is located at 1816 West 7th Street, Room 2420 in Little Rock (in the Ledbetter Building at West 7th and South Battery streets, across Interstate 630 from Arkansas Children's Hospital). All sales tax collections are remitted directly to the State monthly. Sales tax in Little Rock city limits is currently 8.625% (6.5% Arkansas + 1% Pulaski + 1.125% Little Rock = 8.625%; as of January 1, 2022). More information is available from the Department of Finance and Administration's website at: <https://www.dfa.arkansas.gov>.

STEP 5: Obtain a Federal Employer ID Number

- The Federal Employer Identification Number (EIN) is used to report withholding taxes, and almost all businesses are required to obtain one. EINs can be obtained free of charge. You can obtain a number by calling 1-800-829-4933 (Monday through Friday, 7 A.M. to 10 P.M.), or filling out IRS Form SS-4, or by applying online. More information is available by visiting the IRS Small Business Resource website at: <https://www.irs.gov/businesses/employer-identification-number>

STEP 6: Register for State Withholding

- After obtaining a Federal EIN, you should register with the state for a state withholding report. For more information, contact the Department of Finance and Administration Office of Income Tax Administration at 501-682-7290. More information is available at: <https://www.dfa.arkansas.gov/office/taxes/income-tax-administration/withholding-tax-branch>

STEP 7: Register for Unemployment Insurance

- You must register your business with the State of Arkansas Employment Security Department if your business has (or has had) at least one employee. For more information, insurance rates, and to register your business for state unemployment insurance, contact the Employment Security Department at 501-682-8030 or 501-682-3268. Their main office is located at 1 Pershing Circle in North Little Rock, and their Little Rock office is at 125 West 4th Street. More information is available at: <https://tax21.reemployment.acom.arkansas.gov/>

STEP 8: Obtain Worker's Compensation Insurance

- Most businesses, as required by law, must obtain Worker's Compensation insurance. You may obtain this insurance through your insurance agent. For more information about Worker's Compensation, as well as special requirements for applicable businesses, contact the Worker's Compensation Commission at 501-682-3930. Their office is located at 324 South Spring Street in Little Rock (at the corner of West 3rd and South Spring streets). More information is available at: <https://labor.arkansas.gov/workers-comp/>

STEP 9: Contact INS (Immigration and Naturalization Service)

- For each employee, an Employment Eligibility Verification Form (INS Form I-9) must be completed. The forms must be filed within three working days after employment begins. Any required documentation which is unavailable on the hire date must be submitted within twenty-one (21) working days. For more information about employment eligibility, contact U.S. Citizenship and Immigration Services (formerly Immigration and Naturalization Service) at 1-901-544-3301 (Memphis, TN office telephone number) or 1-800-375-5283. More information is available at: <https://www.uscis.gov/i-9>

STEP 10: Obtain Other Permits if Applicable

- The following is NOT a comprehensive list of special licenses required. Contact the Research and Analysis Section of the Arkansas Employment Security Division at 501-682-1543 to find out if your occupation requires an occupational license or permit.
- Any businesses serving alcohol: <https://www.dfa.arkansas.gov/office/alcohol-beverage-control/applications>
 - State permits are obtained through ABC (Alcoholic Beverage Control). Their phone number is 501-682-1105, and they are located at 101 E Capitol Ave Ste 401 in Little Rock.
 - City permits are issued by the Treasury Management Division. To obtain your alcohol permits, call 501-371-4566. You will need copies of your state permit(s) before you can obtain your city permit(s).
- Any businesses selling tobacco: <https://www.dfa.arkansas.gov/office/arkansas-tobacco-control>
 - State permits are obtained through the Arkansas Tobacco Control Board, located at 101 E Capitol Ave Ste 401 in Little Rock. Their phone number is 501-682-9756.
 - City permits are issued by the Treasury Management Division. For questions regarding tobacco permits, call 501-371-4568.
- Contractors: <https://labor.arkansas.gov/licensing/arkansas-contractors-licensing-board>
 - For information regarding state licensing, contact the Contractors Licensing Board at 501-372-4661. Their office is located at 4100 Richards Road in North Little Rock (two blocks north of East McCain Boulevard, near the Wal-Mart Supercenter)
 - For information regarding city permits, call the Permits office at 501-371-4832. They are located at 723 West Markham Street (Planning and Development Building), 2nd Floor.
- Restaurants and Lodging: <https://www.littlerock.com/about/tax>
 - Restaurants are required to charge the Advertising and Promotion 2% Supplemental Tax (also known as the “hamburger tax”). Lodging is subject to a 4% tax collected by the Little Rock Advertising and Promotion Commission. Call 501-376-4781 or visit the Little Rock Advertising and Promotion Commission at 101 S Spring Street. Their offices are located on the 4th floor.
 - Any restaurant or other business preparing and/or cooking food (i.e. not selling pre-packaged food) must have their business inspected by the State Department of Health. For more information, and to schedule an appointment, call 501-661-2171. Their offices are located at 4815 West Markham Street in Little Rock (two blocks East of Fair Park Boulevard, near War Memorial Park).