

CITY of SPRINGDALE

ADMINISTRATION BUILDING, ROOM 203

201 SPRING STREET

SPRINGDALE, ARKANSAS 72764

(479) 750-8119

(479) 750-8505 Fax

OFFICE OF CITY CLERK / TREASURER
DENISE PEARCE

HOME OFFICE INSTRUCTIONS

STEP 1: OBTAIN & FILL OUT THE HOME OFFICE APPLICATION.

STEP 2: CALL DANNY SNOW AT 479-750-8557 TO SET UP AN APPOINTMENT WITH HIM SO HE CAN SIGN OFF ON YOUR APPLICATION.

STEP 3: PLEASE BRING THE SIGNED APPLICATION TO THE CITY CLERK'S OFFICE AT 201 SPRING STREET TO PURCHASE YOUR BUSINESS LICENSE. (479-750-8118)

RULES & REGULATIONS:

According to Chapter 130, Section 32, Use Unit 29 of the Code of Ordinance, a Home Office of convenience, as opposed to a Home Occupation, is allowable as an accessory use in a dwelling unit. A Home Office of Convenience is defined as an office use where the resident occupant conducts **NO BUSINESS OTHER THAN BY TELEPHONE, MAIL OR COMPUTER**, where no persons are employed by the resident, and where an office is needed for the purpose of sending and receiving mail, telephone calls, maintaining records, and other similar functions. **It is further the intent to regulate the operation of a home office of convenience so that the average neighbor will be unaware of its existence.**

1. No deliveries of merchandise are to be made to the home office location.
2. No storage of merchandise, food, items, trailers, etc .affiliated with the business is allowed to be kept at the home office location.
3. An off premises commercial storage building should be utilized for any type of inventory affiliated with the business.
4. Signs displaying the business name are not allowed on the premises of the home office location.

Additional Information:

University of Arkansas Small Business Development Center: 479-575-5148

Note: Additional Requirements for obtaining a City of Springdale Business License:

- 1..Only on Home offices-You must obtain your business license before the state will issue the Arkansas Sales & Use Tax number.***
- 2. Owner must show photo identification or drivers license with the application of the City of Springdale Business License.**
- 3.Contact the Washington County Assessors Office to determine if you need to assess Business property, 479-444-1641. Or if in Benton County please call the Assessor at 1-888-267-7337.**
- 4. The fee is \$40.00 per year**

