

# CITY OF SPRINGDALE

## BUSINESS LICENSE PROCEDURE

Chapter 26 of the City of Springdale Code or Ordinances requires that any person who engages in, carries on or follows any trade, business, profession, vocation or calling, within the corporate limits of the City, unless exempt by State law, to have a Business License. The license is issued by the City Clerk and terminates on March 31st of each year.

In addition, this procedure applies to any previously licensed business that has changed its type of business, location or ownership.

**The license will not be issued for a business if the premises and building do not fully comply with the building codes of the City or if the operation would involve a violation of the zoning ordinance.**

The application procedure is as follows:

- STEP 1.** Complete the top portion of the Business license application. Please sign the application and proceed to Step 2.
- STEP 2.** The completed application must be taken to the Planning Department, at 201 Spring Street, Room 214 for verification of zoning. (479-750-8550) This step must be completed before proceeding to Step 3.
- STEP 3.** Set up an appointment with the Fire Prevention Inspector for an on-site inspection of your business. He will need to sign your application at the time of the inspection. (479-751-4510)
- STEP 4.** Set up an appointment with the Building Inspection Department for an on-site inspection of your business. The Building Official will need to sign your application at the time of the inspection. (479-750-8557)
- STEP 5.** Please bring the completed & signed application to the City Clerk's office at 201 Spring Street to purchase your business license. (479-750-8118)

**The Business License fee schedule is as follows:**

\$40.00 per year, plus \$2.50 for each of the first 25 employees, excluding the owner of a sole proprietorship, employed by such business, and an additional \$1.00 per year for each and every employee over 25. There is a maximum fee of \$300.00 per year.

**City of Springdale**  
**APPLICATION FOR BUSINESS LICENSE**

DATE: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ FEDERAL TAXPAYER I.D. OR SOCIAL SECURITY #: \_\_\_\_\_

BUSINESS LOCATION: \_\_\_\_\_ BUSINESS PHONE NO: \_\_\_\_\_

ARKANSAS SALES AND USE TAX NO.: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_  
(STREET OR BOX NO.)

(CITY) (ST) (ZIP) PHONE: \_\_\_\_\_

NUMBER OF FULL TIME EMPLOYEES \_\_\_\_\_ PART TIME EMPLOYEES \_\_\_\_\_

24 HOUR EMERGENCY CONTACT: 1. \_\_\_\_\_  
(NAME) (PHONE NUMBER)

2. \_\_\_\_\_  
(NAME) (PHONE NUMBER)

BLDG. OWNER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE OF PERSON FILING APPLICATION TITLE

**(For Office Use Only) Do Not Write Below This Line**

**PLANNING OFFICE - ZONING AND STREET ADDRESS CERTIFICATION AT (479) 750-8550**

PROJECT LOCATION: \_\_\_\_\_ SEC: \_\_\_\_\_ T: \_\_\_\_\_ R: \_\_\_\_\_

ATLAS PAGE NO: \_\_\_\_\_ ADDRESS ASSIGNED: \_\_\_\_\_

ZONING DISTRICT: \_\_\_ A-1, \_\_\_ O-1, \_\_\_ C-1, \_\_\_ C-2, \_\_\_ C-3, \_\_\_ C-4, \_\_\_ C-5, \_\_\_ C-6, \_\_\_ W-1  
\_\_\_ I-1, \_\_\_ I-2, \_\_\_ I-3, \_\_\_ P-1, \_\_\_ PUD, \_\_\_ Other: \_\_\_\_\_

\_\_\_ DESIGNATED USE UNIT # \_\_\_\_\_ CHANGE OF USE: YES  NO

\_\_\_ PROPOSED USE IS PERMITTED IN THE ZONING DISTRICT INDICATED ABOVE

\_\_\_ PROPOSED USE WAS GRANTED A CONDITIONAL USE BY THE PLANNING COMMISSION ON \_\_\_\_\_

\_\_\_ PROPOSED USE HAS BEEN RECOGNIZED AS A NON-CONFORMING USE

By: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE PREVENTION BUREAU (CALL 479-751-4510 FOR INSPECTION APPT.)**

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**BUILDING OFFICIAL (CALL 479-750-8557 FOR INSPECTION APPT.)**

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**BUSINESS LICENSE ISSUED:**

NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ BY: \_\_\_\_\_

# OPENING A BUSINESS IN THE CITY LIMITS OF SPRINGDALE:

1. \_\_\_\_\_ Citizen will need to fill out the City of Springdale business license application.  
(Planning Dept completes the Zoning & Address Certification on the application, Building & Fire Inspectors complete Premises inspection & sign the application)
2. \_\_\_\_\_ Restaurants/Clubs- if serving Beer & Wine only, they will need a Beer permit application & Ordinance. If serving mixed drinks, they will need the 5% Mixed Drink application & Ordinance.
3. \_\_\_\_\_ Hotel/Motel- 2% Tax-Please see Willa for the reporting forms.
4. \_\_\_\_\_ Arkansas Sales & Use Tax Permit-They need to confirm with the State if they are required to collect Sales Taxes. (501) 682-1895 or [atap.arkansas.gov](http://atap.arkansas.gov)
5. \_\_\_\_\_ Food Establishments-Contact the Arkansas Dept of Health for their permit requirements. (479) 521-8181
6. \_\_\_\_\_ Washington or Benton County Assessor-A business is required to assess business property with the county that the business is located in.  
\*Washington Co Assessor-(479) 444-1641 \*Benton Co Assessor-(888) 267-7337
7. \_\_\_\_\_ Federal Tax ID number-you can call the Business & Specialty Tax Line at (800) 829-4933 or online at [www.irs.gov](http://www.irs.gov)