

CITY OF SPRINGDALE

201 SPRING ST
SPRINGDALE, AR 72764
(479) 750-8119
(479) 750-8505 FAX

HOME OFFICE

- STEP 1: OBTAIN & FILL OUT THE HOME OFFICE APPLICATION.
STEP 2: CALL CODE ENFORCEMENT AT (479) 750-8549 & SET UP AN APPOINTMENT WITH A CODE ENFORCEMENT OFFICER
STEP 3: BRING THE SIGNED APPLICATION TO THE CITY CLERK'S OFFICE AT 201 SPRING ST TO PURCHASE YOUR BUSINESS LICENSE.

RULES & REGULATIONS:

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 PREMISE 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.
5. THE LICENSE WILL NOT BE ISSUED FOR A BUSINESS IF THE OPERATION WOULD INVOLVE A VIOLATION OF THE ZONING ORDINANCE.

OTHER REQUIREMENTS FOR OBTAINING A CITY OF SPRINGDALE BUSINESS LICENSE:

1. No license shall be issued for the conduct of any business until the applicant submits a copy of its State of Arkansas sales tax permit, or provides proof of a state sales tax identification number, as required by the State of Arkansas for the business. You will be responsible for contacting the Arkansas Sales & Use Tax Division at (501) 682-1895 or **atap.arkansas.gov**
2. All businesses are required to assess their business personal property with either the Washington County Assessor at (479) 444-1641 or Benton County Assessor at (888) 267-7337.
3. To obtain a Federal Tax Identification number for your business, you can contact the Business & Specialty Tax Line at (800) 829-4933 or go online to www.irs.gov
4. Other resources for opening up a small business are the University of Arkansas Small Business Development Center at (479) 575-5148 or Small Business Start-Up at www.sba.gov.

