

City Of Springdale

ADMINISTRATION BUILDING, ROOM 203

201 SPRING ST

SPRINGDALE, ARKANSAS 72764

(479) 750-8119

(479) 750-8505 FAX

OFFICE OF CITY CLERK / TREASURER
DENISE PEARCE

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

STEP 2: CALL & SET UP AN APPOINTMENT WITH CODE ENFORCEMENT AT (479-750-8557) SO THEY CAN SIGN 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 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.

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**

