



CITY OF SPRINGDALE OUT OF CITY LIMITS BUSINESS LICENSE PROCEDURE

Chapter 20 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 31 of each year.

Note: The Out of City business license is only valid for companies physically located out of our city limits.

The application procedure is as follows:

- STEP 1.** Obtain a copy of the Out of City limits Business License Application from the City Clerk at 201 Spring Street, Room 203, Springdale, Arkansas, 72764.
- STEP 2.** Please bring the completed & signed application to the City Clerk's office at 201 Spring Street to purchase your business license.
- STEP 3.** If you have any questions please call the City Clerk's office at 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. Maximum fee of \$300.00 per year.

DATE _____ SEE BACK OF FORM FOR MORE INFORMATION

CITY OF SPRINGDALE, ARKANSAS

**APPLICATION FOR OUT OF CITY LIMITS BUSINESS
LICENSE**

BUSINESS NAME _____

OWNER _____

TYPE OF BUSINESS _____

FEDERAL TAX PAYER ID # _____

ARK SALES & USE TAX # _____

PHYSICAL ADDRESS _____

BILLING ADDRESS _____

BILLING PHONE NUMBER _____

NUMBER OF FULL TIME EMPLOYEES _____

NUMBER OF PART TIME EMPLOYEES _____

24 HOUR EMERGENCY CONTACT:

1. _____
(NAME) (PHONE NUMBER)

2. _____
(NAME) (PHONE NUMBER)

APPLICANTS SIGNATURE _____

(FOR CITY CLERK'S OFFICE USE ONLY)

BUSINESS LICENSE ISSUED:

**LICENSE
NUMBER** _____ **DATE:** _____ **BY** _____

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

_____ 1. Owner must show photo identification or drivers license with the application of the City of Springdale Business License.

_____ 2. A Copy of the Arkansas Sales & Use Tax Permit number is to be submitted with the business license application and will be required before a business license can be issued . (See Below)

Per Ordinance #4135 adopted on November 27, 2007:

No license will be issued for the conduct of any business until the applicant submits a copy of its State of Arkansas sales & use tax permit, or provides proof of a state sales & use tax identification number, as required by the State of Arkansas for the business.

Please contact the Arkansas Department of Finance and Administration for information and the application: 501-682-7104

City Clerk's Office:

Phone: 479-750-8118

Fax: 479-750-8505