

City of Springdale, Arkansas

Business License Pre-Application Checklist

The Pre-Application Checklist will help prepare you to successfully start your business in Springdale. Knowing the answer to these questions will enable you to quickly and easily complete the business license process.

- 1. Do you need help finding a location or developing a business plan?**
 - ☐ **Yes or I don't know** – *Contact the Springdale Chamber of Commerce @ 479-872-2222. For assistance.*
 - ☐ **No** – *Proceed*
- 2. Do you have an Arkansas Sales and Use Tax Permit?**
 - ☐ **Yes** – *Proceed*
 - ☐ **No or I don't know** – *Contact the City Clerk's Office @ 479-750-8118.*
- 3. Is this business located in your home?**
 - ☐ **Yes, would like to have an office in my home, I conduct business by phone, fax, mail, email, or internet.** – *A home office license is available in the City Clerk's Office. You may skip the remaining questions.*
 - ☐ **Yes, would like to have a business in my home, I will have materials and supplies in my home or I have a home day care.** – *A home occupation requires Conditional Use approval; please contact the Planning Department @ 479-750-8550 for information.*
 - ☐ **No** – *Proceed*
- 4. Is the property zoned correctly for the type of business you want to operate?**
 - ☐ **Yes** – *Proceed*
 - ☐ **No** – *Contact the Planning Department @ 479-750-8550 for Rezoning or Conditional Use procedure.*
 - ☐ **I don't know** – *Contact the Planning Department @ 479-750-8550 for zoning information*
- 5. Do you have the required amount of parking and is it paved per the City of Springdale Code of Ordinance?**
 - ☐ **Yes** – *Proceed*
 - ☐ **No** – *Contact the Planning Department @ 479-750-8550. In some cases a variance may be granted.*
 - ☐ **I don't know** – *Contact the Planning Department @ 479-750-8550 for assistance.*
- 6. Is the business the same as the previous business?**
 - ☐ **Yes** – *Proceed*
 - ☐ **No** – *Contact the Building Inspection Department @ 479-750-8154 for information.*
 - ☐ **I don't know** – *Contact the Building Inspection Department @ 479-750-8154 information.*
- 7. Does the business need Health Department and/or Alcohol Beverage Control Commission permits or approval?**
 - ☐ **Yes** – *Contact Health Department and/or ABC Commission for application/approval information.*
 - ☐ **No** – *Proceed*
 - ☐ **I don't know** – *Contact Health Department and/or ABC Commission for information.*
- 8. Does the business expect no more than 100 people in attendance at any given time?**
 - ☐ **Yes** – *Proceed*
 - ☐ **No** – *Contact the Fire Marshall's Office @ 479-750-8190 for information regarding occupancy load requirements.*
 - ☐ **I don't know** – *Contact the Fire Marshall's Office @ 479-750-8190 for assistance.*
- 9. Will the business have a large storage area (500 square feet or more) with stacked storage (12 feet or higher)?**
 - ☐ **Yes** – *Contact the Fire Marshall's Office @ 49-750-8190 for more information.*
 - ☐ **No** – *Proceed*
 - ☐ **I don't know** – *Contact the Fire Marshall's Office @ 49-750-8190 for assistance.*
- 10. Will the business produce hazardous dusts such as woodworking, pallet manufacturing, etc.?**
 - ☐ **Yes** – *Contact the Fire Marshall's Office @ 49-750-8190 for more information.*
 - ☐ **No** – *Proceed*
 - ☐ **I don't know** – *Contact the Fire Marshall's Office @ 49-750-8190 for assistance.*