



# Operating a Business in Bentonville

We are glad you have selected to operate a business in Bentonville! We look forward to partnering with you to enhance Bentonville's economy and quality of life. This guide will help you through the process of operating a business in Bentonville. Most information and applications are available online at the city's website: [www.bentonvillear.com](http://www.bentonvillear.com). **Please Note: A Code Compliance Form must be completed for all businesses. However, Bentonville does not require a business license.**

## Checklist

### Building and Site Regulations

- Code Compliance Form
- Large Scale Development (new construction only)
- Building Permit (new construction, remodel, or additions only)
- Sign Permit
- Impact Fees (new construction only)

### Business

- Individuals Operating Under Trade Name or Registering Doing Business As (DBA)
- Federal Tax Identification Number
- Incorporation
- Corporations and Limited Partnerships
- State Unemployment Insurance
- State Quarterly Withholding Report
- State Wages, Rates and Information

### Taxes

- Local Sales Tax
- State Sales Tax
- Property Tax
- Assessing Personal Property

### Special Permits and Regulations

- Health Department Approval (food sales)
- Liquor License (alcohol sales only)

### Utilities

- Electric
- Water
- Wastewater
- Gas
- Phone
- Solid Waste

#### For assistance:

Brian Bahr, Economic Development Coordinator  
City of Bentonville Community & Economic Development  
305 SW A Street, Bentonville, AR 72714  
(479)271-6826  
[bbahr@bentonvillear.com](mailto:bbahr@bentonvillear.com)

# Building & Site

## ***Code Compliance Certification***

Starting in Spring 2013, you will need to complete the Code Compliance Certification on the city website:

[Code Compliance Form 9-6-16.pdf](#)

Planning  
305 SW A Street  
Bentonville, AR 72712  
479-271-3126  
<http://www.bentonvillear.com/departments/planning-department>

## ***Zoning***

Check the zoning district and regulations for your business location to ensure that the proposed use is consistent with the Zoning Code. To check zoning classification, go online at [www.bentonvillear.com](http://www.bentonvillear.com).

### **Zoning Map:**

- In the right column, under "Online Services" select "GIS (City Mapping)"
- Review disclaimer and select "Continue" and select "Bentonville Master Map"
- Select "Zoom Go To" and type in the street number. A list of addresses with that street number will pull up. Select the correct street number and name. You may want to change the zoom level to get a closer view.
- On left column, scroll to bottom and select the box next to "Zoning"
- Double click on the parcel and a description of the zoning district will pull up.  
For, GIS Mapping assistance, contact the GIS Coordinator at 271-6826.

**Zoning Code:** <http://www.bentonvillear.com/departments/planning-department/codes/zoning-code>

Depending on how the property is zoned, additional steps may be required. Applications are available online for rezoning, conditional use or variance requests at:

<http://www.bentonvillear.com/departments/planning-department/applications/zoning-applications>

## ***Large Scale Development***

Large scale development plans for new construction and additions must be submitted to Planning Commission for review prior to obtaining a building permit.

### **Large Scale Development Process and Regulations:**

<http://www.bentonvillear.com/departments/planning-department/codes/subdivision-code>

Select "Article 700 Large Scale Developments"

### **Large Scale Development Application:**

<http://www.bentonvillear.com/departments/planning-department/applications/subdivision-applications>

## ***Parking***

Parking requirements for your business depend on the type of business and the size of your structure. The parking requirements are located in the Zoning Code.

### **Parking Requirements:**

<http://www.bentonvillear.com/departments/planning-department/codes/zoning-code>

Select "Article 501 Parking and Loading"

# Building & Site

## ***Building Permit***

New construction, remodels, additions, or tenant infill requires a building permit.

### **Building Codes & Applications:**

<http://www.bentonvillear.com/departments/building-inspection>

Building Inspections  
305 SW A Street  
Bentonville, AR 72712  
479-271-3125

<http://www.bentonvillear.com/departments/building-inspection>

## ***Sign Permit***

A sign permit is required for permanent and temporary signs.

### **Sign Regulations:**

<http://www.bentonvillear.com/departments/planning-department/codes/zoning-code>

Select "Article 801 Signs"

\*Identify your zoning district prior to determining the regulations for your signage.

### **Sign Permit Application:**

<http://www.bentonvillear.com/departments/planning-department/applications/permit-applications>

Planning  
305 SW A Street  
Bentonville, AR 72712  
479-271-3126

<http://www.bentonvillear.com/departments/planning-department>

## ***Fire Code***

The City of Bentonville has adopted the 2007 Edition Arkansas Fire Prevention Code. **Important!** Before moving into a building, check to see if the type of business proposed creates a need for a sprinkler system or system upgrade.

Bentonville Fire Department  
800 SW A Street  
Bentonville, AR 72712  
479-271-3151

<http://www.bentonvillear.com/departments/fire-department>

## ***Fire Alarm Systems***

If you plan to install a fire alarm system, submit plans for approval to the Bentonville Fire Department.

Bentonville Fire Department  
800 SW A Street  
Bentonville, AR 72712  
479-271-3151

<http://www.bentonvillear.com/departments/fire-department>

## ***Impact and Capacity Fees***

Bentonville has adopted Fire/EMS Impact Fees, Parks and Trails Impact Fees, and Water and Sewer Capacity Fees.

### **Impact Fees:**

<http://www.bentonvillear.com/departments/building-inspection>

On right column, scroll down to "Fees."

Building Inspections  
305 SW A Street  
Bentonville, AR 72712  
479-271-3125

<http://www.bentonvillear.com/departments/building-inspection>

# Business

## ***Doing Business As (DBA)***

Any sole proprietorship or general partnership operating under a name other than the owners must file a Doing Business Under an Assumed Name Certificate in the county clerk office of the counties in which business is conducted.

Benton County Clerk  
215 E Central Ave, Rm. 217  
Bentonville, AR 72712  
479-271-1013  
<http://www.bentoncountyar.gov/BCHome.aspx#BCHome.aspx?info=Agency/Info/CountInfo.html&page=Agency/CountyClerk/Default.aspx>

## ***Federal Identification Number***

Employers with employees, business partnerships, and corporations, must obtain an Employer Identification Number (EIN) from the U.S. Internal Revenue Service. The EIN is also known as an Employer Tax ID and Form SS-4.

Internal Revenue Service  
Federal Building, Room No. 2503  
Little Rock, AR 72201  
1-800-829-1040  
<http://www.irs.gov/businesses>

## ***Corporations & Limited Partnerships***

Corporation and Limited Partnerships must be registered with the Arkansas Secretary of State.

Secretary of State's Office  
256 State Capitol  
Little Rock, AR 72201  
501-682-5151  
[www.sosweb.state.ar.us](http://www.sosweb.state.ar.us)

## ***State Unemployment Insurance***

Any business hiring one or more employees on a full or part time basis must notify the Arkansas Department of Workforce Services.

Arkansas Department of Workforce Services  
– State Office  
#2 Capitol Mall  
Little Rock, AR 72201  
501-682-3200  
[www.state.ar.us/esd](http://www.state.ar.us/esd)

## ***State Quarterly Withholding Report***

Any business hiring one or more employees on a full or part time basis must notify the State of Arkansas Withholding Office.

AR Department of Finance and Administration – Withholding Tax  
P.O. Box 9941  
Little Rock, AR 72203  
501-682-7290  
[www.dfa.arkansas.gov/offices/incomeTax/withholding](http://www.dfa.arkansas.gov/offices/incomeTax/withholding)

## Sales Tax

Arkansas: \$ .06

Benton County: \$ .01

Bentonville: \$ .02

### Advertising & Promotion (A&P) Tax

The Advertising & Promotion tax is a 2 percent (2%) tax on the renting/ leasing of hotel, motel, or short-term condominium rental accommodations for sleeping, meeting, or party room facilities for profit. The restaurant tax is a 1 percent (1%) tax on prepared food and non-alcoholic beverage sold by any establishment engaged in the selling of such items.

Convention & Visitors Bureau  
104 East Central  
Bentonville, AR 72712  
479-271-9153  
Toll-free: 1-800-410-2535  
<https://www.visitbentonville.com/>

### State Sales Tax

Arkansas levies a 6% sales tax. The Arkansas Department of Finance and Administration collects sales and use taxes. You will need to get an Arkansas Sales Tax Number from this office as well. If you have vending machines or video games, you will need to speak with the Miscellaneous Tax section.

AR Department of Finance & Administration  
Bentonville Revenue Office  
2308 SE 28th Street, Suite 15  
Bentonville, AR 72712  
Phone: 479-273-2724  
<http://www.dfa.arkansas.gov>

### Property Tax

Bentonville's millage rate was 53.2 in 2011. The State of Arkansas does not have a property tax. In Benton County, assessments are made on real and personal property. The assessment on real estate is 20% of the true or market value. Personal property tax assessment is 20% of the usual value of such property.

Benton County Collector  
215 E. Central Ave.  
Bentonville, AR 72712  
(479) 271-1040  
<http://www.bentoncountyar.gov/BCHome.aspx?info=Agency/Info/CollInfo.html&page=Agency/Collector/Default.aspx>

### Assessing Personal Property

Arkansas law requires that all property owners assess their personal and commercial property between January 1 and May 31 each year. Personal property includes all vehicles, boats, aircraft, trailers, farm equipment, etc. Commercial personal property includes all assets used in the business plus inventory and/or supplies. A 10% late assessment penalty will be applied to all property not assessed before the deadline. Assessments are to be done in the county where the item is located.

Benton County Assessor  
215 E. Central Ave.  
Bentonville, AR 72712  
(479) 271-1033  
<http://www.bentoncountyar.gov/BCHome.aspx?info=Agency/info/ASInfo.html&page=Agency/Assessor/Default.aspx>

### State Income Tax

Department of Income Tax Admin.  
Ledbetter Building  
1816 W 7<sup>th</sup> Street, Room 2220  
Little Rock, AR 72201  
501-682-1130  
[www.dfa.arkansas.gov/offices/incomeTax](http://www.dfa.arkansas.gov/offices/incomeTax)

# Special Permits & Regulations

## ***Food Regulations***

Business establishments selling food must first obtain a permit from the Arkansas Department of Health.

Federal Food Safety Regulations:

<http://foodsafety.gov/>

State Food Regulations:

<http://www.healthy.arkansas.gov/programsServices/environmentalHealth/foodProtection/Pages/default.aspx>

Arkansas Department of Health  
4815 W. Markham Street, Slot 46  
Little Rock, AR 72205  
501-661-2171

<http://www.healthy.arkansas.gov/programsServices/environmentalHealth/foodProtection>

## ***Liquor License***

All businesses selling alcoholic beverages must obtain a license from the State Alcoholic Beverage Control (ABC) before applying for a city license. A signature from the Mayor and Chief of Police is required to process the request.

Bentonville Liquor Sales Regulations:

<http://www.bentonvillear.com/departments/planning-department/codes/code-changes>

ABC Administration  
1515 West 7<sup>th</sup> Street, Suite 503  
Little Rock, AR 72201  
[www.dfa.arkansas.gov/offices/abc/rules](http://www.dfa.arkansas.gov/offices/abc/rules)

# Utilities

## ***Electric***

Most of Bentonville is served by the City of Bentonville Electric Department. However, some areas are in the Carroll Electric Services area. Contact Bentonville Utility Billing to determine your service area.

City of Bentonville – Utility Billing  
117 W Central Ave  
Bentonville, AR 72712  
479.271.3100  
<http://www.bentonvillear.com/departments/electric-department/>

## ***Water & Wastewater***

Bentonville has specific requirements regarding grease traps for any establishment preparing food. Please contact the Wastewater Department for details at 479-271-3142.

City of Bentonville – Utility Billing  
117 W Central Ave  
Bentonville, AR 72712  
479.271.3100  
<http://www.bentonvillear.com/departments/utility-billing-collections/>

## ***Gas***

Source Gas  
655 E. Millsap Dr.  
PO Box 13288  
Fayetteville, AR 72703  
1-800-563-0012  
<http://www.sourcegasarkansas.com>

## ***Phone***

ATT  
1-800-499-7928  
[www.att.com](http://www.att.com)

Cox Business - Telephone & Internet  
479-717-3624  
<http://ww2.cox.com/business/arkansas/home.cox>

## ***Solid Waste***

Allied Waste provides waste management services for the City of Bentonville. Scheduling and billing is coordinated by the City of Bentonville.

City of Bentonville – Utility Billing  
117 W Central Ave  
Bentonville, AR 72712  
479.271.3100  
<http://www.bentonvillear.com/departments/utility-billing-collections/>

Allied Waste  
36 Bella Vista Way  
Bella Vista, AR 72714  
479.855.4226

# Contacts

## ***Bentonville/Bella Vista Chamber of Commerce***

200 E. Central Ave.  
P.O. Box 330  
Bentonville, AR 72712  
479-273-2841

[esanders@bbvchamber.com](mailto:esanders@bbvchamber.com)

[www.bentonvillebellavistachamber.com](http://www.bentonvillebellavistachamber.com)



## ***Downtown Bentonville, Inc.***

301 NE. Blake Ave  
Bentonville, AR 72712  
479-254-0254

[info@downtownbentonville.org](mailto:info@downtownbentonville.org)

[www.downtownbentonville.org](http://www.downtownbentonville.org)



## ***Bentonville Convention & Visitors Bureau***

104 East Central  
Bentonville, AR 72712

479-271-9153

Toll-free: 1-800-410-2535

[Admin@Bentonville.org](mailto:Admin@Bentonville.org)

[www.bentonvilleusa.org](http://www.bentonvilleusa.org)



## ***City of Bentonville***

117 W Central Ave  
Bentonville, AR 72712  
479-271-3112

[www.bentonvillear.com](http://www.bentonvillear.com)



## ***Post Office***

1706 S Walton Blvd.  
Bentonville, AR 72712  
479-273-2722

## ***Department of Labor***

(State Wages, Rates and Information)

10421 West Markham Street  
Little Rock, AR 72201

501-682-4505

<http://www.arkansas.gov/labor/>

## ***Arkansas Small Business and Technology Development Center***

(small business assistance)

University of Arkansas at Little Rock –  
College of Business

Donald W. Reynolds Center for Business and  
Economic Development

2801 S. University

Little Rock, AR 72204

501.683.7700

<http://asbdc.ualr.edu>

## ***Small Business Administration***

<http://www.sba.gov>

## ***NWA SCORE: The Service Corporation of Retired Executives***

NW Arkansas SCORE Office

614 East Emma Street, M412

Springdale, AR 72764

479-725-1809

[info@nwascore.org](mailto:info@nwascore.org)

[www.nwascore.org](http://www.nwascore.org)

## ***Northwest Arkansas Community College (NWACC)***

One College Drive

Bentonville, AR 72712

(479)636-9222

<http://www.nwacc.edu>