



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. **Please Note: Bentonville does not require a business license. However, some other agencies may request a letter from the City of Bentonville stating as such. If so, please contact Community Development at 479-271-3126.**

Checklist

Building and Site Regulations

- Zoning Compliance
- Large Scale Development (new construction only)
- Parking Requirements
- Building Permit (new construction, remodel, or additions only)
- Sign Permit
- Fire Code Compliance
- Fire Alarm Systems
- 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

Special Permits and Regulations

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

Utilities

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

Building & Site

Zoning

A zoning permit is **not** required. However, 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, click [here](#) or go online.

[Zoning Map](#) online:

- 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. 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](#) online:

- Under Departments, Select Planning
- On right hand column, scroll down to "Codes" and Select "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:

Planning
305 SW A Street
Bentonville, AR 72712
479-271-3126
www.bentonvillear.com/planning_main.html

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](#) online:

- Under "Departments" select "Planning"
- In right hand column, scroll down to "Codes" and Select "Subdivision Code"

[Large Scale Development Application](#) online:

- Under "Departments" select "Planning"
- In right hand column, scroll down to "Applications" and Select "Download Applications"

Planning
305 SW A Street
Bentonville, AR 72712
479-271-3126
www.bentonvillear.com/planning_main.html

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](#) online:

- At top of page, under departments, select "Planning Department"
- On right column, scroll to Codes and select "Zoning Code", then "Article 501 Parking and Loading"

Planning
305 SW A Street
Bentonville, AR 72712
479-271-3126
www.bentonvillear.com/planning_main.html

Building & Site

Building Permit

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

[Building Codes](#) online:

- Under Departments, select "Planning Department"
- On right column, scroll to Codes and select "Zoning Code"
- Select "Article 501 Parking and Loading"

[Building Permit Applications](#) online:

- Under "Departments" select "Building Inspections"
- In right column, scroll down to "Other Information" and Select "Download Applications"

Building Inspections
305 SW A Street
Bentonville, AR 72712
479-271-3125
www.bentonvillear.com/bi_main.html

Sign Permit

A sign permit is required for permanent and temporary signs.

[Sign Regulations](#) online:

- Under Departments, select "Planning Department"
- On right column, scroll to Codes and select "Zoning Code"
- Select "Article 801 Signs"

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

Planning
305 SW A Street
Bentonville, AR 72712
479-271-3126
www.bentonvillear.com/planning_main.html

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
www.bentonvillear.com/fire_main.html

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
www.bentonvillear.com/fire_main.html

Impact and Capacity Fees

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

[Impact fees](#) online:

- At top of page, under departments, select "Building Inspections"
- On right column, scroll down to "Fees"

Building Inspections
305 SW A Street
Bentonville, AR 72712
479-271-3125
www.bentonvillear.com/bi_main.html

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
www.co.benton.ar.us/CountyClerk

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

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

State Quarterly Withholding Report

Any business hiring one or more employees on a full or part time basis must notify the Arkansas 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

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. Payment is made to the A&P Commission.

Convention & Visitors Bureau
104 East Central
Bentonville, AR 72712
479-271-9153
Toll-free: 1-800-410-2535
www.bentonvilleusa.org

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.

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

State Income Tax

Department of Income Tax Admin.
Ledbetter Building
1816 W 7th Street, Room 2220
Little Rock, AR 72201
501-682-1130
www.dfa.arkansas.gov/offices/incomeTax

Property Tax

Bentonville's millage rate was 49.6 in 2009. 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://co.benton.ar.us/Collector>

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 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.

ABC Administration
1515 West 7th Street, Suite 503
Little Rock, AR 72201

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
www.bentonvillear.com/utbc_main

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
www.bentonvillear.com/utbc_main

Gas

Arkansas Western Gas
1205 W Walnut
Rogers, AR
479-636-1750
www.awgonline.com

Phone

ATT
1-800-499-7928
www.att.com/gen/landing-pages?pid=9213

Cox Business - Telephone & Internet
479-717-3624
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
www.bentonvillear.com/utbc_main

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

www.bentonvillebellavistachamber.com



Downtown Bentonville, Inc.

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

info@downtownbentonville.org

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

www.bentonvilleusa.org



City of Bentonville

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

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>

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

www.nwascore.org