



Operating a Business in Bentonville

We are glad you have selected to open 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 opening a business in Bentonville. Most information and applications are available online at the city's website: www.bentonvillear.com.

Please Note: A Code Compliance Form is required 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
- Solid Waste
- Phone
- Gas

For assistance:

Danielle Semsrott, Senior Planner, AICP
City of Bentonville Community & Economic Development 305
SW A Street, Bentonville, AR 72712
(479) 271-3122 • dsemsrott@bentonvillear.com

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Building & Site

Code Compliance Form

A Code compliance form is required for all businesses.

Code Compliance Form:

<http://www.bentonvillear.com/DocumentCenter/View/56/Code-Compliance-Form-PDF?bidId=>

Building Inspection
305 SW A Street
Bentonville, AR 72712
(479) 271-3125

<http://www.bentonvillear.com/149/Building-Inspection>

Zoning

Check the zoning district and associated regulations for a site to ensure the proposed use is consistent with the zoning district.

- Bentonville G.I.S. (Geographic Information System) is an interactive mapping system that allows the public to view and interact with many different maps and information in a web-based format.
- Follow the "How to Guide: Using GIS to Identify Zoning" from the "How To..." page: <http://www.bentonvillear.com/1004/Zoning-for-a-Property>
- For GIS mapping assistance, contact the GIS Coordinator, Jim Wheelless, at (479)-271-5926.

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/210/Zoning-Applications>.
- **Zoning Code:** <http://www.bentonvillear.com/882/Zoning-Code>

Large Scale Development

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

- **Large Scale Development Process and Regulations:** <http://www.bentonvillear.com/880/Subdivision-Code> ; Select "Article 700 Large Scale Developments"
- **Large Scale Development Application:** <http://www.bentonvillear.com/209/Subdivision-Applications>

Planning
305 SW A Street
Bentonville, AR 72712
(479) 271-3122

planning@bentonvillear.com
<http://www.bentonvillear.com/195/Current-Planning>

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.bentonville.com/882/Zoning-Code>
Select "Article 501 Parking"

Planning
305 SW A Street
Bentonville, AR 72712
(479) 271-3122
planning@bentonville.com
<http://www.bentonville.com/195/Current-Planning>

Building Permit

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

- Building Codes: <http://www.bentonville.com/734/Building-Codes>
- Permit Applications: <http://www.bentonville.com/180/Permit-Applications>

Building Inspection
305 SW A Street
Bentonville, AR 72712
(479) 271-3125
<http://www.bentonville.com/149/Building-Inspection>

Sign Permit

A sign permit is required for permanent and temporary signs.

- Sign Regulations: <http://www.bentonville.com/877/Sign-Code>
*Identify your zoning district prior to determining the regulations for your signage.
- Sign Permit Application: <http://www.bentonville.com/754/Sign-Permit-Application>

Code Enforcement
305 SW A Street
Bentonville, AR 72712

Fire Code

The City of Bentonville has adopted the 2012 Edition Arkansas Fire Prevention Code along with current city amendments. **Important!** Before moving into a building, check to see if the type of business proposed creates a need for additional life safety systems or upgrades to existing systems.

Bentonville Fire Marshal's
Office
305 SW A Street
Bentonville, AR 72712
(479) 271-3108
<http://www.bentonville.com/953/Fire-Marshals-Office>

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.bentonville.com/154/Fees>
On left column, select "Schedule of Impact Fees"

Building Inspection
305 SW A Street
Bentonville, AR 72712
(479) 271-3125
<http://www.bentonville.com/149/Building-Inspection>

Business

Doing Business As (DBA)

Arkansas law requires that no person shall conduct or transact business in this state under an assumed name or under any designated name or style, corporate or otherwise, other than the real name of the individual conducting or transacting such business, unless the person files a certificate in the office of the county clerk of the counties in which the person conducts or transacts or intends to conduct the business.

Benton County Clerk
215 E Central Ave, Rm. 217
Bentonville, AR 72712
(479) 271-1013
<https://bentoncountyar.gov/county-clerk/>

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
700 W. Capitol Avenue
Little Rock, AR 72201
(501) 369-5711
<http://www.irs.gov/businesses>

Corporations & Limited Partnerships

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

Arkansas Secretary of State
500 Woodlane Avenue
Little Rock, AR 72201
(501) 682-1010
<https://www.sos.arkansas.gov/business-commercial-services-bcs/forms-fees>

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
2 Capitol Mall
Little Rock, AR 72201
(501) 682-2121
<https://www.dws.arkansas.gov/>

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 Tax Branch.

AR Department of Finance and
Administration – Withholding Tax
Branch
1509 W. 7th Street
Little Rock, AR 72201
(501) 682-7290
[https://www.dfa.arkansas.gov/#
Withholding@dfa.arkansas.gov](https://www.dfa.arkansas.gov/#Withholding@dfa.arkansas.gov)

Taxes

Sales Tax

Arkansas: 6.5%

Benton County: 1%

Bentonville: 2%

Advertising & Promotion (A&P) Tax

The Advertising & Promotion tax is a 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% tax on prepared food and non-alcoholic beverage sold by any establishment engaged in the selling of such items.

Visit Bentonville
104 East Central Ave.
Bentonville, AR 72712
(479) 271-9153
Toll-free: 1-800-410-2535
<https://www.visitbentonville.com/>

State Sales Tax

Arkansas levies a 6.5% 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
2401 SW D Street, Suite 3
Bentonville, AR 72712
Phone: (479) 273-2724
<http://www.dfa.arkansas.gov>

Property Tax

Bentonville's millage rate was 57.10 in 2017. 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
<https://bentoncountyar.gov/collector/>

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
Personal Property: (479) 271-1033
Real Estate: (479) 271-1037
<https://bentoncountyar.gov/assessor/>

State Income Tax

<https://www.dfa.arkansas.gov/income-tax/>

Department of Income Tax Admin.
Ledbetter Building
1816 W 7th Street, Room 2220
Little Rock, AR 72201
(501) 682-1130

Special Permits & Regulations

Food Regulations

Business establishments selling food must first obtain a Food Establishment Permit from the Arkansas Department of Health.

AR Department of Health
4815 W. Markham Street
Little Rock, AR 72205
1-800-462-0599
<https://www.healthy.arkansas.gov/>

State Food Regulations: <https://www.healthy.arkansas.gov/rules-and-regulations>

State Licensing, Permits & Plan Reviews: <https://www.healthy.arkansas.gov/programs-services/topics/forms>

Food Protection-Inspection Portal: <https://www.healthy.arkansas.gov/programs-services/topics/food-protection>

Liquor License

All businesses selling alcoholic beverages must obtain a license from the State Alcoholic Beverage Control (ABC) before applying for a city permit. An Off-Premise (Retail) Alcoholic Beverage Permit is processed through Bentonville's Finance and Accounting Department and is issued by the City Clerk.

ABC Administration
1515 West 7th Street, Suite 503
Little Rock, AR 72201
(501) 682-1105
<https://www.dfa.arkansas.gov/alcoholic-beverage-control>

State Liquor Sales Rules & Regulations: <https://www.dfa.arkansas.gov/alcoholic-beverage-control/abc-rules-and-regulations/>

Bentonville Liquor Sales Regulations: <http://www.bentonvillear.com/882/Zoning-Code>
Select Alcohol Sales under "Use Regulations Quick Links"

Bentonville Finance & Accounting Department: <http://www.bentonvillear.com/196/Finance-Accounting>
Select Retail Alcoholic Beverage Permit (PDF) under "Finance Forms & Documents"

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 Avenue
Bentonville, AR 72712
(479) 271-3100

<http://www.bentonvillear.com/229/Utility-Billing-Collections>

Water Utilities & Sewer Collection

The City of Bentonville Water Utilities Department operates and maintains a water distribution system and a sewer collection system. Bentonville purchases its water from the Beaver Water District, which obtains and disinfects the water from Beaver Lake.

Water Utilities
3200 SW Municipal Drive
Bentonville, AR 72712
(479) 271-3140

<http://www.bentonvillear.com/755/Water-Utilities>

Our Sewer Collection system is made up of sewer main lines and manholes. The purpose of the sewer collection system is to provide a route for wastewater to reach the Bentonville Wastewater Treatment Plant.

Wastewater Department

Bentonville has specific requirements regarding grease traps for any establishment preparing food. Please contact the Wastewater Department for details.

Wastewater Department
1901 NE A Street
Bentonville, AR 72712
(479) 271-3161

www.bentonvillear.com/224/Wastewater-Department

Solid Waste

Republic Services provides waste management services for the City of Bentonville. Scheduling and billing is coordinated by the City of Bentonville. Services include trash service, single sort curbside recycling and yard waste.

City of Bentonville – Utility Billing
117 W Central Avenue
Bentonville, AR 72712
(479) 271-3100

<http://www.bentonvillear.com/229/Utility-Billing-Collections>

Utilities

Phone

AT&T
1-888-944-0447
<https://www.att.com/>

Cox Business- Telephone & Internet
1-866-272-577
<https://www.cox.com/business/home.html>

Gas

Black Hills Energy
1301 Federal Way
PO Box 2129
Lowell, AR 72745
1-888-890-5554
<https://www.blackhillsenergy.com/>

Contacts

Greater Bentonville Area Chamber of Commerce

200 E Central Ave.
P.O. Box 330
Bentonville, AR 72712
(479) 273-2841
<http://greaterbentonville.com/>



Downtown Bentonville, Inc.

401 SW A Street, Ste. 2
Bentonville, AR 72712
(479) 268-1253
<https://www.downtownbentonville.org/>



Visit Bentonville

104 E Central Avenue
Bentonville, AR 72712
(479) 271-9153
Toll-free: 1-800-410-2535
<https://www.visitbentonville.com/>



City of Bentonville

117 W Central Avenue
Bentonville, AR 72712
(479) 271-3112
www.bentonvillear.com



Post Office

1706 S Walton Blvd.
Bentonville, AR 72712
1-800-275-877

Arkansas Department of Labor

(State Wages, Rates and Information)
10421 West Markham Street
Little Rock, AR 72205
(501) 682-4500
<https://labor.arkansas.gov/>

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://asbtdc.org/>

Small Business Administration

<https://www.sba.gov/>

NWA SCORE: The Service Corporation of Retired Executives

NW Arkansas SCORE Office
1200 W Walnut Street, Ste 3411
Rogers, AR 72756
800-646-0450
www.nwascore.org

Northwest Arkansas Community College (NWACC)

One College Drive
Bentonville, AR 72712
(479) 986-4000
<https://www.nwacc.edu/web/nwacc/home>