



## Operating a Business in North Little Rock

The City of North Little Rock is glad you decided to be a partner in the development of this wonderful community. This summary should answer a majority of the questions you may have about processes, taxes, and regulations. Many of the forms and permits are available online at [www.northlittlerock.ar.gov](http://www.northlittlerock.ar.gov). If you have any other questions, please call (501) 340-5496 or (501) 975-8888.

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**Zoning:** Contact the North Little Rock Community Planning Department for zoning regulations that apply to the location for your proposed business. You must get the Zoning Certificate before applying for the Business Privilege License at the City Clerk's office.

North Little Rock Community Planning Department  
120 Main Street  
North Little Rock, AR 72119  
(501) 975-8835

**General Business Privilege License (General Business, Beer & Liquor):** The City of North Little Rock requires a privilege license (aka business license) to conduct business within the city limits. If your business is operated out of your home you are still required to get this license. Privilege License renewals are also made at the City Clerk's Office. Beer and Liquor licenses (and renewals) are required to sell alcohol in North Little Rock. The Beer and Liquor forms need to be notarized and a copy provided of the current state license issued by the Alcohol Beverage Control (ABC). Apply for this privilege license, in person or by mail, at the:

City Clerk's Office  
North Little Rock City Hall  
300 Main Street  
(501) 340-5496

**Restaurant and Hotel Privilege Licenses:** The City of North Little Rock requires a privilege license (aka business license) to conduct business within the city limits. Restaurants cannot be operated out of your home. Mobile concessionaires and special events vendors are required to get the privilege license. Privilege License renewals are also made at the City Clerk's Office. You must apply for this permit in person at the:

City Clerk's Office  
North Little Rock City Hall  
300 Main Street  
(501) 340-5319

To open a food service establishment in Arkansas, the owner has to go through a Plan Review (501) 661-2171) with the Arkansas Department of Health most of the time. The only exception is when an establishment hasn't been closed before another establishment is opened at same location. (When this happens, the owner will only have to call the Environmental Health Specialist to change ownership, name, etc.) The Plan Review guidelines and the Rules & Regulations Pertaining to Retail Food Establishments book are available at any local health unit.

After the Plan Review dept. approves your plans, they send a letter to the local health unit. The food service establishment owner calls the local health dept. to make an appointment to open the establishment. The Environmental Health Specialist conducts a walk-through inspection to confirm design specifications and compliance with the regulations. You will receive your bill for your permit in the mail within a few months. Presently, the cost is \$35.00. This fee does not include business licenses, etc. which can be obtained from the North Little Rock's City Clerk office.

**General Sales & Use Tax Collection:** The Arkansas Department of Finance and Administration is responsible for the collection of all sales and use taxes. Their phone number is (501) 682-7104. If you have vending machines or video game machines, you must also speak with the miscellaneous tax section about tax decals for your machines.

**State Sales Tax Number:** To obtain your Arkansas Sales Tax Number, contact the State of Arkansas at (501) 682-7104 or visit their office at 7<sup>th</sup> and Wolfe streets, Room 211.

Department of Finance and Administration  
7<sup>th</sup> and Wolfe Streets, Room No. 211  
Little Rock, AR 72202  
(501) 682-7104

**Property Taxes:** Personal property and businessperson's property taxes are handled by the Pulaski County Assessor and/or Collector. They are located at 201 S. Broadway and can be reached by phone at (501) 340-6170 and (501) 340-6040.

**Incorporation:** If you wish to incorporate your business, contact the Secretary of State's Office (Corporations Clerk) for forms and fee schedules.

**Remodeling Permit:** Before a business opens, a remodeling permit is usually required. Contact the North Little Rock Community Planning Department for regulations that apply to the location for your proposed business. All changes to the exterior buildings in the downtown area between Poplar, 9<sup>th</sup> Street, South Broadway and North Broadway must be approved by the North Little Rock Historic District Commission. This includes signage, awnings, and any kind of construction.

North Little Rock Community Planning Department  
120 Main Street  
North Little Rock, AR 72119  
(501) 975-8835

North Little Rock Historic District Commission  
506 Main Street  
North Little Rock, AR 72114  
(501) 371-0755

**Historic District:** All changes to the exterior buildings in the downtown area between Poplar, 9<sup>th</sup> Street, South Broadway and North Broadway must be approved by the North Little Rock Historic District Commission. This includes signage, awnings, and any kind of exterior construction.

North Little Rock Historic District Commission  
506 Main Street  
North Little Rock, AR 72114  
(501) 371-0755

**Fire Code:** The Fire Department must inspect all new businesses for compliance to Fire Code. Contact the North Little Rock Fire Department for specific information. The city has a class 2 fire insurance rating. This is the lowest rating in the state and assists the business owner with lower insurance premiums. The North Little Rock Fire Department does have to do an inspection of the fire suppression system for restaurants and fire extinguishers/systems for daycares, convenience stores, etc.

North Little Rock Fire Department  
8<sup>th</sup> & Maple  
North Little Rock, AR 72114  
(501) 340-5377

**Signage:** Businesses must have prior approval for signage and receive a sign permit from the North Little Rock Community Planning Department.

North Little Rock Community Planning Department  
120 Main Street  
North Little Rock, AR 72114  
(501) 975-8835

**Federal Tax Identification Number:** To obtain your Federal Tax ID Number, contact the Internal Revenue Service's local office at 700 W. Capitol Avenue in the Federal Building or call 1-800-829-1040.

Internal Revenue Service  
Federal Building, Room No. 2503  
Little Rock, AR 72201  
800-829-1040

**Corporations and Limited Partnerships:** Corporations and Limited partnerships must be registered with the Arkansas Secretary of State. Secretary of State's staff will assist you in registering if you visit them at 256 State Capitol or call (501) 682-5151 for more information.

Secretary of State's Office  
256 State Capitol  
Little Rock, AR 72201  
(501) 682-5151

**Individuals Operating Under Trade Name or Registering DBAs (Doing Business As):** If you operate your business under a name other than the owner's name it must be registered with the Pulaski County Clerk's Office (401 W. Markham Street).

Pulaski County Clerk  
401 W. Markham Street  
Little Rock, AR 72201  
(501) 340-8330 or (501) 340-8375

**State Unemployment Insurance:** Any business hiring one or more employees on a full or part-time basis must notify:

Employment Security Department  
P.O. Box 2981  
Little Rock, AR 72203-2981  
(501) 682-2127

**State Quarterly Withholding Report:** Any business hiring employees on a full or part-time basis must notify:

State of Arkansas Withholding Office  
P.O. Box 9941  
Little Rock, AR 72203  
(501) 682-7290

**State Wages, Rates, and Information:** Information about wages in Arkansas, rates and other information can be obtained from the Department of Labor.

Department of Labor  
10421 West Markham Street  
Little Rock, AR 72201  
(501) 682-4505

**SCORE:** The Service Corporation of Retired Executives under the auspices of the U.S. Small Business Administration.

Service Corporation of Retired Executives  
320 West Capitol Avenue  
Little Rock, AR 72201  
(501) 324-5893

**Businesses Operating in Certain Fields:** Businesses operating in certain fields, such as those that require licensing, must register with the appropriate agency. Examples of agencies that license specialized business are:

Health Department  
2800 Willow Street  
North Little Rock, AR 72114  
(501) 791-8551

Department of Alcoholic Beverage Control  
100 Main Street, Suite No. 503  
Little Rock, AR 72201  
(501) 682-1105

North Little Rock Fire Department  
Fire Marshall  
8<sup>th</sup> & Maple  
North Little Rock, AR 72114  
(501) 340-5379

**Utilities:** Questions about utilities should be directed to one of the following departments:

Electricity

Utilities Accounting  
120 Main Street  
(501) 975-8888

Water

Central Arkansas Water  
221 East Capitol, Little Rock  
(501) 372-5161

Waste Water

North Little Rock Waste Water  
7400 Baucum Pike  
(501) 945-7186

**Sanitation Services:**

If you have questions regarding guidelines for City Sanitation Collection services or availability of privately owned collection services, contact:

North Little Rock Sanitation  
500 W. 13th  
North Little Rock, AR 72114  
(501) 371-8340  
[nlrsanitation@northlittlerock.ar.gov](mailto:nlrsanitation@northlittlerock.ar.gov)

## City Taxes

**A & P Restaurant Tax:** All foodservice businesses (hotels, restaurants, convenience stores, movie theatres, food vendors, mobile concessionaires, etc.) are required to have an Advertising & Promotion (A & P) tax permit (*there is no charge for this permit*) to operate in North Little Rock. You must apply for this permit in person. Permits are issued through the City Clerk's Office, City Hall, 300 Main Street, North Little Rock, AR 72114. The permit does not have to be renewed each year – it expires only when the business closes.

All foodservice businesses are required to collect a three percent (3%) A & P tax on prepared food and beverages for on or off-premises consumption. Food and beverage vendors setting up for special events such as concerts and sports tournaments are required to have an A & P Tax Permit along with their privilege license. The A & P permit must be posted on site in the vending trailer. Food and beverage vendors are required to submit the 3% (three percent) restaurant tax on gross receipts following the event. Vendors may obtain an A & P Tax Permit, tax reporting form and privilege license by calling the City Clerk's Office at (501) 340-5319. Non-profit vendors must also receive a privilege license and A & P Tax permit. Non-profit food and beverage vendors will be exempt from collecting and remitting the A & P tax. However, non-profit food and beverage vendors will need to provide a copy of the non-profit status letter as assigned by the IRS to the City Clerk's Office upon applying for the A & P Tax Permit.

**“Prepared Food” Definition:** The City of North Little Rock’s Ordinance 7992 details the specific definition of “prepared food” as directed by the State of Arkansas (Emergency Rule 2007-3). A copy of the definition is available from the City Clerk (340-5319).

**A & P Lodging Tax:** All lodging businesses (hotels, motels, bed n’ breakfasts, inns, etc.) are required to have an Advertising & Promotion (A & P) tax permit (there is no charge for this permit) to operate in North Little Rock. You must apply for this permit in person. The applicant’s driver’s license will be copied to attach to the application. Permits are issued through the City Clerk’s Office, City Hall, 300 Main Street, North Little Rock, AR 72114. The permit does not have to be renewed each year – it expires only when the business closes. Lodging properties with 50 or more rooms are required to collect and remit a three percent (3%) A & P tax. Lodging properties with less than 50 rooms are required to collect and remit a one percent (1%) A & P tax.

Businesses are provided a two percent (2%) discount on the early payment of the A & P tax collection if the City Clerk receives the money by the 20th of the month. Full remittance of collected taxes is due in the City Clerk’s office by the first of the month. (Example: Taxes are collected in January; the taxes remitted by Feb. 20 receive the 2% discount OR are remitted in full by March 1.) Taxes remitted later than the first of the month are charged a late penalty.

If you have any questions about the A & P taxes or permit, call:

North Little Rock Advertising & Promotion Commission  
#1 Eldor Johnson Drive – Burns Park  
North Little Rock, AR 72118  
(501) 758-1424

Remittance forms to file your hotel and restaurant taxes can be obtained from the:

City Clerk’s Office  
300 Main Street  
North Little Rock, AR 72119  
(501) 340-5319

**Liquor Sales:** All businesses (hotels, restaurants, liquor stores, bars, and private clubs must obtain a City Beer/Liquor/Mixed Drink license from the City Clerk’s Office to be able to sell alcohol in the City. You are first required to get an Alcoholic Beverage Control (ABC) license from the State before you may apply for your City license. A copy of the ABC license must be filed with us before you are issued a City license. Statements are mailed out the end of each June and will be due by July 31 of that year. Following is a fee schedule:

**Beer and/or wine:** Restaurants, Liquor Store, and Private Clubs -- beer/wine license are based on sales from the previous year July-June.

\$15.00 for the first \$1,000.00  
\$5.00 for each additional \$1,000.00 of sales.

Example: \$20,000 amount of sales for the year

\$15.00 for first \$1,000.00  
\$5.00 x 19,000.00 = \$95.00  
\$ 95.00 + \$15.00 = \$110.00  
Total tax due = \$110.00

**Restaurant (Mixed Drink):**

99 seats or less \$500.00  
100 seats or more \$1000.00

**Private Clubs (Mixed Drink):** \$250.00

**Liquor Stores (Mixed Drink):** \$200.00

NOTE: Beer and Liquor business licenses (and renewals) are required to sell alcohol in North Little Rock. (See General Business Privilege License section on page 1.) The Beer and Liquor forms need to be notarized and a copy provided of the current state license issued by the Alcohol Beverage Control (ABC).

If you have any questions regarding beer and liquor licenses, please call the City Clerk's Office at 340-5318.

Department of Alcoholic Beverage Control  
100 Main Street, Suite No. 503  
Little Rock, AR 72201  
(501) 682-1105

Current Tax Rates for NLR updated January 2008

	<b>Sales</b>	<b>Hotel</b>	<b>Restaurant</b>	<b>Mixed Drinks</b>	<b>Beer</b>	<b>Package Beer</b>
State	6.000	6.000	6.000	6.000	6.000	6.000
County	1.000	1.000	1.000	1.000	1.000	1.000
City	1.000	1.000	1.000	1.000		2.000
State Tourism		2.000				
City Hotel		3.000				
City Restaurant			3.000			
State Supplemental				10.000		
State Addl Supp				4.000		
City Mixed Drink Tax				10.000		
State Excise Tax on Beer	(Package Sales Only)					3.000
Total	8.000	13.000	11.000	33.000	7.000	12.000

**For more information not covered in this summary, contact:**

North Little Rock General Information  
120 Main Street  
North Little Rock, AR  
(501) 975-8888

OR

City Clerk's Office  
North Little Rock City Hall  
300 Main Street  
(501) 340-5496