



CITY OF JONESBORO PRIVILEGE LICENSE APPLICATION

Please call 870.932.3042 for any questions regarding licensing with the City of Jonesboro.

STEPS:

1. **Visit the Planning/Zoning Department (3rd Floor, Municipal Center) for approval for any business**
2. **Have a Certificate of Occupancy Inspection ordered with the Inspections Department (3rd Floor)**
3. **Submit application to Collections Office (1st Floor) for fee payment**

Reviewed: _____ Date: _____
Zoned: _____

CO Inspection scheduled: _____
Date: _____

Approved: _____ Date: _____
Amount paid: _____

HOME BASED BUSINESSES: If you are operating your business out of your residence, even for Internet-based businesses, you must obtain written approval for that business from the Planning/Zoning office. This written approval must be turned in at the Collections office when you apply for the Privilege License.

BASED OUTSIDE THE JONESBORO CITY LIMITS: If you are an Arkansas business based outside of the Jonesboro city limits and already possess a business license from another Arkansas city, you only need to fill out this Privilege License application and return it to the Collections Office. The City of Jonesboro will honor your other license. However, City of Jonesboro ordinance requires that anyone doing business **for** the City of Jonesboro must have a current City of Jonesboro Privilege License. For example, an out of town contractor working on a City project would need a privilege license. All Non-Arkansas based businesses that wish to operate in Jonesboro must obtain a City of Jonesboro Privilege License.

HEALTH INSPECTION: In addition to the terms stated above, any new businesses required to have an inspection by the Craighead County Health Department before opening, must bring a copy of the final Health Department Inspection with this application to the Collections Office.

Other helpful information:

- The Craighead County Health Department number is 870.933.4585.
- Doing Business As, or DBA Licensing, is obtained through the Craighead County Clerk's Office, 870.933.4520.
- Sales Tax I.D. Numbers are obtained through the State of Arkansas, Office of Finance & Administration, Sales & Use Tax Division On-line at the State of Arkansas website.

Please print legibly; your license will appear as it has been written below. Make sure you sign and date your application to avoid any delays in processing. The license fee is determined by the type of business; please be specific.

NAME OF BUSINESS: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

BILLING ADDRESS: _____

CITY, STATE, ZIP: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

2ND TELEPHONE NO.: _____

NAME OF OWNER: _____

EMAIL ADDRESS: _____

TYPE OF BUSINESS: _____
(Please be specific)

SALES TAX ID NO.: _____

INVENTORY AMOUNT: \$ _____
(Retail stores / inventory for sale only / your cost)

To the best of my knowledge, the information provided above is true and accurate.

Signed _____ Date _____

Completed by: (Print name) _____