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City of Conway
1111 Main Street
Conway, Arkansas
72032
501-450-6100

Operating Businesses in Conway FAQ's **& Door to Door Solicitors**

Businesses in General:

- No business license required; letter of verification is available upon request.
- Contact the Planning Dept. at 501-450-6105 to determine the zoning of your location.
- Contact Arkansas Sales & Use Tax Dept. at 501-682-7104 to obtain a Sales & Use tax number.
- The State of Arkansas publishes a brochure "Starting a New Business", it may be found at the following link: http://www.dfa.arkansas.gov/offices/policyAndLegal/Documents/starting_a_new_business.pdf.
- Restaurants and/or mobile food vendors see further details below.
- A home occupation *may not* put up signage.
- A home occupation *may not* have vehicular traffic.

Door to Door Solicitors:

- Peddlers must adhere to rules and regulations set forth in Ordinance O-15-67; the Ordinance can be found at www.conwayarkansas.gov > Departments > City Clerk
- You must observe all "NO SOLICITING" signs at residences/businesses.

Selling Goods from Private Property:

- No business license is required; letter of verification is available upon request.
- Must obtain permission from property owner to sell from their property; they must also allow your customers to use their rest room facilities.
- Contact Arkansas Sales & Use Tax Dept. at 501-682-7104 to obtain a Sales & Use tax number.

Restaurants/Private Clubs Serving Alcohol:

Restaurants Selling Alcohol: Obtain from the City Clerk's office, the Application For Private Club Request, along with a copy of your application for license to the Arkansas State Beverage Control Board (ABC). There is a \$250 fee to submit the Application. Your application will be placed on the Agenda to be presented to City Council for approval by City Ordinance. Upon approval of the Ordinance, you will submit a copy of the Ordinance along with the application for license to the ABC Board. Once your Private Club has been approved by the Arkansas State Beverage Control Board (ABC) a Supplemental Beverage permit is required by the city for Private Clubs. A (five) 5.0% tax shall be collected and reported separately from your state taxes; for further details and forms visit www.conwayarkansas.gov > Departments > City Clerk.

Supplemental Beverage Permit Requirements:

- Permit Application: Submit completed application online. All information and forms regarding Supplemental Beverage are located at: www.conwayarkansas.gov > Departments > City Clerk.
- Initial Permit Fee: "Initial" fee is \$50.00 per year and \$25.00 if obtained after July 1st.
- Renewal Fee: \$50.00 annually; renewal application and payment must be received by December 1st.
- Expiration: The permit expires December 31st of each year.
- A copy of your State of Arkansas ABC Permit must be submitted with the application and payment before the permit will be issued.

Ice Cream Vendor

A permit is required, cost is \$25.00 annually; an Arkansas State Police Background check is required each year a permit is issued. All information and forms regarding Ice Cream Vendors are located at: www.conwayarkansas.gov > Departments > City Clerk.

Taxi Franchise

Approval required by Conway City Council before business can operate. Please call our office for more information. 501-450-6100.

*****For other permitting questions not listed above, please contact our Permit office at 501-450-6107***