

## Operating a Business in Fayetteville, Arkansas:

(REFER TO PAGE 2 FOR SPECIFIC REQUIREMENTS & WAYS TO CONTACT CITY OFFICES)

### SECTION ONE: NEW BUSINESSES

If your business is new:

City office to contact:

Police Department	Planning Division
Solid Waste Division	Business Office
Wastewater Treatment Plant	City Prosecutor's Office (Hot Checks)*
Building Safety	

### SECTION TWO: SPECIAL RESTRICTIONS

If your business is a Hotel, Motel, Restaurant or Sells/Serves Alcohol:

City office to contact:

All of Section One Contacts, plus	
Accounting Division	

If your business is a Horse Drawn Carriage:

City office to contact:

All of Section One Contacts, plus	Transportation
Animal Services Division	

### SECTION THREE: NEW OR MODIFIED BUILDINGS

If you are modifying space or constructing a new building for your business:

City office to contact:

All of Section One Contacts, plus	Parking Management
Engineering Division	Building Safety Division
Sidewalks & Trails	Parks Department

*Please see page 2 for office contact numbers*

## The City Of Fayetteville's Requirements For New And Existing Businesses

### **Accounting**

- ~ Register Hotel, Motel, and Restaurant business for HMR tax purposes
- ~ Apply for Alcohol Permit

*Contact: Administrative Assistant at 575-8287*

### **Animal Services**

- ~ Comply with requirements as set in ordinance

*Contact: 444-3456*

### **Business Office**

- ~ Comply with requirements as set in ordinances
- ~ Complete Service Agreement and Application
- ~ Post necessary deposits

*Contact: Customer Service Representative at 521-1258*

### **Building Safety**

- ~ Comply with requirements as set in ordinances
- ~ Comply with Arkansas Fire Prevention Code
- ~ Comply with Permitting & Inspection Policy & Procedures
- ~ Obtain or Verify Certificate of Occupancy

*Contact: Building Safety Division at 575-8233*

*Administrative Assistant at 575-8242 or Permit Clerk at 575-8238*

### **Engineering**

- ~ Comply with requirements as set in ordinances & resolutions
- ~ Comply with requirements as set in Development Manual & Drainage Manual

*Contact: City Engineer or Staff Engineer at 575-8206*

### **City Prosecutor's Office**

#### **Hot Checks**

- ~ Submit bad checks and affidavit to this office for collections

*Contact: Hot Check Administrator at 575-8254*

*\* Optional resource available to businesses*

### **Parking Management**

- ~ Based specifically on Dickson Street, and the downtown area parking issues

*Contact: Parking Coordinator at 575-8280 or Telecommunications Manager at 575-8277*

### **Police Department**

- ~ Complete Business Survey Form

*Contact: Lead Dispatcher between 2pm-10pm at 587-3562 or Dispatch Manager at 587-3561*

### **Parks**

- ~ Comply with requirements as set in ordinance
- ~ Comply with Abbreviated Tree Preservation Plan Requirements (ATPP)
- ~ Comply with Tree Preservation Requirements for Building Permits
- ~ Comply with Landscape Requirements for Building Permits
- ~ Comply with Off Street Parking Lot Design Requirements Checklist
- ~ Comply with Commercial Design Standards Landscape Requirements Checklist
- ~ Comply with Overlay District Landscape Requirements Checklist
- ~ Complete Landscape Review Form
- ~ Complete Tree Mitigation Form
- ~ Complete Tree Preservation Plan Review Form

*Contact: Landscape Administrator at 575-8308 or PLM Program Coordinator at 575-8327*

### **Planning Division**

- ~ Comply with requirements as set in ordinances
- ~ Apply for Zoning Compliance Certificate
- ~ Comply with requirements as set in Development Manual
- ~ Obtain sign permit

*Contact: Planning Technician at 575-8264 or Permit Clerk at 575-8267*

### **Sidewalks & Trails**

- ~ Comply with requirements as set in ordinances

*Contact: S & T Coordinator at 575-8291, PW Field Service Rep at 841-9467*

*Development Coordinator S & T at 575-8210 or Construction Crew Leader at 575-8209*

### **Solid Waste**

- ~ Comply with requirements as set in ordinances
- ~ Complete Fayetteville - Public Works Solid Waste Removal Acknowledgement Form

*Contact: 575-8398*