

Business License Application



Please fill out this form completely and submit it to planning@bellavistaar.gov. Your application will not be processed until the application is complete and submitted to the correct email. All

fees are non-refundable.

PRIMARY CONTACT (select one):

☐ Designated Agent

☐ Property Owner

APPLICATION TYPE & FEE (select one):

☐ Initial Application (\$25)

☐ Renewal (\$10)

To be considered a renewal, the application must be received between November 1st and December 31st.

PROPERTY OWNER INFORMATION

OWNER CERTIFICATION: By my/our signature below, I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application. I/we have read this application and consent to its filing. Further, I/we authorize the designated agent listed below to represent me/us in proceedings with the City of Bella Vista regarding this application. (See reverse for additional acknowledgements)

Name:	Property Owner Signature:		
Mailing Address:	City:	State:	Zip:
Phone:	Email:		
Name:	Property Owner Signature:		
Mailing Address:	City:	State:	Zip:
Phone:	Email:		

BUSINESS INFORMATION

Business Name:	Year Opened:		
Business Type: SALES ☐ MANUFACTURING ☐ SERVICES ☐ PROFESSIONAL SERVICES ☐ RESTAURANT ☐ CHILD CARE ☐ CONTRACTOR ☐ OUT OF CITY/STATE CONTRACTOR ☐ VEHICLE FOR HIRE ☐ MOBILE VENDING ☐			
IF RESTAURANT: How many seats total?	Will alcohol be served at this location? Yes ☐ No ☐		
Detailed description of your business, including products or services offered:			
Address:	City:	State:	Zip:
Phone:	Zoning: C-1 ☐ C-2 ☐ C-3 ☐ C-R ☐ IA ☐ Other: ☐		
Have improvements been made to this site or structure? Yes ☐ No ☐	Has this business relocated since 1/1/2025? Yes ☐ No ☐		
If yes to one of the above, have you obtained required approvals from Building? Yes ☐ No ☐ N/A ☐			
If you answered no to both, have you completed the Affirmation of Compliance? Yes ☐ No ☐ N/A ☐			

DESIGNATED AGENT INFORMATION

DESIGNATED AGENT ACKNOWLEDGEMENT: By my signature below, I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for or might set conditions on approval. I certify that I am the lawful, authorized designated representative for the business regarding this application.

Agent Name:	Designated Agent Signature:		
Mailing Address:	City:	State:	Zip:
Phone:	Email:		

This application is not valid unless signatures on both the front and back have been provided.

BUSINESS LICENSE REQUIREMENTS

Ordinance No. 2025-16 sets forth the following requirements that must be adhered to by any and all applicable parties including but not limited to: the designated agent, business owner, property owner, or tenant.

1. All businesses, corporations, LLCs, LLPs, partnerships, sole proprietorships, and individuals conducting business from a business premises within the corporate limits of Bella Vista shall require a business license.
2. All non-governmental entities engaged in any trade, service, or occupation from a physical location in Bella Vista shall require a business license.
3. Any Business that does not maintain a physical business premises within Bella Vista but conducts business within the City, unless licensed by another municipality in the State of Arkansas, shall require a business license.
4. Business licenses issued shall be conspicuously displayed by the licensee at the business premises.
5. Business licenses shall be renewed annually for the following calendar year between November 1 and December 31. License renewal requires payment of the applicable fee and confirmation of current business information. *Applications received after December 31st will no longer be considered a renewal.*
6. Business licenses are non-transferable either as to licensee or business premises.
7. Business licenses shall be effective for the remainder of the calendar year the license is issued within.
8. Business licenses issued on or after June 1st shall pay 50% of the applicable fee for the calendar year.

ACKNOWLEDGEMENTS

By my signature below, I hereby acknowledge and understand the above requirements and the following:

1. The fee is non-refundable.
2. Violations: any person operating a business subject to Ord. 2025-16 without a valid license shall constitute a violation. Each day a business operates without a valid licensee constitutes a separate offense punishable by a fine of not less than \$50 and not more than \$500 per offense.
3. Civil remedies: in addition to criminal penalties, the City may seek injunctive relief to prevent unlicensed business operations.
4. I understand that a City inspection may be required by the Fire Department prior to occupancy.
5. The granting of a business license pursuant to the ordinance shall not be deemed to permit occupancy, nor shall it, or the ordinance as a whole, be deemed to supersede or abrogate any requirements of the Arkansas Fire Prevention Code or any other local, state, or federal law with regard to construction or occupancy.
6. I understand there may be additional requirements as a result of the City's zoning and development code prior to occupancy.
7. I understand that I must abide by all applicable local, state, or federal requirements if this application is to be issued a license.
8. I understand that I am expected to notify the Planning and Development Department of closing this business within 30 days of closing.

Owner / Agent Signature:

Date:

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