

*Fee Schedule**

Fee based on number of employees

1. **One owner or employee (full or part-time)**
\$30 annual fee.
2. **Two to ten employees (full or part-time)**
\$50 annual fee
3. **Eleven to 50 employees (full or part-time)**
\$75 annual fee
4. **Above 50 employees (full or part-time)**
\$100 annual fee

Fee Exemptions

1. **Persons who pay a tax to the city or state on gross income or premium income (insurance brokers, franchised utilities).**
2. **Persons engaged in those occupations exempted by law.**
3. **Sales made to dealers by commercial travelers or selling agents in the usual course of business.**
4. **Persons engaged in not for profit business.**
5. **Persons engaged in fundraising drives or enterprises for the public benefit such as schools or government.**
6. **Any sales by societies acting for charities, religious or public purpose.**

*Any person, firm or corporation beginning any business, trade, vocation or profession after January 31st of any year will pay one-half the stated license required for one year for a license that will expire July 31st of that year.



City of Huntsville

208 E. War Eagle Avenue
P.O. Box 549
Huntsville, AR 72740

Phone: 479-738-6607
FAX: 479-738-6846
e-mail: cityclrk@madisoncounty.net

City of Huntsville

HOW TO START A BUSINESS IN HUNTSVILLE



Starting a Business

Prior to starting a business in Huntsville, you must obtain a City of Huntsville Business License. An application may be obtained in the City Clerk's Office at City Hall at 208 E. War Eagle or online at: www.cityofhuntsville.org.

There is a variety of information you need to know before applying:

1. Standard information such as business name, physical address, type of business, etc.
2. Number of employees.
3. Owner's name, billing address and phone number
4. Tax ID number
5. Zoning district of the building where the business is located.



CITY CODE

It is unlawful for any person, firm, individual, or corporation within the city limits to engage in, carry on, or follow any trade, business, vocation, profession or calling without having first procured a business license. Any person, firm or corporation engaged in two or more trades, callings, vocations, businesses or professions shall be required to procure a license for each separate line or trade, business, vocation or profession. Any wholesaler who sells and delivers merchandise or wares to anyone other than a holder of a business license issued by the City will be required to procure a business license. Any person desiring to engage in any business for which a license is required and for which a fixed place of business is required shall designate the place at which



such business is to be carried on, and the license shall authorize the carrying on of such business only at such place and at no other place. Each license shall be posted in a conspicuous

place and shall be shown to any officer of the city demanding to see same. Once issued, a Business License must be renewed annually on or before July 31 of each year. Violations of City Code provisions regarding business operations are misdemeanors punishable upon conviction, by fine of not less than the amount of the license nor more than double such amount for each offense and each day shall constitute a separate offense.

ZONING

The City of Huntsville is divided into zoning districts. The classification of each zoning district determines what land uses are allowed by law. Businesses are not allowed to operate outside of the proper zoning district. A license may be revoked for a business operating in a location that is not properly zoned for the type of business being conducted.



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