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City of Conway
1201 Oak Street
Conway, Arkansas 72032
501-450-6100
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Operating Businesses in Conway FAQ's & Peddlers and 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. Zoning information on "Home Occupations" may be found at http://www.cityofconway.org/media/government/planning-development/ZON_ORD.pdf; please search using keyword "601.15" to direct you to this portion of the Zoning Ordinance.
- 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.cityofconway.org > Departments > City Clerk
- Permits can be obtained from the Conway Police Dept. at 1105 Prairie Street, Conway, AR 72032. The Conway Police Dept. can be reached by phone at 501-450-6120, select option # 2 for the Records Dept.
- 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:

Please see Operating a Restaurant or Private Club in Conway at www.cityofconway.org > Departments > City Clerk.

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:

<http://www.cityofconway.org> > 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***

Sales Tax Rate:

State – 6.50% (effective 7/1/13)

City – 1.75%

County - .50%

Total – 8.75%

A&P – 2.00% (applies to prepared foods)

Total – 10.75%