

# 1<sup>st</sup> STOP CHECKLIST: ARTS & CRAFTS

## REQUIREMENTS & REGULATIONS

- [ ] You must have a **VENDOR'S LICENSE**, collect sales tax, file tax returns, and keep records of transactions. For more information, contact **YOUR COUNTY AUDITOR** or the **OHIO DEPARTMENT OF TAXATION** can be reached at **(888) 405-4039 for Business Taxpayer Assistance; (800) 282-1782 for the Forms Request Line; or (888) 405-4089 for Tax Registration**. Information is also on-line at <http://tax.ohio.gov>.
- [ ] If you will sell **furniture, bedding, upholstered or stuffed** items, contact the **Ohio Department of Commerce's Division of Industrial Compliance, Bedding and Upholstered Furniture Section** for licensing information. They can be reached at **(614) 644-2223**. The Ohio Department of Commerce is on-line at <http://www.com.ohio.gov/dico/> *\*Remember to check local government agencies\**
- [ ] All stuffed and upholstered products must comply with the **Ohio Revised Code (ORC) Section 3713** <http://codes.ohio.gov>. This section includes information on labeling. *\*Remember to check local government agencies\**
- [ ] Fabric products must comply with the Federal Trade Commission's labeling requirements. Information can be found at [www.ftc.gov](http://www.ftc.gov). *\*Remember to check local government agencies\**
- [ ] Depending on the type of product you will make, there may be additional state-level labeling requirements. Check the **Ohio Revised Code (ORC)** and **Ohio Administrative Code (OAC)** for more information. Both the ORC and OAC can be found in your local library and are on-line at <http://codes.ohio.gov/orc>
- [ ] If you will craft ceramic, pottery or glass for decoration or use (such as mugs, plates, etc.) the U.S. Consumer Product Safety Commission (on-line at [www.cpsc.gov](http://www.cpsc.gov)) and the U.S. Food and Drug Administration (on-line at [www.fda.gov](http://www.fda.gov)) has information about lead content regulations. *\*Remember to check local government agencies\**
- [ ] Your arts and crafts business may need **environmental permits** from the **Ohio Environmental Protection Agency (EPA)**. To find out if you need any environmental permits, contact the Ohio EPA at **(614) 644-3020 for general inquiries or (800) 329-7518 for the Small Business Hotline**. The Ohio EPA is also on-line at [www.epa.state.oh.us](http://www.epa.state.oh.us). *\*Remember to check local government agencies\**
- [ ] If you will accept items on consignment, it is highly suggested you talk with an attorney to develop a consignment contract that will protect your business and complies with Ohio laws. Information can also be found in **ORC Sections 1339.71 – 1339.76**. [www.codes.ohio.gov](http://www.codes.ohio.gov)

**For more help, contact your local Small Business Development Center (SBDC).**

[www.ohiosbdc.ohio.gov](http://www.ohiosbdc.ohio.gov)

**\*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES\***

**THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.**