

1st STOP CHECKLIST: BOARDING HOUSE

REQUIREMENTS & REGULATIONS

- [] Contact your local building department for local regulations about boarding houses.
- [] You may need a Single Room Occupancy License from the **Division of State Fire Marshal's Bureau of Licensing and Certification**. Contact the bureau at **(614) 752-8200**. The license application is on-line at <http://www.com.ohio.gov/fire> **Remember to check local government agencies**
- [] If your establishment will have five or more rooms, you must collect sales tax on the total amount charged. You need a **VENDOR'S LICENSE**. Contact the **YOUR COUNTY AUDITOR** or the **OHIO DEPARTMENT OF TAXATION** for more information. **Remember to check local government agencies**
- [] Municipalities, counties and townships may also levy an excise tax on room charges. **Remember to check local government agencies**
- [] The **OHIO DEPARTMENT OF TAXATION** can be reached at **(888) 405-4039 for Business Tax Assistance; 888-405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://www.tax.ohio.gov>. **Remember to check local government agencies**
- [] If you will serve food, contact your **local health department** for food service licensing information. **Remember to check local government agencies**
- [] The state's **antidiscrimination laws** are enforced by the **Ohio Civil Rights Commission**. The commission can be reached at **(888) 278-7101**. Information is also available on-line at <http://crc.ohio.gov>. **Remember to check local government agencies**
- [] Information about health requirements can be found in **Ohio Revised Code (ORC) Section 3731**. **Remember to check local government agencies**
- [] Information about landlord and tenant rights can be found in **ORC Section 5321**. **Remember to check local government agencies**
- [] The **ORC** can be found in your local library or on-line at <http://codes.ohio.gov/orc> **Remember to check local government agencies**

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

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.