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.