

1st STOP CHECKLIST:

CATERING

Checklist

- If you will serve **alcoholic beverages**, you must have the appropriate permit. Contact the **Ohio Department of Commerce, Division of Liquor Control** at **(800) 464-6677**, or **(614) 644-2360** for more information. Information is also on-line at www.com.ohio.gov/liqr/.
- If you have questions about what or when food and beverage sales are taxable, contact the Ohio Department of Taxation 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>.
- Depending on the size of the vehicle you will use for transport, you may need to register with the **Public Utilities Commission of Ohio (PUCO), Motor Carrier Consumer Division**. Contact the division at **(800) 686-7826** or **(614) 466-3292**. Information and registration forms can also be found on-line at www.puco.ohio.gov.
- You may need a commercial driver's license. Contact the **Ohio Department of Public Safety, Bureau of Motor Vehicles (BMV)** at **(614) 752-7500** for more information. The BMV is on-line at www.bmv.ohio.gov.
- Catering services must have a **Catering Food Service Operation License**. Contact your local **Health Department** for license and inspection information.
- You must charge sales tax on **food eaten on the premises of your business and beverages**. You need a **VENDOR'S LICENSE**. Contact your **COUNTY AUDITOR**.
- Ohio's Frozen Food laws can be found in **Ohio Revised Code (ORC) Section 915**. <http://codes.ohio.gov/orc/915>
- Ohio's Bakery laws and Sanitary Regulations can be found in **ORC Section 911 and Ohio Administrative Code (OAC) 901:3-1-01 through 901:3-01-05**. <http://codes.ohio.gov/oac/901%3A3>
- Ohio's Food Labeling and Retail Food Safety rules can be found in **OAC 901:3 and 901:6-3-01 through 901:6-3-12**.
- Ohio's Food, Drug, Cosmetic and Device law can be found in **ORC Section 3715**. <http://codes.ohio.gov/orc/3715>

The information contained in this site is for general guidance on matters of interest only and reflects solely the information about the requirements of the State of Ohio. Note, there may be additional local and federal requirements. Accordingly, the information on this site is provided with the understanding that ODSA is not herein engaged in rendering legal, accounting, tax, or other professional advice and services. Before making any decision or taking any action, consult a professional. For more help, contact your local **Small Business Development Center (SBDC) at www.ohiosbdc.ohio.gov Also, remember to check local government agencies. This checklist is about state requirements. Funded in part through a grant with the U.S. Small Business Administration.*

- Detailed requirements for specific food and beverage production can also be found in **OAC 901**. <http://codes.ohio.gov/oac/901>
 - The **ORC** and **OAC** can be found in your local library or on-line at <http://codes.ohio.gov/orc>.
 - NACIS 722320/16
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THIS CHECKLIST IS ABOUT STATE REQUIREMENTS. *REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES*

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