

1st STOP CHECKLIST:

CONTRACTOR/HOME IMPROVEMENT (*GENERAL or SPECIAL TRADE*)

Checklist

- The Ohio Department of Commerce is the governing agency to the **Ohio Construction Industry Licensing Board (OCILB)**. The OCILB issues licenses to commercial construction. The licenses are for five specific trades: electrical; heating and air conditioning (HVAC); refrigeration; plumbing and hydronic.
- For further information, contact OCILB at **(614) 644-2223** or visit their website [here](#). For all questions regarding residential and general construction not included in the five trades listed above please contact your local building department. ***Remember to check local government agencies.***
- The **International Code Council** provides general information on codes and standards, government relations, training, certification, licensing and public safety for contractors around the country. There are special benefits for individuals who choose to pay a membership fee. Contact ICC, Central Regional Office at **(888) 422-7233** to request a copy of the **Ohio Basic Building Code**. Information is available on-line at <http://www.iccsafe.org/>.
- Contractors must have *Workers' Compensation Insurance* for their employees. If, as the primary contractor, you decide to hire an independent contractor (LLC or Sole Proprietor) or a subcontractor, verify workers' compensation insurance coverage for their employees. If any employee suffers a work-related injury, that employee can file suit against you, the independent contractor or the subcontractor. For more information or forms, contact the **Ohio Bureau of Workers' Compensation** at **(800) 644-6292** or www.bwc.state.oh.us. ***Remember to check local government agencies.***
- Contractors and home remodelers do not collect sales tax on their work, but, they do pay sales tax on the supplies they purchase. Some contractors find it's easier to use a **DIRECT PAY PERMIT** when buying taxable supplies. The direct pay permit allows them to buy the items without paying the tax at the time of purchase. The tax is gathered together and paid monthly. Direct pay permits are issued with the Ohio Department of Taxation. For more information, 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** or <http://www.tax.ohio.gov>. ***Remember to check local government agencies.***

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.*

- Contact the **Ohio Environmental Protection Agency (EPA)** for information on the proper disposal of hazardous and solid waste. The EPA can be reached at **(614) 644-3020 for General Inquiries** or **(800) 329-7518 for Office of Compliance Assistance and Pollution Prevention** or www.epa.state.oh.us. ****Remember to check local government agencies.****
- Home remodeling and home improvement businesses should be aware of consumers' rights under Ohio's laws. If you have questions, contact the **Attorney General's Office** at **(877)-244-0515** or **(614) 466-4320**. www.ohioattorneygeneral.gov. ****Remember to check local government agencies.****
- North American Board of Certified Energy Practitioners** certifies individuals as solar electric installers. Contact NABCEP, the national certification organization for professional installers in the field of renewable energy at **(800) 654-0021**. Information is available on-line at <http://www.nabcep.org/>.
- For information on bonding/insurance, please contact your personal insurance agent.
- More information on contractor licensing can be found in [Ohio Revised Code Section 4740](#). The ORC can be found in your local library or <http://codes.ohio.gov/orc/4740>.
- 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>
- The sale and installation of **computer cabling** is taxable and a **VENDOR'S LICENSE** is required. Contact **YOUR COUNTY AUDITOR**. If you have questions, contact the Ohio Department of Taxation.
- NACIS 5142/16

THIS IS A CHECKLIST FOR STATE REQUIREMENTS. *REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES*

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