

# 1<sup>st</sup> STOP CHECKLIST: COUNTRY CLUB/GOLF COURSE

## REQUIREMENTS & REGULATIONS

- [] You must comply with **Ohio's Consumer Sales Practices Act**. It prohibits misleading and devious sales practices. If you have questions, contact the **Ohio Attorney General's Office** at **(877) 244-0515** or **(614) 466-4320**. The office is also on-line at <http://www.ohioattorneygeneral.gov/>. *\*Remember to check local government agencies.\**
- [] For information about the state's antidiscrimination laws, contact the **Ohio Civil Rights Commission** at **(888) 278-7101**. Information is also available on-line at <http://crc.ohio.gov>.
- [] If you will serve food, you must have a **food service operation license**. Contact **your local health department** for license and inspection information.
- [] If there will be a **swimming pool**, contact **your local health department**.
- [] If you will feature recorded or live **music**, you must have permission from the owner of the copyrighted material. You can do this by contacting **The American Society of Composers, Authors and Publishers (ASCAP)**, or **Broadcast Music, Incorporated (BMI)**. For more information, contact **ASCAP** at **(800) 505-4052**, or **BMI** at **(212) 220-3000**. Information is also on-line at [www.ascap.com](http://www.ascap.com), or [www.bmi.com](http://www.bmi.com).
- [] If alcoholic beverages will be served, you must have the appropriate permits. Contact the **Ohio Department of Liquor Control** at **(614) 644-2360** for more information. Information is also on-line at <http://www.com.ohio.gov/liqr/>. *\*Remember to check local government agencies.\**
- [] You must charge sales tax on membership fees, food eaten on the premises of your business, beverages and retail sales. You need a **VENDOR'S LICENSE**. Contact **YOUR COUNTY AUDITOR**.
- [] If you have questions about sales tax, 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>. *\*Remember to check local government agencies.\**
- [] If you will offer **watercrafts**, contact the **Ohio Department of Natural Resources, Division of Watercraft** for regulation information. The division can be reached at **(877) 426-2837** or **(614) 265-6480**. The division is on-line at <http://watercraft.ohiodnr.gov/>. *\*Remember to check local government agencies.\**
- [] Exterminators are licensed by the **Ohio Department of Agriculture, Division of Plant Health, Pesticide & Fertilizer Regulation Section** at **(614) 728-6987**, or **800-282-1955** for information about registration and licensing requirements. Information and forms are also on-line at [pesticides@agri.ohio.gov](mailto:pesticides@agri.ohio.gov), or [www.agri.ohio.gov](http://www.agri.ohio.gov). *\*Remember to check local government agencies.\**

## COUNTRY CLUB/GOLF COURSE CONTINUED

- [] If you will offer **transportation services**, contact the **Public Utilities Commission of Ohio's (PUCO) Motor Carrier Division**. Contact the division at **(800) 686-7826**. Information and registration forms can also be found on-line at [www.puco.ohio.gov](http://www.puco.ohio.gov). ***\*Remember to check local government agencies.\****
- [] If you will offer **transportation services** 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 specific licensing and registration information. The BMV is on-line at [www.bmv.ohio.gov](http://www.bmv.ohio.gov). ***\*Remember to check local government agencies.\****
- [] Contact the **Ohio Environmental Protection Agency (EPA)** for information about 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**. 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.\****
- [] Under Ohio law, consumers who purchase health club or other prepaid entertainment contracts have certain rights. For more information, contact the **Ohio Attorney General's Office** at **(877)-244-6446**. The office is also on-line at <http://www.ohioattorneygeneral.gov/>. ***\*Remember to check local government agencies.\****

**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.**

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