

CULTURAL/TOURISM CENTER/GIFT/NOVELTY/SOUVENIR SHOP

Checklist

- The **Ohio Association of Convention and Visitor Bureaus** can answer questions regarding the start-up of a tourism center. Contact them at **(888) 505-9552** or **(614) 241-2226**. Information is also available on-line at www.oacvb.org.
- All retailers must have a **VENDOR'S LICENSE**, collect sales tax, file tax returns, and keep complete records of transactions. Contact **YOUR COUNTY AUDITOR** or the **OHIO DEPARTMENT OF TAXATION** www.business.ohio.gov.
- If you will serve food or beverages, you must have a **Food Service Operation License**. Contact **your local health department** for license and inspection information.
- If you will sell **lottery tickets**, contact your regional Lottery Commission Office, or visit them on-line at www.ohiolottery.com.
- 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**.
- If you will sell any **tobacco products**, contact **YOUR COUNTY AUDITOR'S OFFICE** and the **OHIO DEPARTMENT OF TAXATION** for information.
- If you will sell **alcohol**, you must have the appropriate permit. Contact the **Ohio Department of Commerce, Division of Liquor Control** at **(614) 644-2360** for more information. Information is also on-line at <http://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>
- 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 <https://epa.ohio.gov/home>.
- Contact the **Ohio Development Services Agency, Office of TourismOhio** for inclusion in DiscoverOhio.com and 1-800-BUCKEYE. The DiscoverOhio.com/1-800-BUCKEYE database contains information on **Ohio** tourism destinations. The Division of Travel and Tourism can be reached at **(614) 466-8844**. Information is also available on-line at <https://ohio.gov/tourism/>.

*For more help, contact your local Small Business Development Center (SBDC) at www.ohiosbdc.net
Also, remember to check Federal, State and local government agencies. This checklist is about state requirements.
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- If you will sell **upholstered or stuffed items**, contact the **Ohio Department of Commerce's Division of Industrial Compliance, Bedding and Upholstered Furniture Section** for licensing information. They can be reached at **(614) 644-2223** for more information. Information is also on-line at **<https://com.ohio.gov/bedding-upholstered-furniture-toys>**.
- Be sure to check with your local county and city government for additional regulations, specifically regarding your needs for zoning.

NAICS 561591/26(Cultural/Tourism Center), NAICS 453220/26(Gift/Novelty/Souvenir Shop)

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