

1st STOP CHECKLIST:

GIFT/NOVELTY/SOUVENIR SHOP

Checklist

- You must have a **VENDOR'S LICENSE**, collect sales tax, file tax returns, and keep records of transactions. For more information, contact **YOUR COUNTY AUDITOR** or the **OHIO DEPARTMENT OF TAXATION** at **(888) 405-4039** for Business Taxpayer Assistance; **(800) 282-1782** for the Forms Request Line; or **(888) 405-4089** for Tax Registration. Information at <http://tax.ohio.gov> or www.business.ohio.gov.
- If you will sell **food or beverages**, contact **your local health department** for licensing and inspection information.
- The ORC can be found in your local library or on-line at <http://codes.ohio.gov/orc>.
- If you will sell **lottery tickets**, contact your regional Lottery Commission Office www.ohiolottery.com.
- If you will buy or sell **jewelry**, you may need a precious metal dealer's license. Contact the **Ohio Department of Commerce's Division of Financial Institutions** at **(614) 728-8400** for more information. <http://www.com.ohio.gov/fiin/>
- 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 www.com.ohio.gov/liqr/. ***Remember to check local government agencies.***
- If you will sell any **tobacco products**, contact **YOUR COUNTY AUDITOR'S OFFICE** and the [OHIO DEPARTMENT OF TAXATION](http://www.com.ohio.gov/tax) for information.
- 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 www.com.state.oh.us/dico. ***Remember to check local government agencies.***
- NAICS 453220/17

THIS IS A CHECKLIST FOR STATE REQUIREMENTS. *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.*