

# 1st STOP CHECKLIST:

## GROCERY STORE/SUPERMARKET

---

### Checklist

- If you will make any retail sales, 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 is also on-line at <http://tax.ohio.gov> or [www.business.ohio.gov](http://www.business.ohio.gov) .
- If you will sell **food or beverages**, contact **your local health department** for licensing and inspection information. Information is available on-line at <http://www.odh.ohio.gov>.
- The majority of retail liquor permits are available on a quota basis as determined by population in [Section 4303.29](#) of the [Ohio Revised Code](#). Permit classes other than C1, C2, D1, D2, D3, D4, and D5, however, are not subject to quota restrictions.
- If you will sell **lottery tickets**, contact your regional Lottery Commission Office, or visit them on-line at [www.ohiolottery.com](http://www.ohiolottery.com).
- Weighing and measuring devices must be inspected. Contact the **Ohio Department of Agriculture, Division of Weights and Measures** at **(614) 728-6290**. Information is available at [www.agri.ohio.gov](http://www.agri.ohio.gov). **\*Remember to check local government agencies.**  
\*
- 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 at [www.com.ohio.gov/liqr/](http://www.com.ohio.gov/liqr/).
- If you will sell any **tobacco products**, contact [YOUR COUNTY AUDITOR](#) **and** the [OHIO DEPARTMENT OF TAXATION](#) at **614-466-3402** or **800-443-9275**. Also governed by the **U.S. Department of the Treasury, Alcohol and Tobacco Tax and Trade Bureau (TTB)** for **federal information**, contact the office in your area **(877) 882-3277** or **(513)-684-3334**, on-line at <http://www.ttb.gov/tobacco/index.shtml>.
- 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**

*\*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](http://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.*

**(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).

- Ohio's Food, Drug, Cosmetic and Device law can be found in **Ohio Revised Code (ORC) Section 3715** <http://codes.ohio.gov/orc/3715> .
- 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 <http://codes.ohio.gov/>.
- Ohio's food labeling, and retail food safety rules can be found in **Ohio Administrative Code (OAC) 901:3 and 901:6-3-01 through 901:6-3-12**. **Contact the Ohio Department of Agriculture at (614) 728-6250) to find out more** <http://codes.ohio.gov>.
- 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](http://www.com.state.oh.us/dico).  
**\*Remember to check local government agencies.\***
- NAICS 445110/17

---

THIS CHECKLIST IS ABOUT 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](http://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.*