

# 1st STOP CHECKLIST:

## HOTEL/MOTEL

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### Checklist

- You will need a Hotel/Motel License from the **State Fire Marshal's Office Bureau of Testing and Registration**. Contact the bureau at **(614) 752-8200**. The information and forms are also on-line at <http://com.ohio.gov/fire/>. **\*Remember to check local government agencies\***
- Information about health requirements can be found in **Ohio Revised Code (ORC) Section 3731**. The **ORC** can be found in your local library or on-line at <http://codes.ohio.gov/orc/3731> .
- Information about innkeeper responsibilities can be found in **ORC Section 4721** <http://codes.ohio.gov/orc/4721>
- If your establishment will have five or more rooms, you must collect sales tax on the total amount charged. You need a **VENDOR'S LICENSE**, please contact **YOUR COUNTY AUDITOR**. **\*Remember to check local government agencies\***
- Municipalities, counties and townships may also levy an excise tax on room charges. **\*Remember to check local government agencies\***
- If food will be served, you must have a **food service operation license**. Contact **your local health department** for license and inspection information.
- 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 [www.com.ohio.gov/liqr](http://www.com.ohio.gov/liqr) .
- If you will sell any **tobacco products**, contact **YOUR COUNTY AUDITOR'S OFFICE** **and** the **OHIO DEPARTMENT OF TAXATION**. [www.business.ohio.gov](http://www.business.ohio.gov).
- If you will sell **lottery tickets**, contact your regional Lottery Commission Office. Information is available on-line at [www.ohiolottery.com](http://www.ohiolottery.com).
- You must charge sales tax on food eaten on the premises of your business, beverages, tobacco and retail sales. You will need a **VENDOR'S LICENSE**, please 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**

*\*The information contained in this site is for general guidance on matters of interest only and reflects 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.*

**Registration; or (800) 282-1782 for the Forms Request Line.** Information is also on-line at [www.tax.ohio.gov](http://www.tax.ohio.gov)

- The **Ohio Development Services Agencies, Ohio Tourism Industry Office website, <http://industry.discoverohio.com>**, has free advertising and marketing opportunities.
- 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 **ASCAP or BMI**. For more information, contact **ASCAP** at (212) 621-6000 ([www.ascap.com](http://www.ascap.com)) or **BMI** at (212) 220-3000 at ([www.bmi.com](http://www.bmi.com)).
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THIS CHECKLIST IS ABOUT STATE REQUIREMENTS. \*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES\*

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