

# JANITORIAL & BUILDING MAINTENANCE / CHIMNEY SWEEP SERVICES

## Checklist

- Janitorial and building maintenance services include housekeeping, office and building cleaning, window cleaning, floor waxing, and lighting maintenance. Building repairs are not considered janitorial services.
- If you sell cleaning supplies, equipment, or other items, you will need a Vendor's License from the Ohio Department of Taxation.
- For vendor's license and sales tax questions, contact the Ohio Department of Taxation at (888) 405-4039 (Business Tax Assistance), (888) 405-4089 (Tax Registration), or (800) 282-1782 (Forms). Information is available online at <http://tax.ohio.gov>.
- If you will be working with hazardous or dangerous materials (such as blood or chemicals), contact the Ohio Department of Commerce, Bureau of Occupational Safety and Health at (800) 282-1425 or (614) 644-2631. Information is available at [www.com.ohio.gov](http://www.com.ohio.gov).
- For information about hazardous and solid waste disposal, contact the Ohio Environmental Protection Agency (EPA). The Ohio EPA can be reached at (614) 644-3020 (General Inquiries) or (800) 329-7518 (Compliance Assistance and Pollution Prevention). Information is available at [www.epa.state.oh.us](http://www.epa.state.oh.us).
- Chimney sweep businesses require a Vendor's License.
- If you will make repairs, you must comply with Ohio's Repairs and Services Rule. Contact the Ohio Attorney General's Office at (877) 244-0515 or (614) 466-4320. Information is available at <http://www.ohioattorneygeneral.gov/>.
- Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) provisions applicable to these services can be found online at <http://codes.ohio.gov/orc>.

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*For more help, contact your local Small Business Development Center (SBDC) at [www.ohiosbdc.net](http://www.ohiosbdc.net)  
Also, remember to check Federal, State and local government agencies. This checklist is about state requirements.  
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