

# 1<sup>st</sup> STOP CHECKLIST: PET SHOP

## REQUIREMENTS & REGULATIONS

- [] If you will bring **animals in from out of state**, you must contact the **Ohio Department of Agriculture's Division of Animal Industry** to find out about health requirements and registration. ***\*Remember to check local government agencies\****
- [] The **Ohio Department of Agriculture's Division of Animal Industry** can be reached at **(614) 728-6220**. Information is also on-line at [www.ohioagriculture.gov/animal](http://www.ohioagriculture.gov/animal). ***\*Remember to check local government agencies\****
- [] There are **federal breeding and boarding regulations and registration requirements** set by the U.S. Department of Agriculture (USDA). Read the attached information from the USDA. For more information, contact the USDA's **Animal and Plant Health Inspection Service (APHIS)** at **(919) 855-7100**. The APHIS is on-line at [www.aphis.usda.gov](http://www.aphis.usda.gov). ***\*Remember to check local government agencies\****
- [] Contact the **Ohio Environmental Protection Agency (EPA)** for information about the proper disposal of animal waste. The Ohio EPA can be reached at **(614) 644-3020 for General Inquiries** or **(800) 329-7518 for the Small Business Hotline**. Information is also on-line at [www.epa.state.oh.us](http://www.epa.state.oh.us). ***\*Remember to check local government agencies\****
- [] Contact **your local health department** for additional licensing and inspection 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) 644-2236**. The Ohio Department of Commerce is on-line at [www.com.state.oh.us/dico](http://www.com.state.oh.us/dico) ***\*Remember to check local government agencies\****
- [] You must collect sales tax on all retail sales (including animals). You need a **VENDOR'S LICENSE**. Contact **YOUR COUNTY AUDITOR**.
- [] If you have questions about sales tax, contact the **OHIO DEPARTMENT OF TAXATION** can be reached 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://tax.ohio.gov>.
- [] The **Ohio Revised Code** and the **Ohio Administrative Code** can be found in your local library or on-line at <http://codes.ohio.gov>.

**For more help, contact your local Small Business Development Center (SBDC).**

[www.ohiosbdc.com](http://www.ohiosbdc.com)

**\*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES\***

**THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.**