

1st STOP CHECKLIST: SMOKING LOUNGE/HOOKAH BAR

REQUIREMENTS & REGULATIONS

- [] For more information, consult the **Ohio Revised Code (ORC) Section 3794 Ohio Administrative Code (OAC) 3701:5201 through 3701:5209**. The ORC can be found at your local library or on-line at <http://codes.ohio.gov/orc> **Remember to check local government agencies.**
- [] If you have questions about a smoking ban exemption, contact the **Ohio Department of Health, the Indoor Environments Section** Information is also on-line at <http://www.ohiosmokelaw.gov/>. **Remember to check local government agencies.**
- [] Every Ohio **retailer (vendor)** making taxable retail sales must obtain a vendor's license, collect the proper amount of sales tax, file tax returns with payment of tax collected, and maintain complete records of transactions for the establishment. For registration contact **YOUR COUNTY AUDITOR or the Ohio Business Gateway** at <http://business.ohio.gov> . **Remember to check local government agencies.**
- [] If you have questions about **sales tax or Cigarettes and Other Tobacco Products** tax information, contact the **OHIO DEPARTMENT OF TAXATION** 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://www.tax.ohio.gov/ohio_taxes.aspx or <http://business.ohio.gov>. **Remember to check local government agencies.**
- [] **Cigarettes and Other Tobacco Products** must be purchased from a licensed [distributor](#). All invoices should be kept for your records and/or for future inventory audits. **Remember to check local government agencies.**
- [] If you will sell **food or beverages**, contact **your local health department** for licensing and inspection information. **Remember to check local government agencies.**
- [] If you will sell **alcohol**, you must have the appropriate permit. Contact the **Ohio Department of Liquor Control** at (614) 644-2360 for more information. Information is also on-line at <http://www.com.ohio.gov/liqr/>. **Remember to check local government agencies.**
- [] Weighing and measuring devices must be inspected. Contact **YOUR COUNTY AUDITOR**. **Remember to check local government agencies.**
- [] 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. The TTB is on-line at <http://www.ttb.gov/tobacco/index.shtml> (877) 882-3277 or the regional office (513)-684-3334. **Remember to check local government agencies.**

SMOKING LOUNGE/HOOKAH BAR CONTINUED

- [] If you will feature recorded **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) or **BMI** at **(212) 220-3000** at (www.bmi.com). **Remember to check local government agencies.**

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

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.