REQUIREMENTS & REGULATIONS

[ ] You will need a Hotel/Motel License from the State Fire Marshal’s Office Bureau of Testing and Registration. Contact the bureau at (614) 752-7126. The information and forms are also on-line at http://www.com.ohio.gov/fire/fmtrMain.aspx
*Remember to check local government agencies*

[ ] Information about health requirements can be found in Ohio Revised Code (ORC) Section 3731.

[ ] Information about innkeeper responsibilities can be found in ORC Section 4721.

[ ] The ORC can be found in your local library or on-line at http://codes.ohio.gov/orc.

[ ] 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.
*Remember to check local government agencies*

[ ] 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 .
*Remember to check local government agencies*

[ ] If you will sell any tobacco products, contact YOUR COUNTY AUDITOR’S OFFICE and the OHIO DEPARTMENT OF TAXATION.
*Remember to check local government agencies*

[ ] If you will sell lottery tickets, contact your regional Lottery Commission Office. Information is available on-line at www.ohiolottery.com.
*Remember to check local government agencies*
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 Registration; or (800) 282-1782 for the Forms Request Line. Information is also on-line at http://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) or BMI at (212) 220-3000 at (www.bmi.com).

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.