

# CAFÉ/BISTRO/COFFEE ROASTING

## Checklist

- Contact **your local health department** for licensing and inspection information.
- If you serve food, you must have a Food Service Operation License. Contact your local health department for license and inspection information.
- You must charge sales tax on food eaten on the premises of your business, beverages, and retail sales (excluding newspapers). You need a **VENDOR'S LICENSE**. Contact **YOUR COUNTY AUDITOR**.
- If you have questions about what or when food and beverage sales are taxable, 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> .
- Weighing and measuring devices must be inspected. Contact your **COUNTY AUDITOR**.
- For roasting coffee beans production, contact the **Ohio Department of Agriculture's Division of Food Safety** at **(614) 728-6250**. The Ohio Department of Agriculture is on-line at <http://www.agri.ohio.gov/foodsafety> .
- 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 **The American Society of Composers, Authors and Publishers (ASCAP)**, or **Broadcast Music, Incorporated (BMI)**. For more information, contact **ASCAP** at **(800) 505-4052**, or **BMI** at **(212) 220-3000**. Information is also on-line at [www.ascap.com](http://www.ascap.com) or [www.bmi.com](http://www.bmi.com)
- The **ORC** and **OAC** can be found in your local library or on-line at <http://codes.ohio.gov/orc>

NAICS: 722515/26

*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.  
Funded in part through a grant with the U.S. Small Business Administration.*



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