



**STARTING A BUSINESS IN SPRINGFIELD, OHIO  
WHAT LICENSES MUST I HAVE?**

**State 1<sup>st</sup> Stop Business Connection**

Telephone: (800) 248-4040  
[www.state.oh.us](http://www.state.oh.us)

All state licensing and permit information. Be sure to check on licensing requirements before beginning a business. In some cases, an activity is licensed by the state and local government, as well as federal.

**Clark County Auditor's Office**

County Building  
31 N. Limestone Street  
Springfield, Ohio 45502 Telephone: (937) 521-1860  
[www.clarkcountyohio.gov](http://www.clarkcountyohio.gov)

To secure a Vendor's License: Cost is \$25.00 and license is renewable annually in January for \$10.00. State sales tax information will be given you at the time of purchase of Vendor's License. Two booklets, "Know Your Ohio Sales Tax," and "Examples of Personal Property Tax Reports," will also be made available to you.

Tobacco Sales also require a license The fee is \$1000.00 annually (prorated to beginning of fiscal year).

**Clark County Combined Health District**

529 E. Home Road  
Springfield, Ohio 45503 Telephone: (937) 390-5606

Licenses, renewable annually, are issued for Plumbing, Food Establishments, Food Service and Trailer Parks, as well as Swimming Pool Permits.

**City of Springfield One-Stop License Permit Center**

City Hall – 76 East High Street – Second Floor  
Springfield, Ohio 45502 Telephone: (937) 324-7389  
[www.ci.springfield.oh.us](http://www.ci.springfield.oh.us)

Issues Contractor's Licenses, Electrical, Inspection Permits.  
Engineering (937) 324-7310 and Demolition (937) 324-7389.

**Other Licenses/Regulations:**

Owners of businesses dealing with handling of foodstuffs should carefully examine regulations established or enforced by Local and State Board of Health.

**Ohio Liquor Control Department**

2323 West 5<sup>th</sup> Avenue

Columbus, Ohio 43204

Telephone: (614) 644-2360

[www.liquorcontrol.ohio.gov](http://www.liquorcontrol.ohio.gov)

A number of different licenses apply in the sale of alcohol, beer, wine, cocktails and hard liquor. In addition, Alcohol Tax Licenses must be obtained from the State of Ohio and the Federal Internal Revenue Service.

Licenses for any production of food on premises must be obtained from the State of Ohio and the Federal Internal Revenue Service.

**State Department of Health**

246 North High Street

Columbus, Ohio 43266-0588

Telephone: (614) 466-3543

[www.state.oh.us](http://www.state.oh.us)

**State Department of Agriculture**

8995 E. Main Street

Reynoldsburg, Ohio 43068-3399

Telephone: (614) 728-6201

[www.agri.ohio.gov](http://www.agri.ohio.gov)