

# City of Los Angeles TOBACCO RETAILER'S PERMIT APPLICATION



To obtain a City of Los Angeles Tobacco Retailer's Permit, please read and complete the Tobacco Retailer Affirmation page and this application and remit the \$437 fee.

## BUSINESS INFORMATION

Business Name/DBA			Store/Branch # (if applicable)
Business Address			Unit/Suite #
City	State	Zip/Postal Code	Phone Number

## BUSINESS OWNER/CORPORATION INFORMATION

First Name of Primary Owner/Corporate Representative		Last Name of Primary Owner/Corporate Representative		Middle Initial
Name of Corporation (if applicable)				
Mailing Address (if different from business address)			Unit/Suite #	
City	State	Zip/Postal Code	Phone Number	
E-mail Address of Primary Owner/ Corporate Representative (No general emails)				

## PAYMENT

<p><b><u>PAYMENT TYPE</u></b></p> <p><input type="checkbox"/> CASH  <input type="checkbox"/> CHECK/MONEY ORDER  <input type="checkbox"/> CREDIT CARD</p> <p><b><u>MAILING ADDRESS</u></b></p> <p>City of Los Angeles  Tobacco Permits  PO Box 102656  Pasadena, CA 91189-2656</p>	<p align="center"><b>PERMIT FEE &amp; PAYMENT INFORMATION: \$437</b></p> <p>Check/Money Order: Please make check or money order payable to: Office of Finance, City of Los Angeles. Your check or money order must be drawn on United States banks only. Please write your Business Tax Registration Certificate (BTRC) number on your payment.</p> <p>Return Check Fee: Please note that if payment is rejected by the bank, a \$35 fee will be assessed along with any applicable interest and penalty.</p> <p>Credit Card: For your security, credit card payments are not accepted via mail. To pay via credit card, please use our online services or visit one of our public counters. Please note all Credit or Debit Card payments will be assessed a fee equal to 2.49% of the total payment amount.</p>
---	---

## ACKNOWLEDGMENT & SIGNATURE

<ul style="list-style-type: none"> <li>I declare under penalty of perjury under the laws of the State of California that the information I have provided in this application is true and correct.</li> <li>I have reviewed, initialed and signed the Affirmation page.</li> </ul>		
Print Name		Title/Position
Signature		Date
<b>FOR OFFICIAL USE ONLY -- OFFICE OF FINANCE</b>		
Fund & Class N005: Account Number	Start Date	Fee Due
Processed by:		Date:

## City of Los Angeles - Tobacco Retailer's Permit Application Required Affirmations

**Tobacco retailers are responsible for reviewing and complying with all laws pertaining to tobacco sales and distribution in the City of Los Angeles. The list below includes key provisions tobacco retailers must follow but this is not an exhaustive list. It is the tobacco retailer's responsibility to ensure that they are in compliance with ALL applicable federal, state and local tobacco related laws. Please review and initial each section below, and sign the acknowledgement at the end of the document to indicate your understanding.**

It is illegal to furnish tobacco products to any person under the age of 21. Unlawful furnishing of tobacco products to a person under the age of 21 will lead to Tobacco Permit suspension and repeated violations will result in permanent Tobacco Permit revocation.	<b>Initial:</b> _____
Tobacco products cannot be sold without asking for a valid ID	<b>Initial:</b> _____
Tobacco retailing is prohibited from the following places: residences, newsstands, non-permanent locations (such as vehicles or carts), and at any location licensed for commercial cannabis activity.	<b>Initial:</b> _____
All tobacco retailing is to be conducted in-person. Retail delivery sales of tobacco products are prohibited in the City of Los Angeles.	<b>Initial:</b> _____
The retail sale of flavored tobacco products is prohibited in the City of Los Angeles.	<b>Initial:</b> _____
Non-compliance with smoking prohibitions will lead to Tobacco Permit suspension. Obtaining a Tobacco Retailer's Permit does not authorize any illegal smoking (including hookah smoking) in indoor workplaces in violation of the California Labor Code 6404.5(c) or in outdoor dining areas in violation of LAMC 41.50 (B).	<b>Initial:</b> _____
All tobacco retailers in the City of Los Angeles are subject to regular law enforcement inspections. Investigations will be conducted to identify illegal underage sales, indoor smoking violations, non-compliance with Tobacco Permit requirements, and all other tobacco related offenses. Violations can lead to both Tobacco Permit suspension and criminal prosecution.	<b>Initial:</b> _____

### ACKNOWLEDGEMENT

Business Name/DBA:	
Business Address:	
Name of Primary Owner/Corporate Representative:	
Phone Number:	Email Address Primary Owner/Corporate Representative:
<b><i>I acknowledge that I have reviewed and initialed each affirmation to indicate my understanding. I also acknowledge that it is my responsibility to comply with all federal, state and local tobacco related laws:</i></b>	
Signature:	Date: