



OFFICE OF THE CITY ATTORNEY
ROCKARD J. DELGADILLO
CITY ATTORNEY

IMPORTANT NOTICE

On May 3, 2000, the Los Angeles City Council passed the Tobacco Retailer's Permit Ordinance [Los Angeles Municipal Code Section 46.90 through 46.101], which created the "Tobacco Enforcement Program". Under this program, retailers must obtain a Tobacco Retailer's Permit for each tobacco retailing location prior to selling any tobacco products. To obtain your permit, please complete the enclosed application and return it to the Office of Finance.

Effective November 14, 2008, the cost for a Tobacco Retailer's Permit is \$300, to be adjusted annually. **Anyone who sells tobacco, tobacco products, or tobacco paraphernalia at a location for which a valid Tobacco Retailer's Permit has not been issued shall be guilty of a misdemeanor punishable by up to six months in jail and a fine of \$1,000.**

Permits are issued annually and are valid through December 31. In November, the Office of Finance will send annual renewal notices to all tobacco retail permittees. However, it is the responsibility of the tobacco retailer to obtain, complete, and return renewal notices even if one is not received. Renewal notices and payments must be returned to the Office of Finance by December 31 or a 25% penalty will be added to the permit fee.

The City Council enacted this program to discourage the sale and distribution of tobacco products to minors. Any tobacco retailer who violates any state or local law regulating the sale, advertisement, or display of tobacco products shall be subject to permit suspension. This suspension shall be in addition to any penalty imposed by the underlying offense.

For example, if you violate the STAKE ACT [Business & Professions Code Sections 22950-22961] by selling tobacco to a minor, the California Department of Public Health, Food and Drug Branch will assess a fine against you. If you are fined two or more times within a five-year period, the City will also suspend your permit to sell tobacco.

The City Council also banned self-service tobacco displays in the City of Los Angeles. It is a misdemeanor to display tobacco products on a rack, shelf, or kiosk that the public can access without the assistance of a store employee [Los Angeles Municipal Code Section 47.14].

If you have any questions or concerns regarding this program, please contact the Tobacco Enforcement Program at (213) 978-7970.



ANTONIO R. VILLARAIGOSA
Mayor

TOBACCO RETAILER'S PERMIT QUESTIONNAIRE/APPLICATION

Effective July 1, 2000, it shall be a misdemeanor for any person, within the City of Los Angeles, to act as a tobacco retailer at a location for which a valid Tobacco Retailer's Permit has not been issued. No permit shall be issued to authorize tobacco retailing at any place other than a fixed location. Tobacco retailing from vehicles, tobacco retailing from residences, and tobacco retailing from newsstands are all prohibited [L.A.M.C. Section 46.91 (a)]. A "Tobacco Retailer" shall mean any person who sells, offers to sell or does or offers to exchange for any form of consideration, tobacco, tobacco products or tobacco paraphernalia [L.A.M.C. Section 46.90(d)].

The cost of a Tobacco Retailer's Permit is \$300, to be adjusted annually.

The City Council enacted this program to discourage the sale and distribution of tobacco products to minors. Any tobacco retailer who violates any state or local law regulating the sale, advertisement or display of tobacco products shall be subject to permit suspension. This suspension shall be in addition to any penalty imposed by the underlying offense.

1. For the first violation in any five (5) year period, the tobacco retailer shall receive a letter of reprimand from the City Attorney;
2. For the second violation in any five (5) year period, the Tobacco Retailer's Permit shall be suspended for thirty (30) days;
3. For a third violation in any five (5) year period, the Tobacco Retailer's Permit shall be suspended for ninety (90) days;
4. For a fourth or subsequent violation in any five (5) year period, the Tobacco Retailer's Permit shall be suspended for twelve (12) months.

The tobacco permit must be prominently displayed in public view. It is a misdemeanor to sell tobacco, tobacco products, or tobacco paraphernalia without obtaining a valid Tobacco Retailer's Permit.

Permits are issued annually and are valid through December 31. In November, the Office of Finance will send annual renewal notices to all tobacco retail permittees. However, it is the responsibility of the tobacco retailer to obtain, complete, and return renewal notices if one is not received. Renewal notices and payment must be returned to the City by December 31 or a 25% penalty will be added to the permit fee.

If you have any questions or concerns regarding issuance of this permit, please call the Office of Finance at (213) 473-5901.

ATTENTION – PLEASE READ

Non-financial information such as name, business address, etc., contained in your City of Los Angeles tax and permit records, is subject to public disclosure under provisions of the California Public Records Act, Government Code Section 6250 et seq. If you are engaged in a home-based business, your residential information is also subject to public disclosure if that location is utilized for business purposes.

Please complete the information on the reverse even if you are not a tobacco retailer and mail this form to: CITY OF LOS ANGELES TOBACCO PERMITS P.O. BOX 30359, LOS ANGELES, CA 90030-0359

Please make a copy of both sides of this form for your file.
ADDITIONAL INFORMATION ON THE REVERSE MUST BE COMPLETED.



FOR OFFICIAL USE ONLY – OFFICE OF FINANCE

Account # _____ **Fund & Class** N005 **Start Date** _____ **Fee Due** \$300
Processed by _____ **Date** _____

To obtain the required permit, please complete this application, remit payment and review your preprinted tobacco retailer's information below, located in the lower left corner of this page. If any of the preprinted information is incorrect, or if the area is blank, please complete the Tobacco Retailer's Information below. Tobacco Retailer's Permit fee is \$300.

TOBACCO RETAILER'S INFORMATION

Please complete this section for any information to be changed or if you are a new applicant.

Legal Name Change/New Owner's Name _____
Business Name/DBA _____ C/O _____
Business Address (cannot be a residence) _____
Business Phone Number _____ (Include Zip Code) _____
*Address authorized to receive notices _____
(If different from Business Address - Include Zip Code)

*TO ENSURE CONFIDENTIALITY, PLEASE INDICATE IF THE ADDRESS AUTHORIZED TO RECEIVE NOTICES IS A RESIDENCE Yes No

I AM A TOBACCO RETAILER AS DEFINED IN SECTION 46.90(d) OF THE LAMC.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I agree to abide by the conditions of conducting retail tobacco sales within the City of Los Angeles. 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.	
_____	Title: _____
Authorized Signature of Owner, Proprietor, or Corporate Officer	
Print Name: _____	Daytime Phone: (____) _____
Government-Issued Identification Type: _____	ID Number: _____

THIS APPLICATION MUST BE NOTARIZED IF NOT SUBMITTED BY THE BUSINESS OWNER, PROPRIETOR, OR A CORPORATE OFFICER

State of California, County of _____,
On _____ before me, _____
(print notary name)

Personally appeared _____ (seal)
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
WITNESS my hand and official seal.
Signature _____

Payment by: <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> American Express	**No Split Payments**
Name on Card (Print) _____ Acct # _____	Exp Date _ _ - _ _
Amount Paid \$ _____ Authorized Signature _____	Date _____
Billing Address of Cardholder _____	Zip Code _____
--For office use only--	Auth. # _____ Date Keyed _____
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 account number on your payment.	

CITY OF LOS ANGELES
TOBACCO PERMITS
P.O. BOX 30359
LOS ANGELES, CA 90030-0359