



OFFICE OF THE CITY ATTORNEY
ROCKARD J. DELGADILLO
CITY ATTORNEY

IMPORTANT NOTICE

On May 3, 2000, the Los Angeles City Council passed the "Tobacco Enforcement Program" (Los Angeles Municipal Code Section 46.90 through 46.101). Under this program, retailers must obtain a Tobacco Retailer's Permit for each tobacco retailing location prior to selling tobacco products. To obtain your permit, please complete the enclosed application and return it to the Office of Finance within thirty (30) days. **Effective October 15, 2005, the cost for a Tobacco Retailer's permit is \$208, to be adjusted annually.** Retailers must obtain a Tobacco Retailer's Permit for each tobacco retailing location prior to selling tobacco products. **Anyone who sells tobacco, tobacco products, or tobacco paraphernalia without obtaining and maintaining a valid Tobacco Retailer's Permit for each location at which tobacco retailing occurs shall be guilty of a misdemeanor punishable by up to six months in county jail and/or a fine of \$1,000.**

If you do not require a permit because you do not sell tobacco, tobacco products, or tobacco paraphernalia, you are still required to complete this form by checking the appropriate box, signing the form, and returning it to the Office of Finance within thirty (30) days.

Permits are issued annually and are valid through December 31. The permit fee is \$208, to be adjusted annually. On each November 1, you will receive a renewal statement/declaration form from the City. Your renewal statement/declaration must be returned to the City by December 31, of each calendar year. If payment is not received by December 31, 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 punishment 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 State Department of Health Services will assess a fine against you. In addition, if you are fined two or more times in 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 permit, please call the **Tobacco Enforcement Hotline 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 without first obtaining and maintaining a valid Tobacco Retailer's Permit for each location at which that activity will occur. No permit will be issued to authorize tobacco retailing at any place other than a fixed location; itinerant tobacco retailing and tobacco retailing from vehicles are 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)].

Effective October 15, 2005 the cost of a Tobacco Retailer's Permit is \$208, to be adjusted annually. If payment is not received by December 31, 2005, a 25% penalty of \$52 will be added to the \$208 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 punishment 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. It is a misdemeanor to sell tobacco, tobacco products, or tobacco paraphernalia without obtaining a valid tobacco retailer's permit.

Permits are valid until suspended, expired, or canceled due to the cessation of tobacco retailing activity. Each tobacco retailer shall apply for the renewal of the permit prior to its expiration on January 1 of each year. The Office of Finance will send annual renewal notices to all retail tobacco permittees. However, it is the responsibility of the tobacco retailer to obtain, complete and return an annual renewal notice to this office, if one is not received.

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

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 FILE 50293 LOS ANGELES, CA 90074-0293

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 _____	Start Date _____	Fee Due \$208
Out of Bus. Date _____	Glib Date _____	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 \$208.

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 _____
 (Include Zip Code) Is this a residence? Yes ___ No ___

Mailing Address _____
 (If different from Business Address - Include Zip Code) Is this a residence? Yes ___ No ___

This box must be completed, signed and returned to the address below even if you do not require a permit.

Please check the appropriate box:

I AM A TOBACCO RETAILER AS DEFINED IN SECTION 46.90(d) OF THE LAMC. YES NO

I declare under penalty of perjury under the laws of the State of California that the foregoing statement is true and correct.

Authorized Signature _____ Title _____

Date of Application _____ Daytime Phone Number (_____) _____

Business Address Phone Number (_____) _____ (If different from daytime phone number)

To ensure confidentiality, please indicate if either of the addresses below is a residence.

Business Address ___ Yes ___ No **Mailing Address** ___ Yes ___ No

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	
<small>Your check or money order must be drawn on United States banks only. Please write your account number on your payment.</small>	

The area below is for preprinted Tobacco Retailer's Information only. If the area is blank or if any information is incorrect, please complete the Tobacco Retailer's Information above.

CITY OF LOS ANGELES
 OFFICE OF FINANCE
 P.O. BOX 53235
 LOS ANGELES, CA 90053-0235

CITY OF LOS ANGELES
 TOBACCO PERMITS
 FILE 50293
 LOS ANGELES, CA 90074-0293