



Tobacco Retail License

NW Vapor Association

Tobacco Control and Prevention Program

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Tobacco Retail License

Do you own a business or are a registered agent of a business that wants to sell retail tobacco, nicotine or inhalant delivery products?



Tobacco Retail License

Apply for a Tobacco Retail License and submit the annual license fee of \$580.

Environmental Health Services

Tobacco Retail License Application

New Business – Date Opening: ____/____/____ Change of Owner – Date Effective: ____/____/____
MM DD YYYY MM DD YYYY

Business Information

Business Name: _____

Have you changed the name of the Business? Yes No Store #: _____

Business Email: _____ Business Phone: _____

Business Website Address: _____ Business Fax: _____

Days and Hours of Operation: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

Total Annual Tobacco Sales: \$0–\$399,000 \$400,000–\$699,000 \$700,000 and up

Number of Employees: 1-9 10-24 25-99 100-249 250+

Has this business been in violation of any tobacco retail law? Yes No

Business Type (Check all that apply)

Bar/Restaurant Convenience Store Gas Station Grocery Store Liquor Store Pharmacy

Tobacco Shop Vape Shop Other: _____

Products Sold (Check all that apply)

Cigarettes Little Cigars Large Cigars Smokeless Tobacco Loose Tobacco Blunt Wraps

E-cigarettes/Nicotine Vaping Products Hookah or Shisha Other Products: _____

Retail Business Owner

First Name: _____ Middle Name: _____ Last Name: _____

Organization Name: _____ Business Phone: _____

Address Line 1: _____ Mobile Phone: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____ Email: _____

Preferred Contact Method: _____

Preferred Language: English Korean Chinese Russian Somali Spanish Vietnamese

Other: _____

In order for us to monitor and ensure equitable implementation of the licensing ordinance, please complete the following section:

What is your race or origin? Mark as many boxes as appropriate.

Race: African Latino/Hispanic Native Hawaiian or Pacific Islander Black/African American Slavic

Middle Eastern Asian Native American or Alaska Native White Decline to answer



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To Submit an Application

By Mail: Send a completed application with a check or money order in the amount of \$580 to: Environmental Health Services, ATTN: TRL, 874 NE 19th Ave, Ste 350 Portland, OR 97232.

In Person: Drop off a completed application with check, money order, or cash in the amount of \$580 to: 847 NE 19th Ave, Ste 350, Portland OR 97232.

*Business office hours: Monday through Friday, 8:00am - 5:00pm. Closed all major holidays.



Tobacco Retail License Program Objectives:

- Increase retailer knowledge of and compliance with laws governing the sale of tobacco and nicotine products in Multnomah County.
- Reduce youth access to tobacco and nicotine products in our community.



Tobacco Retail License

Definition of Tobacco Products

- Cigarettes, cigars, little cigars
- Pipe tobacco, shisha
- Snuff, chewing tobacco, bidis
- Electronic cigarettes or any inhalant delivery system containing or delivering nicotine
- Vape juice, e-liquid, or any liquid solution that contains nicotine that is intended for human consumption.



Tobacco Retail License

Program Requirements:

1. A Tobacco Retail License is required for each address at which tobacco and nicotine products are sold.
2. Tobacco Retail License includes E-cigarettes and inhalant delivery systems (any device used to deliver nicotine).
3. Display Tobacco Retail License so that it is clearly visible to persons entering the premises.
4. It is the Retail Business Owner's responsibility to ensure that all employees and retail associates who sell Tobacco Products receive tobacco sales training and comply with all federal, state and local tobacco retail laws pertaining to the license.



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Program Requirements Continued:

5. Any change in your establishment or applicant information must be reported to the Tobacco Retail License program within **10 calendar days** of a change.
6. Apply for license renewal and submit annual fee of \$580 no later than **30 days** prior to expiration of current Tobacco Retail License.



Tobacco Retail License

Existing Federal Requirements:

These other rules have been in place since 2010:

- Check photo ID of everyone under age 27 who attempts to purchase cigarettes, cigarette tobacco, or roll-your-own tobacco.
- Only sell cigarettes, cigarette tobacco, and roll-your-own-tobacco to customers age 18 or older.
- Do NOT give away free samples of cigarettes, cigarette tobacco, or roll-your-own tobacco, including any of their components or parts.
- Do NOT sell cigarette packages containing fewer than 20 cigarettes, including single cigarettes, known as “loosies.”
- Do NOT break open packages of cigarettes, cigarette tobacco, or roll-your-own tobacco to sell products in smaller amounts.
- Do NOT sell cigarettes, cigarette tobacco, e-cigs, hookah or roll-your-own tobacco in a vending machine or self-service display unless in an adult-only facility



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Penalties Overview:

The civil penalties for violating any provision of these subchapters related to tobacco retail facilities may include:

- 1st violation: \$500 Fine and mandatory training
- 2nd violation within 60 months: \$500 Fine and 30 day license suspension
- 3rd violation within 60 months: \$750 Fine and 90 day license suspension
- 4th violation within 60 months: \$1,000 Fine and license revocation for 2 years



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QUESTIONS?

