



## **TOBACCO RETAILER LICENSE GUIDE**

City of Saratoga ■ 13777 Fruitvale Avenue ■ Saratoga, CA 95070  
Phone/Fax: (408) 868-1260 ■ [www.saratoga.ca.us/trl](http://www.saratoga.ca.us/trl)

### **Saratoga Tobacco Retailer License**

All businesses located in Saratoga that sell tobacco products, paraphernalia, or electronic smoking devices are required to obtain a tobacco retailer license.

**Required to Sell:** Tobacco product - defined as substance containing tobacco or biologically active amounts of nicotine.

Paraphernalia - cigarette papers or wrappers, pipes, holders of smoking materials, rolling machines, and any other item designed for smoking or ingestion of tobacco products.

Electronic smoking devices – electronic and/or battery-operated device the use of which may resemble smoking, which can be used to deliver an inhaled dose of vapors including nicotine or other substances.

**License Term:** 1 Year (New Applications - \$100, Renewals - \$50), License is non transferable  
Existing Tobacco Retailers will receive a renewal notice by mail.

- Requirements:**
- License must be prominently displayed in publicly visible place
  - No self-service displays or vending machines for tobacco products, paraphernalia, or electronic smoking devices
  - No one under the age of 18 years is allowed to sell tobacco products, paraphernalia, or electronic smoking devices
  - Retailers are required to check the identification for anyone who appears to be under 30 years of age
  - Violations will be subject to administrative citation procedures (City Code Article 3-30)
    - For the first violation, the retailer will receive a Notice of Violation from the City. This notice serves as a written warning.
    - If the violation is not corrected, the City may issue an administrative citation assessing fines and may make a retailer ineligible to receive a license or suspend/revoke an existing license.

### **Conditional Use Permit**

Per City Code 15-80.130, tobacco retailers established after October 16, 2009 are subject to conditional use permit requirements. For additional information about requirements of a conditional use permit or how to obtain a permit, contact the Community Development Department at (408) 868-1222 or visit the Planning Counter Monday through Thursday between 8:00 a.m. – 5:00 p.m. (closed from 12:00 p.m. to 1:00 p.m.) at 13777 Fruitvale Avenue in Saratoga.

### **Submittal of Application**

To apply for a tobacco retailer license, submit a completed application and payment in person to the Community Development Department or mail it to:

Tobacco Retailer License, City of Saratoga  
13777 Fruitvale Avenue, Saratoga CA 95070



## TOBACCO RETAILER LICENSE APPLICATION

City of Saratoga  
13777 Fruitvale Avenue ■ Saratoga, CA 95070  
Phone/Fax: (408) 868-1260 ■ www.saratoga.ca.us

### APPLICATION TYPE

New License Application \$100

### BUSINESS INFORMATION

Business Name: \_\_\_\_\_

Corporate Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

Federal Tax ID/SSN: \_\_\_\_\_ Seller's Permit #: \_\_\_\_\_

Saratoga Business License #: \_\_\_\_\_

Type of Ownership:  Sole Proprietorship  Partnership  Corporation  Other: \_\_\_\_\_

Type of Business: \_\_\_\_\_

### BUSINESS OWNER INFORMATION (please attach additional sheets as needed)

Owner 1 Name/Title: \_\_\_\_\_ Owner 2 Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

### AFFIDAVIT

I declare under penalty of perjury that the foregoing information in this tobacco retailer license application is true and correct.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

### CITY USE ONLY

Date Paid \_\_\_\_\_ Payment Method \_\_\_\_\_ Check# \_\_\_\_\_ Rec'd By \_\_\_\_\_

Planning Review \_\_\_\_\_ Finance Review \_\_\_\_\_