

## REQUIREMENTS TO SUBMIT WITH A TOBACCO RETAILER LICENSE APPLICATION

The City of Sacramento has several requirements to retail tobacco and tobacco products. Prior to retailing tobacco, a business owner must obtain:

1. A Tobacco Retailer License from the California Department of Tax and Fee Administration. Visit <https://www.cdtfa.ca.gov/> for additional information.
2. An approved Conditional Use Permit issued to the property by the City of Sacramento's Community Development Department.
  - You can find the application <https://www.cityofsacramento.org/Community-Development/Planning/e-Planning>
3. A valid Business Operating Tax Certificate issued to the business by the City of Sacramento's Department of Finance. The application for the certificate can be found at <https://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax>.
4. A Tobacco Retailer License issued by the City of Sacramento's Community Development Department. Visit [www.cityofsacramento.org/flavoredtobaccoban](http://www.cityofsacramento.org/flavoredtobaccoban) to find a downloadable application.
5. Submit payment by way of a check or money order made payable to CITY OF SACRAMENTO in the amount of \$370.
6. The location where it is desired to retail tobacco must comply with Sacramento City Code 5.138.040 (B), "No license shall issue, and no existing license shall be renewed, to authorize tobacco retailing within 1,000 feet of a tobacco retailer already licensed pursuant to this chapter as measured by a straight line from the nearest point of the property line of the parcel on which the applicant's business is located to the nearest point of the property line of the parcel on which an existing licensee's business is located."

To determine if your location complies with the 1,000-foot distance requirement, you may utilize the Tobacco Retail License Web Mapping Tool found at [www.cityofsacramento.org/flavoredtobaccoban](http://www.cityofsacramento.org/flavoredtobaccoban)

**Items 1 – 5 must be submitted together and can be mailed to:**

**ATTN: Business Compliance Unit  
Tobacco Retailer License  
300 Richards Blvd, 3<sup>rd</sup> floor,  
Sacramento, CA 95811**

**\*\*Applications submitted without all the requirements listed above will be rejected or denied\*\***