FREQUENTLY ASKED QUESTIONS RELATING TO *NEW TOBACCO RETAILER LICENSE APPLICATIONS*

City of SACRAMENTO Community Development

Who is required to obtain a Tobacco Retailer License?

All businesses seeking to retail tobacco within the city limits are required to obtain a Tobacco Retailer License. Pursuant to Sacramento City Code 5.138.040 (A), "It shall be unlawful for any person to act as a tobacco retailer without a valid license for each location at which tobacco retailing is to occur."

Business types that currently hold a tobacco retailer license include, but are not limited to:

1. Convenience Stores
2. Gas Stations
3. Bars and Nightclubs
4. Grocery Stores
5. Liquor Stores
6. Tobacco Shops
7. Cigar lofts

What permits and licenses are required to retail tobacco in the City of Sacramento?

The City of Sacramento has several requirements to retail tobacco and tobacco products. The following is a list of requirements that must be obtained and approved prior to retailing tobacco.

A business must:

1. Obtain 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. The application for the Conditional Use Permit can be found at 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. You can find the Tobacco Retailer License application online at https://www.cityofsacramento.gov/community-development/code-compliance/business/tobacco/tobacco-for-new-businesses.

5. Please mail all checks and money orders to: CITY OF SACRAMENTO in the amount of $510.00.

   ATTN: Business Compliance Unit
   Tobacco Retailer License
   300 Richards Blvd, 3rd floor Sacramento CA 95811

6. Compliance 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, please visit https://www.cityofsacramento.gov/community-development/code-compliance/business/tobacco/tobacco-for-new-businesses

PLEASE NOTE: Items 1 – 5 must be submitted with the Tobacco Retailer License application. You can mail all items to:

ATTN: Business Compliance Unit
Tobacco Retail License
300 Richard Blvd, 3rd floor
Sacramento, CA 95811

How long is the application review process if I apply for a tobacco retailer license?

There are several steps involved in the review of tobacco retailer licensing applications. The review process can take a minimum of **30 days** before receiving a response from the City of Sacramento. To check the status of your tobacco retailer license application, you may contact (916)808-8038 or email BC@cityofsacramento.org.

Where can I retail tobacco?

Pursuant to Sacramento City Code 5.138.040 (B), "No license shall issue….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."

You can utilize the Tobacco Retail License Web Mapping Tool found at https://www.cityofsacramento.gov/community-development/code-compliance/business/tobacco/tobacco-for-new-businesses to determine if there is an active tobacco retailer license within the 1,000 foot from the location where you desire to retail tobacco.

What will happen if I retail tobacco without the requirements listed above?

Businesses retailing tobacco and tobacco products with the required licenses and permits are subject to administrative penalties of up to $25,000 per day.

What will happen after I submit a completed tobacco retailer license application?

Once a Tobacco Retailer License application is submitted, one of the following will occur:

REJECTED APPLICATION	APPROVED APPLICATION	DENIED APPLICATION
Incomplete applications will be rejected and not processed. You may reapply once all documents are provided and are accurate and current.	If your application is approved, a Code Compliance representative will contact you and a Tobacco Retailer License will be mailed.	If your application is denied, a NOTICE OF DENIAL will be mailed to you. The NOTICE OF DENIAL will include the reason(s) for denying the application. The decision to deny the application may be contested.

What tobacco and tobacco products are illegal to sale in the City of Sacramento?

Review the FAQ titled Tobacco Retail Licensing – New Regulations FAQ found at https://www.cityofsacramento.gov/community-development/code-compliance/business/tobacco/tobacco-for-new-businesses