Tobacco Retailer License Application Checklist and Requirements

Merchants who wish to sell tobacco in unincorporated Contra Costa must purchase a County Tobacco Retailer License from the Contra Costa Tax Collectors office. Before the application can be processed, retailers must obtain a signature on this sheet from the Contra Costa Tobacco Prevention Project. To schedule an appointment with Tobacco Prevention Project staff to discuss your application, please call (925) 313-6214 or email at tobaccopreventionproject@hsd.cccounty.us.

Store Name:________________________ Address:________________________ City:________________________

Owner Name:_______________________ Phone:________________________ Email:_______________________

☐ New Store/New Owner      ☐ Renewal      BLO#:________________________

Requirements of Tobacco Retailers:

☐ Have a “Cigarette and Tobacco Products Retailer's License” from the California Board of Equalization. State license #________________________.

☐ Must purchase a separate County Tobacco Retailer License for each retail location.

☐ Must purchase a new County Tobacco Retailer License if the ownership or location of the business changes.

☐ May not sell tobacco through vending machines, from vehicles or on foot in unincorporated Contra Costa County.

To maintain a valid County Tobacco Retailer License, tobacco retailers must:

Obey all local, state and federal tobacco-related laws including but not limited to:

☐ No tobacco or tobacco paraphernalia sales to minors (PC308a and/or STAKE ACT).

☐ Tobacco product and/or paraphernalia displays must be not be accessible to the public and may not be sold without assistance of a clerk. Tobacco products include cigarettes, cigars and chew. Paraphernalia includes rolling papers, blunt wraps and pipes.

☐ No sales of single cigarettes, flavored cigarettes (Menthol is permitted), bidis or clove cigarettes.

☐ Display a “STAKE Act” sign indicating that tobacco products may not be sold to minors.

☐ Publicly display the Contra Costa County Business License and Tobacco License sticker at the retail location where tobacco is being sold.

☐ Not transfer the Tobacco Retailer License to another person or business.

Penalties for Breaking the Law:

1. A County Tobacco Retailer License may be suspended for a violation of a federal, state, or local tobacco law that takes place in the store.

2. While a license is suspended, a retailer may not sell ANY tobacco products to anyone for a determined period of time.

3. If a retailer sells tobacco without a valid or current County Tobacco Retailer License, the retailer may be fined and/or cited.

Tobacco Prevention Project Stamp: __________________________  Date: ____________