

Tobacco Retail License Application/Renewal

- New License – Date Opening: ____/____/____
MM DD YYYY
- License Renewal – Date: ____/____/____
MM DD YYYY
- Existing Business, New Owner – Date Effective: ____/____/____
MM DD YYYY
**Proof of change of ownership required*

Office use only:

Facility #: _____

Business Information *(Please print or type)*

Organization Name: _____

Doing Business as: _____

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

Business Email: _____ Business Phone: _____

Business Website Address: _____

Days and Hours of Operation: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

Total Annual Tobacco Sales: \$0-\$100,000 \$100,001-\$249,000 \$250,000-\$399,999 \$400,000-\$699,000
 \$700,000 and up

Number of Employees: 1-4 5-9 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: _____

Business Address 1: _____ Mobile Phone: _____

Business Address 2: _____

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

Preferred Contact Method: _____

Please complete the following section to help Multnomah County serve the retailer community.

Your Preferred Language: English Korean Chinese Russian Somali Spanish Vietnamese
 Other: _____

Your Staff's Preferred Language (Mark all that apply for current workers): English Korean Chinese Russian
 Somali Spanish Vietnamese Other: _____

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

- African
 Latino/Hispanic
 Native Hawaiian or Pacific Islander
 Black/African American
 Slavic
 Asian
 Middle Eastern
 Native American or Alaska Native
 White
 Decline to answer
 Other: _____

Applicant Same as 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: _____

Billing Contact Same as 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: _____

Affirmation

Every application for a Tobacco Retail License shall include a signed affirmation that the Retail Business Owner is informed of the laws affecting the Tobacco Retail License pursuant to Multnomah County Code Section 21.560 through 21.568. A signed affirmation is required for each address where tobacco products are made available for retail sale or exchange. It is the Retail Business Owner's responsibility to ensure that all employees and retail associates who sell tobacco products are informed of and trained to comply with all federal, state and local tobacco retail laws pertaining to the license. Educational materials regarding federal, state and local tobacco retail laws have been provided with this application for your information.

I, (Print Retail Business Owner's full name) _____, have been informed of the tobacco laws affecting the Multnomah County tobacco retail license and will train all staff who sell tobacco products on these laws.

Retail Business Owner Signature

Date

To Submit an Application and \$683 License Fee

(Completed application and payment is required to process your application)

By Mail: Send a completed application with a check or money order in the amount of \$683 to:
Tobacco Control and Prevention Program, ATTN: TRL, 847 NE 19th Ave, Ste 350, Portland OR 97232.

Checks payable to: Multnomah County.

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

Questions: Please contact us at 503-988-4163 or hlth.tobacco.prevention@multco.us.

Things to know about selling tobacco and nicotine products in Multnomah County

For this ordinance, tobacco products are defined as any substance containing, made from or derived from tobacco that is intended for human consumption, including but not limited to: cigarettes, cigars, little cigars, pipe tobacco, shisha, snuff, chewing tobacco, bidis, etc; electronic cigarettes or any inhalant delivery system containing or delivering nicotine; vape juice, e-liquid or any liquid solution that does or does not contain nicotine that is intended for human consumption. This does not include FDA approved nicotine products for tobacco cessation such as nicotine patches, gum or lozenges.

Only sell tobacco products to people who are 21 years of age or older. Make sure you ask customers who look younger than 27 years of age for IDs and check the birthdates carefully.
(CFR § 1140.14(a)) (ORS 431A.175) (MCC § 21.563)

About your Tobacco Retail License

All locations selling tobacco products must have a valid annual Tobacco Retail License, issued by the Multnomah County Health Department Tobacco Control and Prevention Program, starting on July 1, 2016. (MCC § 21.561)

Multnomah County will provide a paper license that must be displayed at your location, easily visible to customers. (MCC § 21.561)

All locations must display required signage (provided with license) under Oregon State law that states it is illegal to sell tobacco or inhalant delivery systems to persons under 21 years of age.
(ORS 431A.175)

Packaging

Tobacco Products as defined above must be sold in original packaging with health warnings. Cigarettes must be sold in packages of 20. Tobacco products cannot be opened to be sold as single units, such as single cigarettes (aka "loosies") or snus pouches. (MCC § 21.563) (CFR § 1140.16(b))
(CFR § 1140.14(2d)) (ORS 431A.175)

Inhalant delivery systems must be packaged and labeled according to law. (ORS 431A.175)

Point of Sale

Keep all tobacco products behind the counter in an area accessible only to employees/owners or in a locked case. (ORS 167.765)

Selling tobacco products in vending machines is only allowed in facilities that prohibit persons under 21. (ORS 167.780)

Promotions

It is illegal to sell any flavored cigarettes except menthol or cigarettes labeled “light,” “low tar,” or “mild”. (21 US Code § 387g) (Section 911(b)(2)(A)(ii) of the Federal Food, Drug, and Cosmetic Act)

It is illegal to offer gifts or other items when purchasing a tobacco product. (CFR § 1140.34(b))

Samples of tobacco products are illegal except in locations that exclude persons under 21 years of age. (21 US Code § 387 a1(a)(2)(G)) (ORS 180.486)(431A.175)

Working with Multnomah County

Tobacco retailers must permit access for Multnomah County inspectors to perform annual inspections and investigations. (MC TRL Rules § H.2.a)

Tobacco retailers must cooperate in remediation planning. (MC TRL Rules § H.2.b.i)

A tobacco retail license is nontransferable. If you should move your business within Multnomah County, you must obtain a new license prior to selling tobacco products at the new location. If a licensed business is sold or transferred, the new owner must obtain a new license for that location before selling tobacco products.

If you have any further questions please contact us at: 503-988-4163 or hlth.tobacco.prevention@multco.us