

# 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 primary business type. Choose only one.)

- Bar/Restaurant  Convenience Store  Gas Station  Grocery Store  Liquor Store  Pharmacy
- Tobacco Shop  Vape Shop  Cannabis Dispensary  Other: \_\_\_\_\_

### **Products Sold** (Check all that apply)

- Cigarettes  Little Cigars  Large Cigars  Smokeless Tobacco  Loose Tobacco  Blunt Wraps
- E-cigarettes/Nicotine Vaping Products  Liquid Nicotine  Nicotine Pouches  Hookah or Shisha
- Cannabis  Other Products: \_\_\_\_\_

## 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: \_\_\_\_\_

*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: \_\_\_\_\_



## 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 30 years of age for IDs and check the birthdates carefully.**

(CFR § 1140.14(4)) (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 not allowed.** (ORS 180.411)

## 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 questions please contact us at: 503-988-4163 or [hlth.tobacco.prevention@multco.us](mailto:hlth.tobacco.prevention@multco.us).