

# Prevention and Health Promotion

## Tobacco Retail License Application

New License – Date Opening: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

Existing Business, New Owner – Date Effective: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\*Proof of change of ownership required MM DD YYYY

**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.*

Preferred Language:  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: \_\_\_\_\_

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## 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 21.564. 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 visit [mhealthinspect.org](http://mhealthinspect.org).

# Prevention and Health Promotion

## 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 ID's 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)

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## Point of Sale

**Keep all tobacco products behind the counter in an area accessible only to employees/owners or in a locked case.** (ORS 167.407)

**Selling tobacco products in vending machines is only allowed in facilities that prohibit persons under 21.** (ORS 167.402)

## 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](mailto:hlth.tobacco.prevention@multco.us)