



City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD
FOSTER CITY, CA 94404-2222

FOSTER CITY TOBACCO RETAILER PERMIT APPLICATION

Pursuant to Chapter 8.12 of the Foster City Municipal Code

SERVICE REQUESTED (Mandatory)

☐ **New Business** ☐ **Renewal** ☐ **Change of ownership** ☐ **Change of Business Name**

Previous Business Name (if applicable): _____

Opening Date: _____

***ATTN: FINAL APPROVAL TO OPEN AND OPERATE MUST BE GRANTED BY THIS DEPARTMENT IN WRITING PRIOR TO OPENING DATE**

APPLICANT INFORMATION (Mandatory)

Applicant Name (Individual or Legal Entity): _____

Authorized Agent (if applicable): _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

RETAIL LOCATION INFORMATION (Mandatory)

Business Name: _____

Business Address (Retail Location): _____

Business Phone Number: _____

Type of Retail Location:

☐ Building ☐ Vending Machine

TOBACCO SALES INFORMATION (Mandatory)

Types of Tobacco Products Sold (check all that apply):

☐ Cigarettes ☐ Cigars ☐ Electronic Cigarettes ☐ Smokeless Tobacco ☐ Flavored Shisha Tobacco

☐ Other (specify): _____

Will any self-service displays be used?

☐ Yes ☐ No

Permit Fee: The application fee is established by the Foster City Council resolution. Payment must accompany this application.

TOBACCO RETAILER PERMIT APPLICATION

Acknowledgment of Compliance

I, the undersigned, hereby certify the following:

1. I understand and will comply with all requirements outlined in Chapter 8.12 of the Foster City Municipal Code.
2. I will not sell tobacco products to any individual under 21 years of age without verifying identification.
3. I will ensure no self-service displays are used except for vending machines in compliance with city regulations.
4. I understand this permit is nontransferable and valid for one year from the date of issuance.
5. I understand that any false information provided herein may result in the immediate suspension or termination of a tobacco retail permit.

Signature of Applicant or Authorized Agent: _____

Date: _____

For City Use Only

- **Application Received By:** _____
- **Date Received:** _____
- **Permit Number:** _____
- **Application Review Outcome:**
☐ Approved ☐ Denied



TOBACCO RETAILER COMPLIANCE CHECKLIST

CITY OF FOSTER CITY ▪ COMMUNITY DEVELOPMENT ▪ PLANNING/CODE ENFORCEMENT

This checklist is not exhaustive.

Permit Requirements

- ☐ Obtain and maintain a valid Tobacco Retailer Permit for each retail location.
- ☐ Ensure the permit is renewed annually before expiration.
- ☐ Prominently display the Tobacco Retailer Permit at the retail location.
- ☐ Do not transfer the permit to another person or location. (Any change in ownership or business name must obtain a new permit.)

Lawful Business Operations

- ☐ Comply with all local, state, and federal laws applicable to the sale of tobacco products.
- ☐ Ensure that no flavored tobacco products or electronic cigarettes are sold in violation of Chapters [8.11](#) (except for the sale of authorized flavored shisha tobacco products by a hookah tobacco retailer) and [8.12](#) of FCMC.
- ☐ Follow city regulations on exterior signage, window displays, and outdoor storage.

Prohibited Activities

- ☐ Do not sell tobacco products to anyone under the age of 21 without verifying identification.
- ☐ Do not use or operate self-service displays (open access to tobacco products) except vending machines where permitted.

Recordkeeping and Reporting

- ☐ Immediately report any violations of tobacco-related laws by employees or agents to City staff.
- ☐ Ensure accurate and truthful information is submitted in the permit application and during compliance checks.

Compliance Monitoring and Inspections

- ☐ Allow city staff to conduct annual compliance inspections at your retail location.
- ☐ Address any compliance issues identified during inspections promptly.
- ☐ Pay any administrative fines for violations within 30 days of notice.

Additional Considerations

- ☐ Ensure all employees are trained on city, state, and federal tobacco laws.
- ☐ Confirm that all tobacco products offered for sale comply with applicable regulations.

Suspension and Enforcement

Please be aware that repeated violations may result in permit suspension:

- **First violation:** Up to 30 days suspension.
- **Second violation within 60 months:** 30–90 days suspension.
- **Third violation within 60 months:** 90 days to 1 year suspension.

Violations may also result in the imposition of fines or other penalties.