



TOBACCO RETAILER LICENSE GUIDE

City of Saratoga ■ 13777 Fruitvale Avenue ■ Saratoga, CA 95070
Phone/Fax: (408) 868-1260 ■ www.saratoga.ca.us/trl

Saratoga Tobacco Retailer License

All businesses located in Saratoga that sell tobacco products, paraphernalia, or electronic smoking devices are required to obtain a tobacco retailer license.

Required to Sell: Tobacco product - defined as substance containing tobacco or biologically active amounts of nicotine.

Paraphernalia - cigarette papers or wrappers, pipes, holders of smoking materials, rolling machines, and any other item designed for smoking or ingestion of tobacco products.

Electronic smoking devices – electronic and/or battery-operated device the use of which may resemble smoking, which can be used to deliver an inhaled dose of vapors including nicotine or other substances.

License Term: 1 Year (New Applications - \$128, Renewals - \$67), License is non transferable
Existing Tobacco Retailers will receive a renewal notice by mail.

- Requirements:**
- License must be prominently displayed in publicly visible place
 - No self-service displays or vending machines for tobacco products, paraphernalia, or electronic smoking devices
 - No one under the age of 18 years is allowed to sell tobacco products, paraphernalia, or electronic smoking devices
 - Retailers are required to check the identification for anyone who appears to be under 30 years of age
 - Violations will be subject to administrative citation procedures (City Code Article 3-30)
 - For the first violation, the retailer will receive a Notice of Violation from the City. This notice serves as a written warning.
 - If the violation is not corrected, the City may issue an administrative citation assessing fines and may make a retailer ineligible to receive a license or suspend/revoke an existing license.

Conditional Use Permit

Per City Code 15-80.130, tobacco retailers established after October 16, 2009 are subject to conditional use permit requirements. For additional information about requirements of a conditional use permit or how to obtain a permit, contact the Community Development Department at (408) 868-1222 or visit the Planning Counter Monday through Thursday between 8:00 a.m. – 5:00 p.m. (closed from 12:00 p.m. to 1:00 p.m.) at 13777 Fruitvale Avenue in Saratoga.

Submittal of Application

To apply for a tobacco retailer license, submit a completed application and payment in person to the Community Development Department or mail it to:

Tobacco Retailer License, City of Saratoga
13777 Fruitvale Avenue, Saratoga CA 95070



TOBACCO RETAILER LICENSE APPLICATION

City of Saratoga
13777 Fruitvale Avenue ■ Saratoga, CA 95070
Phone/Fax: (408) 868-1260 ■ www.saratoga.ca.us

APPLICATION TYPE

☐ New License Application \$128

BUSINESS INFORMATION

Business Name: _____

Corporate Name: _____

Business Address: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

Email: _____ Web Address: _____

Federal Tax ID/SSN: _____ Seller's Permit #: _____

Saratoga Business License #: _____

Type of Ownership: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Other: _____

Type of Business: _____

BUSINESS OWNER INFORMATION (please attach additional sheets as needed)

Owner 1 Name/Title: _____ Owner 2 Name/Title: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

AFFIDAVIT

I declare under penalty of perjury that the foregoing information in this tobacco retailer license application is true and correct.

Signature _____ Print Name _____ Date _____

CITY USE ONLY

Date Paid _____ Payment Method _____ Check# _____ Rec'd By _____

Planning Review _____ Finance Review _____