

**CITY OF SPRINGFIELD
DEPARTMENT OF HEALTH & HUMAN SERVICES
311 State Street
SPRINGFIELD, MA 01105**



APPLICATION FOR RETAIL TOBACCO PERMIT

The owner must complete both sides of this form. A permit may be issued only after the signed Application for Retail Tobacco Permit, a current copy of your Massachusetts Department of Revenue Retailer License To Sell Tobacco Products and fee are received. All permits reviewed by Health & Human Services staff.

Corporate Name / Parent Company	Owner Name
DBA ("Doing Business As" Name) (Business Name)	
() Store Phone	() Owner Phone
() Store Fax	() Owner Mobile Phone
Business Address (City, Street, ZIP Code)	Owner Address (Street, City, Zip Code)
Mailing Address (City, State, Zip Code)	Owner Email
Store Email	Manager Name

Establishment Information

Is this a chain store?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is this an adult only establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is the establishment within 1000 ft. of a school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is the establishment within 1000 ft. of a playground?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Check the restricted products sold in the establishment.	<input type="checkbox"/> Keno	<input type="checkbox"/> Liquor	<input type="checkbox"/> Lottery	<input type="checkbox"/> Other:

Check the establishment type

<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Supermarket	<input type="checkbox"/> Grocery	<input type="checkbox"/> Private Club
<input type="checkbox"/> Gas Mini-mart	<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Tobacconist	<input type="checkbox"/> Vape shop
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail Discount	<input type="checkbox"/> Other: List	_____

Check any products sold in your establishment

<input type="checkbox"/> Cigarettes Packs	<input type="checkbox"/> Small Cigars/Cigarillos	<input type="checkbox"/> Roll Your Own	<input type="checkbox"/> Nicotine Delivery Devices (e-cigarettes)
<input type="checkbox"/> Cigarette Cartons	<input type="checkbox"/> Little Cigars (Omega, Winchester)	<input type="checkbox"/> Chewing Tobacco	<input type="checkbox"/> Bunt Wraps
<input type="checkbox"/> Single Cigars <\$5	<input type="checkbox"/> Pipe Cigars (Black and Mild)	<input type="checkbox"/> Loose Tobacco	<input type="checkbox"/> Flavored Tobacco Products
<input type="checkbox"/> Single Cigars >\$5	<input type="checkbox"/> Rolling Papers	<input type="checkbox"/> Smokeless Tobacco	<input type="checkbox"/> Other: List

Permit Information

Does the establishment have a liquor license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	License /Permit #
Department of Revenue Tobacco Sales Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Must provide a copy
Department of Revenue Business Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Must provide a copy

Signatures

Name of Applicant (Please Print)	Date
Springfield Department of Health & Human Services	Date

A check mark signifies your understanding and agreement. I understand and agree that:

- 1. It is against the law to sell any tobacco product (e.g. e-cigarettes) to anyone less than 21 years of age, regardless of how old the person looks.
- 2. Anyone selling tobacco products must conclusively establish the customer's age as over 21 years old, by means of government-issued photographic ID.
- 3. Anyone selling tobacco must check and verify official government photo ID for anyone less than 27 years of age.
- 4. I must consent to unannounced, periodic inspections and compliance checks of the permitted retail establishment.
- 5. Self-service tobacco product displays from which the customer may select products are prohibited.
- 6. The sale of single or loose cigarettes, or cigarettes in packages of fewer than 20 cigarettes is prohibited.
- 7. I may not distribute any free samples of tobacco products (e.g. e-cigarettes) and I may not accept any means, instruments or devices that allow for the redemption of tobacco products for free or at a reduced price below the minimum retail price determined by the Massachusetts Department of Revenue.
- 8. Tobacco vending machines are prohibited except for adult only establishments.
- 9. I may not sell tobacco products, including multiple packs below state minimum prices as posted on the Massachusetts Department of Revenue ([DOR website](http://www.mass.gov/dor/businesses/help-and-resources/cigarette-and-tobacco-tax/), <http://www.mass.gov/dor/businesses/help-and-resources/cigarette-and-tobacco-tax/>)
- 10. Penalties for violation of the regulation include monetary fines and/or suspension of this permit for seven days, thirty days or one year.
- 11. The Tobacco Sales Permit will not be issued until all outstanding penalties incurred by the previous permit holder and/or taxes owed to the City of Springfield are satisfied.
- 12. I may not allow any employee to sell tobacco products (e.g. e-cigarettes) until such employee reads this regulation and state laws regarding the sale of tobacco and signs a statement, a copy of which will be placed on file, that he/she has read the regulation and applicable state laws.
- 13. I must prominently display a copy of the "Permit to Sell Tobacco Products".
- 14. I must provide the Springfield Department of Health and Human Services with proof of a current "Cigarette Retailers License" from the Massachusetts Department of Revenue (DOR) and my DOR business permit (**Attach a copy of each permit/license**).
- 15. **I must display Department of Public Health signs stating, "Sale of tobacco to Minors is prohibited".**

I have received, read and understand the Public Health Council's regulation "Restricting the Sale of Tobacco Products" and agree to abide by it.

Signature _____ **Date** _____

Print Name _____

For Internal Use

Approved: Yes No Permit Fee: \$ _____ Permit #: _____ Fee Paid: Yes No Other: _____