



City of Emeryville

INCORPORATED 1896

1333 Park Avenue, Emeryville, CA 94608-3517

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Tobacco Retailer License Checklist

For your Tobacco Retailer License to be issued, you must submit your application along with any supporting documents.

CHECKLIST

- ☐ Complete a Tobacco Retailer License application
- ☐ Obtain valid copies of the following:
 - ☐ City of Emeryville Business License
 - ☐ State of California Cigarette & Tobacco Products Retailer License
- ☐ Include payment of **\$367** via check or credit card:
 - 1) Checks must be made payable to "City of Emeryville" and write "TRL Fee" in the memo field.
- ☐ Submit the above documents and payment to our office in-person or by regular mail to:
City of Emeryville
Planning Department
1333 Park Avenue
Emeryville, CA 94608
 - 1) **Submitting by Regular Mail (Check or Credit Card)**
The completed TRL application along with supporting documents and payment.
 - 2) **Submitting In-Person**
Bring your completed application, supporting documents, and payment to the City of Emeryville Planning Department.

Failure to obtain your Tobacco Retailer License by **August 5, 2024**, may be considered a violation of the ordinance, and may be subject to enforcement actions pursuant to Emeryville Municipal Code Chapter 42 of Title 5, Section 15 (EMC §5-42.15). In addition, existing licensed tobacco retailers who fail to renew their license without lapse may be subject to stricter eligibility requirements that may prevent them from being eligible for a Tobacco Retailer License pursuant to Emeryville Municipal Code Section Chapter 42 of Title 5, Section 9 (EMC §5-42.09).

Visit our website at www.emeryville.org/1478/Tobacco-Retailers-License for more information.

Your cooperation is appreciated.

Miroo Desai
Planning Manager
Community Development Department