



TOBACCO SALES LICENSE APPLICATION FACT SHEET

Who must obtain this license:

Every person, business, or establishment that sells, offers to sell, or gives away tobacco products, or has a vending machine on the premises from which tobacco products can be purchased, must have a tobacco sales license issued by the Town Council.

A "tobacco product" is any product containing nicotine or tobacco leaf, including but not limited to cigarettes, electronic or vapor cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, and dissolvable tobacco products.

The tobacco sales license required by Ch. 5.30 of the Richmond Code of Ordinances is in addition to any license or permit required by state or federal law. To obtain this license, you must be licensed by the state division of taxation pursuant to title 44, chapter 20 of the general laws to sell tobacco products.

The Town Council must conduct a public hearing on each application for a new license or a license renewal. The license cannot be transferred to another business or another location.

The license expires on December 31.

License fee: The annual license fee is \$25, and there is an additional administrative fee of \$25.

Requirements for license applications:

- *Zoning certificate:* If the application is for a new license or a new location, the applicant must obtain a zoning certificate from the Zoning Enforcement Officer.
- *Tax certificate.* The applicant must submit written certification from the Richmond Tax Collector that the business is not in arrears on payment of any municipal taxes or fees.
- *Certificate of good standing:* If the applicant is a corporation, it must obtain a certificate of good standing from the R.I. Secretary of State's Office.
- *Tobacco sales permit.* The applicant must produce a copy of its permit to sell tobacco products issued by the R.I. Division of Taxation before the Town Clerk issues the license.

NOTE: This summary is for the convenience of applicants. For all the legal requirements of this license, you should consult Ch. 5.30 of the Richmond Code of Ordinances.

TOBACCO SALES LICENSE APPLICATION

Town Clerk's License Application Checklist

Applicant: _____

Date Application Received: _____

License Number: _____ **New:** _____ **Renewal:** _____

TAXES: Richmond Tax Collector's certificate that applicant's taxes and other town fees and assessments are current.	
CORPORATE: R.I. Secretary of State's Office Certificate of Good Standing (<i>if applicant is a corporation</i>).	
LICENSE FEE: \$25 license fee and \$25 administrative fee for processing	
COST OF ADVERTISING: (<i>To be determined</i>)	
ZONING: Zoning certificate (existing uses) or zoning determination (proposed uses) <i>for new licenses and new locations</i> .	
DIVISION OF TAXATION LICENSE: Copy of applicant's Division of Taxation permit to sell tobacco products.	
DATE OF PUBLIC HEARING	



Town of Richmond, Rhode Island

Town Clerk's Office, 5 Richmond Townhouse Road, Wyoming, RI 02898 (401) 539-9000

APPLICATION for a MUNICIPAL LICENSE

DATE OF APPLICATION		<input type="checkbox"/> New License	<input type="checkbox"/> Renewal
NAME OF INDIVIDUAL OR BUSINESS TO HOLD THIS LICENSE			
THE APPLICANT IS <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATION <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> JOINT VENTURE			
APPLICANT'S BUSINESS MAILING ADDRESS Street or P.O. Box			
City or Town	State	Zip Code	
Business telephone number(s)		Website:	
INDIVIDUAL MAKING THIS APPLICATION: Name			
Street			
City or town	State	Zip Code	
Telephone number(s)		E-mail address:	
BUSINESS LOCATION in Richmond Street address			
Tax Assessor's Plat and Lot number			
<p>The undersigned, being duly sworn, upon oath does depose and say:</p> <ol style="list-style-type: none"> 1. I am an authorized representative of this business. 2. The information on both pages of this application is true and correct. 3. This business is in compliance with all applicable town ordinances and regulations, state statutes and regulations, and federal statutes and regulations. 4. I have reviewed the checklist of documents that are required to obtain this license. I will be able to produce the required documents, or prove I have requested them, before the Town Council meeting at which this application will be considered. 			
SIGNATURE _____			
PRINT NAME _____			
Sworn and subscribed to before me at _____, County of _____, State of Rhode Island, this _____ day of _____, 20 _____.			
<p>_____ Notary Public Print name: My commission expires / /</p>			

TOBACCO SALES LICENSE APPLICATION

Applicant:	
Individual responsible for daily operation of the business:	
NAME:	PHONE:
Title or position:	
<input type="checkbox"/> NEW LICENSE <input type="checkbox"/> RENEWAL <input type="checkbox"/> NEW LOCATION	
LOCATION OF PROPERTY:	
Street address	
Assessor's Plat and Lot number	
REAL PROPERTY OWNER:	
Owner's Name:	
Mailing Address:	
Telephone number and name of contact person:	
What type of establishment is this?	
<input type="checkbox"/> Restaurant or bar <input type="checkbox"/> Retail store <input type="checkbox"/> Other:	
Do you have a cigarette vending machine?	
What days and hours is the establishment is open to the public?	
Are you licensed by the R.I. Division of Taxation pursuant to Title 44, Chapter 20 of the R.I. General Laws?	

OFFICE USE ONLY

Date of Town Council approval	Date license issued
Fee paid:	Date license expires
License issued by:	