



RIVERSIDE POLICE DEPARTMENT TOBACCO RETAIL ESTABLISHMENT INFORMATION SHEET



GENERAL INFORMATION

The City of Riverside Municipal Code 6.24.040 has the following Tobacco Establishment Permit requirements.

A. Application for a tobacco retail establishment permit shall be submitted in the name of each proprietor proposing to conduct retail tobacco sales and shall be signed by each proprietor or an authorized agent thereof. It is the responsibility of each proprietor to be informed regarding all laws applicable to tobacco retailing, including those laws affecting the issuance of a tobacco retail establishment permit.

B. No proprietor may rely on the issuance of a permit as a determination by the city that the proprietor has complied with all laws applicable to tobacco retailing. A permit issued contrary to this chapter, contrary to any other law, or on the basis of false or misleading information supplied by a proprietor shall be revoked pursuant to Section 6.24.100 of this chapter.

The following steps must be completed in order to obtain a Tobacco Retail Establishment Permit within the city of Riverside:

1. Review Riverside Municipal Code Chapter 6.24.040.
2. Application: Completed in full (Including Property Owner Consent/Notary).
3. Pre-Application form (Zoning Approval).
4. Riverside Business Tax License (Copy of current license).
5. Corporate Articles, Limited Partnership Docs, or Fictitious Business Name Statement.
6. State issued Tobacco Retailer License & Seller's Permit
7. California Department of Public Health Certificate
8. Valid Photo Identification.
9. Copy of Lease / Proof of Ownership (Rental Agreement / Mortgage, etc.)

Submit items 3-9 along with completed application. Application processing may take up to 90 days. Once application has been approved, the Tobacco Retail Establishment Permit will be issued.

FEES: (Credit / Debit card or Cash / Check / Money Order Payable to City of Riverside)

\$211 Tobacco Establishment Permit Fee (New business/Change of Ownership/Renewal)

THIS PERMIT MUST BE RENEWED EVERY TWO YEARS

THERE IS NO GRACE PERIOD FOR RENEWALS. RENEWAL APPLICATIONS MUST BE RECEIVED BEFORE THE EXPIRATION OF YOUR LICENSE OR YOU WILL HAVE TO RE-APPLY AND PAY ANY APPLICABLE FEES. ALL FEES ARE NON-REFUNDABLE.

Complete applications will be accepted **by appointment only (walk-ins will not be seen)**. To schedule an appointment, contact the Special Investigations Division- Vice Unit at (951) 353-7614. Appointments will be seen at the Riverside Police Department - Magnolia Station, located at 10540 Magnolia Avenue, Riverside, CA 92505.

For further questions contact the Special Investigations Division - Vice Unit at (951) 353-7614 or e-mail RPDVice@RiversideCa.gov.