

TOBACCO RETAILER PERMITS

Steps for Tobacco Retailers:



1

Register your business with the Utah Department of Commerce



2

Obtain a tobacco license from the Utah State Tax Commission, a bond may also be needed



3

Obtain a tobacco retailer permit from the local health department



4

Obtain a business license from the city and/or county licensing office where your business is located

Types of Permits:

General Tobacco Retailer Permit

- Typically sells a wide variety of products
- Tobacco products account for less than 35% of the total quarterly gross receipts
- Less than 20% of the retail floor space and less than 20% of the total shelf space is allocated to the offer, display, or storage of tobacco products
- There is no self-service display for tobacco products (e.g. vending machines, etc.)
- No flavored vape products (only tobacco, mint, menthol flavors are allowed)

Retail Tobacco Specialty Business Permit

- Typically specializes in the sale of tobacco products
- 35% or more of the total quarterly gross receipts are from the sale of tobacco products
- 20% or more of the retail floor space or 20% or more of the total shelf space is allocated to the offer, display, or storage of tobacco products
- Retail space features a self-service display for tobacco products
- Variety of flavored vape products can be sold

How to Apply for a New Tobacco Retailer Permit:

1 Submit an Online Application

- health.utahcounty.gov
- Click Annual Permits and Certification
- Scroll to Tobacco & E-Cigarette section
- Click Tobacco Retailer then read permit types
- Click "Tobacco Retailer Permit Application" to fill out application



2 Attach Copy of Tax Commission License

- You **MUST** attach a valid copy for the location you are applying for **BEFORE** submitting your application
- Contact Utah State Tax Commission to obtain license prior to submitting a permit application (<https://tax.utah.gov/tobacco/licensing>)



3 Pay Permit Fee

- Invoice will be e-mailed to you after your application has been approved*



*Utah County has 30 days to process your application. You will be notified when your application has been processed. Additional steps are required for retail tobacco specialty business permits.

To read more about Utah tobacco laws, visit utahtobaccolaws.org

For Tobacco Retailer Permit Questions:

Tobacco Permitting Team
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