

Checklist for new cigarette license

Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator working on your case

- _____ **Investigator requirement – Business** registration fee of \$1.00 for each place of business.
Sec. 20-2. License; registration fee. Every **wholesale dealer**, jobber, **retail dealer**, manufacturer or **other person engaged in selling cigarettes or offering, delivering or displaying cigarettes for sale within the city** shall procure a license therefor **for each place selling or offering cigarettes for sale**, and at the same time such license is issued shall pay to the manager of regulated industries a registration fee of \$1.00 for each such place of business.
- _____ **Investigator requirement – Vending machine** registration fee of \$1.00 for each vending machine.
Sec. 20-7. Vending machine license. Every person who, in the capacity of owner, lessee, tenant or in any other capacity, shall operate or cause to be operated, directly or indirectly, a vending machine for selling and dispensing cigarettes to the public, shall obtain from the manager of regulated industries a vending machine license, and such license, in whatever form prescribed by the manager of regulated industries, shall be affixed on a conspicuous part of the vending machine.
- _____ **Investigator requirement** – Address verification through the database confirming that there is not an existing cigarette license at this address (a cigarette license will ONLY be issued to a building)
- _____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Fire Marshal’s office asking if they have any objection to a cigarette license being issued at the location – *Form email on server. Sec. 20-16(5)*
- _____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Health Department asking if they have any objection to a cigarette license being issued at the location – *Form email on server. Sec. 20-16(5)*
- _____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees
- _____ **Investigator requirement** – Before submitting the case for final approval, *except for the application, any drivers’ licenses, and schedules P’s*, upload all documents into the software system for digital record keeping. Upload the application once it has been signed and approved/disapproved by management.
- _____ **Investigator requirement** – *After the case has been granted final approval*, upload all schedule P’s and/or drivers licenses to the server in the file titled “Drivers Licenses & Schedule P’s” (titled: last name first and document name such as “Kent, Clark – Schedule P”). Shred paper documents once this has been done.

All of the following information must be submitted by the applicant

Have Need

- _____ _____ **Zoning Clearance** - A copy of the zoning clearance or email of approval for the proposed business from the **City Planning and Development Department** – City Hall, 414 E. 12th St., (816) 513-1500.
Sec. 20-16(5)

Have Need

- _____ _____ **Cigarette license application – must be signed.** Form provided by the Regulated Industries Division (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

- _____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

___ ___ **Schedule P from Designated Agent** and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business. **Form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

___ ___ A statement of tax clearance dated within the preceding 90 days from the date of application – from the **Finance Department** at 1118 Oak Street, KCMO (816) 513-1135.

Information for the Applicant

Sec. 20-8. - Issuance of license; restrictions on license; suspension or revocation of license.

- (b) *Transfer; display; term.* Cigarette licenses shall not be assignable and shall be valid only for the persons in whose names issued, and for the transaction of business in the places designated therein, and shall at all times be conspicuously displayed at the places for which issued. All licenses shall expire on December 31 in each and every year, unless sooner suspended, surrendered or revoked for cause by the manager of regulated industries.

235. Sale or distribution of tobacco products, rolling papers, alternative nicotine products or vapor products to minors; possession by minors.

- (d)(3) It shall be unlawful for any person to distribute tobacco product, rolling paper, alternative nicotine product or vapor product samples in or on any public street, sidewalk, school ground or park, or on private property open to the public without the property owner's permission.

Sec. 20-19. Manager of regulated industries to enforce compliance.

In enforcing the provisions of this chapter the manager of regulated industries shall be authorized to do any of the following:

- (b) To inspect, at any reasonable time, the licensed premises, including all portions of the building thereof used in connection with the operations carried on under the cigarette license and which are in the possession and control of the licensee, and all places where the licensee may keep or store cigarettes, including all rooms, cellars, outbuildings, passageways, closets, vaults, yards and attics;

Missouri Revised Statutes

Restrictions on sales of individual packs of cigarettes.

407.928. No person or entity shall sell individual packs of cigarettes or smokeless tobacco products unless such packs satisfy one of the following conditions prior to the time of sale:

- (1) It is sold through a vending machine; or
- (2) It is displayed behind the check-out counter or it is within the unobstructed line of sight of the sales clerk or store attendant from the checkout counter.

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