

August 19, 2022

Dear Tobacco/Paraphernalia Retailer:

Columbus City Council and Worthington City Council passed city code that gives authority to Columbus Public Health to license tobacco/paraphernalia retailers and prohibits the sale or distribution of tobacco products and paraphernalia to those under the age of 21. Retail Tobacco and Paraphernalia Sales Licenses are required for retailers to sell tobacco products and paraphernalia.

Please find enclosed an invoice and application for the 2022 Retail Tobacco and Paraphernalia Sales License.

To obtain your license, you must:

- ☐ Submit a copy of a current and valid Retail Cigarette Dealer's License (if required).
- ☐ Provide a copy of a current and valid Retail Tobacco Store exemption (if needed).
- ☐ Include a copy of a notarized affidavit with the percentage of gross income derived from the sale of vapor products, electronic smoking devices, or other electronic smoking product accessories during the prior calendar year (retail vapor stores).
- ☐ Remit the \$150 license fee by making a check or money order payable to *Columbus City Treasurer*.
- ☐ Complete and submit a signed application. **Incomplete applications will not be processed and will be returned.**
- ☐ Return the enclosed invoice with payment **by the deadline: 10/1/2022.**

**Applications not returned by 10/1/2022 will receive late penalty fees and tobacco/paraphernalia sales will be ceased.**

Licenses are non-transferable and each location is required to have a license. Please be advised that license fees are not refundable. In addition, applications are available on our website at [www.columbus.gov/tobacco21](http://www.columbus.gov/tobacco21).

We look forward to working with you and please contact Melissa McArthur at (614) 645-5316 or [MRMcArthur@Columbus.gov](mailto:MRMcArthur@Columbus.gov) for any additional questions.

Respectfully,



Melissa McArthur, REHS

Tobacco Prevention and Control Program  
Environmental Health Division

Enclosure(s)