

2025 Application for a Retail Tobacco and Paraphernalia License

Instruction Checklist:

- _____ 1. Complete applicable sections. (Make any corrections if necessary.)
- _____ 2. Sign and date the application.
- _____ 3. Submit a copy of current and valid Vendor's License as required by Ohio Department of Taxation.
- _____ 4. Submit a copy of current and valid Retail Cigarette Dealer's License as required by ORC 5743.
- _____ 5. Make a check or money order payable to: **CCCHD in the amount of \$150.00.**
- _____ 6. Return check and signed application by: **January 1, 2025***

Return to: **Tobacco Retail License**
Clark County Combined Health District
529 E Home Road
Springfield, OH 45503

***There is a mandatory penalty fee of 25% of the license fee for operating a 2023 Application for a Retail Tobacco and Paraphernalia License after the deadline (Chapter 1721 of City of Springfield Codified Ordinances).**

Before license application can be processed, the application must be completed and the Vendor's License, Retail Cigarette Dealer's License, and indicated fee must be submitted. Failure to complete this application and remit the documents and proper fee will result in not issuing/renewing a license. This action is governed by SCO Chapter 1721.

Name of Facility		Name of License Holder	
Address			
City	State	ZIP	
Phone #	E-mail		

Mailing address for annual renewal if different than above:

Name of parent company or owner		Phone #	
Address		E-mail	
City	State	ZIP	

I hereby certify that I am the license holder, or the authorized representative, of the Retail Tobacco and Paraphernalia establishment indicated above:

Signature	Date
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Licensors to complete below

License fee \$150.00	+ Late fee \$0.00	= Total amount due \$150.00
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Application approved for license and certified as required by Chapter 3709 of the Ohio Revised Code.

By	Date	Receipt no.	License no
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