



CIGARETTE & TOBACCO LICENSE INFORMATION

ccl-ciginfo 1/2/20

Office of the City Clerk License Division

200 E. Wells St. Room 105, Milwaukee, WI 53202

(414) 286-2238 e-mail address: license@milwaukee.gov www.milwaukee.gov/license

Who needs a Cigarette License?

A license is required to sell, exchange, barter, dispose of, or give away any cigarettes or tobacco products.

DEFINITION OF CIGARETTES

Any roll of tobacco in paper or any substance other than tobacco. Tobacco products: cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready-rubbed and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobaccos; shorts; refuse scraps; clipping; cuttings and sweepings of tobacco and other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing or smoking.

License Period

Annual; expires one year from the date of issuance.

Fee

\$100

Forms Needed

- Business License Application (ccl-busapp)
- Business Plan of Operation (ccl-busplan)
- Application for Cigarette and Tobacco Products Retail License (CTP-200)
- Detailed Floor Plan (see sample plan and list of required items)

Copy of Seller's Permit Required

A copy of your current Wisconsin Seller's Permit must be submitted with the application. The Seller's Permit must be issued in the same name as the legal entity applying for the license. Applications submitted without the Seller's Permit are incomplete and will be returned. Providing only the Seller's Permit number does not meet this requirement.

Fingerprints

Not required

Federal Employer ID Number

A Federal Employer Identification Number (FEIN) must also be provided. This is obtained from the Internal Revenue Service, U.S. Department of Treasury, 1-800-829-4933, www.irs.gov/businesses/. Your Social Security Number cannot be used as your FEIN.

Individual applicants or Limited Liability Company applicants with only one member are not required to provide an FEIN.

Record Keeping

Every licensed retailer shall keep complete and accurate records of all purchases and receipts of cigarettes and tobacco products. The records shall be preserved on the licensed premises for 2 years in a manner to ensure permanency and accessibility for inspection and shall be subject to inspection at all reasonable hours by authorized state and local law enforcement officials.

Ban on Flavored Cigarettes

It is illegal to sell fruit-, candy-, or clove-flavored cigarettes according to the U.S. Food & Drug Administration.

Vending Machines Are Illegal

It is illegal to sell cigarettes through vending machines according to the Federal Drug Administration.

Tobacco Products Distributor Permit

A state-issued Tobacco Products Distributor Permit is required if you are purchasing non-Wisconsin taxed tobacco products from outside Wisconsin.

The CTP-129: Application For Cigarette And Tobacco Products Permits/Registration form can be found at <http://www.revenue.wi.gov/forms/excise/ctp-129.pdf>

Secondhand Dealer License

If you purchase, sell or exchange any secondhand articles of personal property (including used cell phones), you will also need to apply for a Secondhand Dealer License. "Secondhand" means previously owned by a member of the general public immediately prior to your transaction. This application is also obtained from the License Division.

City of Milwaukee Ordinance Regulations

- MCO 84-43 and 106-30
- Available online at www.milwaukee.gov/ordinances

Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

Applicant's Wisconsin 15-digit Sales Tax Account Number

← This must be issued in the same Legal Name of the licensee below.

License Number
Period Covered
Date of Issuance

Legal Name (corporation, limited liability company, partnership or sole proprietorship)			Federal Employer Identification No. (FEIN)		
Trade or Business Name (if different than Legal Name)			Telephone Number ()		
Business Address (License Location)			Business Located In <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town		
Municipality	State	Zip Code	Business Telephone ()		
Mailing Address (if different than Business Address)			County		
Municipality			State	Zip Code	

Organization (check one)

Sole Proprietor Wisconsin Corporation – Enter date incorporated: _____
 Partnership Out-of-State Corporation – Are you registered to do business in Wisconsin? Yes No
 Other (describe) _____

- Yes No 1. Does the applicant understand that they must purchase cigarettes only from distributors or jobbers who hold a permit with the Wisconsin Department of Revenue?
- Yes No 2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, revenue.wi.gov/forms/excise/ctp-129.pdf.)
- Yes No 3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- Yes No 4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
- Yes No 5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- Yes No 6. Does the applicant understand that they may not sell single cigarettes?
- Yes No 7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- Yes No 8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco-directory may be sold in Wisconsin?

Cigarettes / Tobacco will be sold over counter through vending machine both

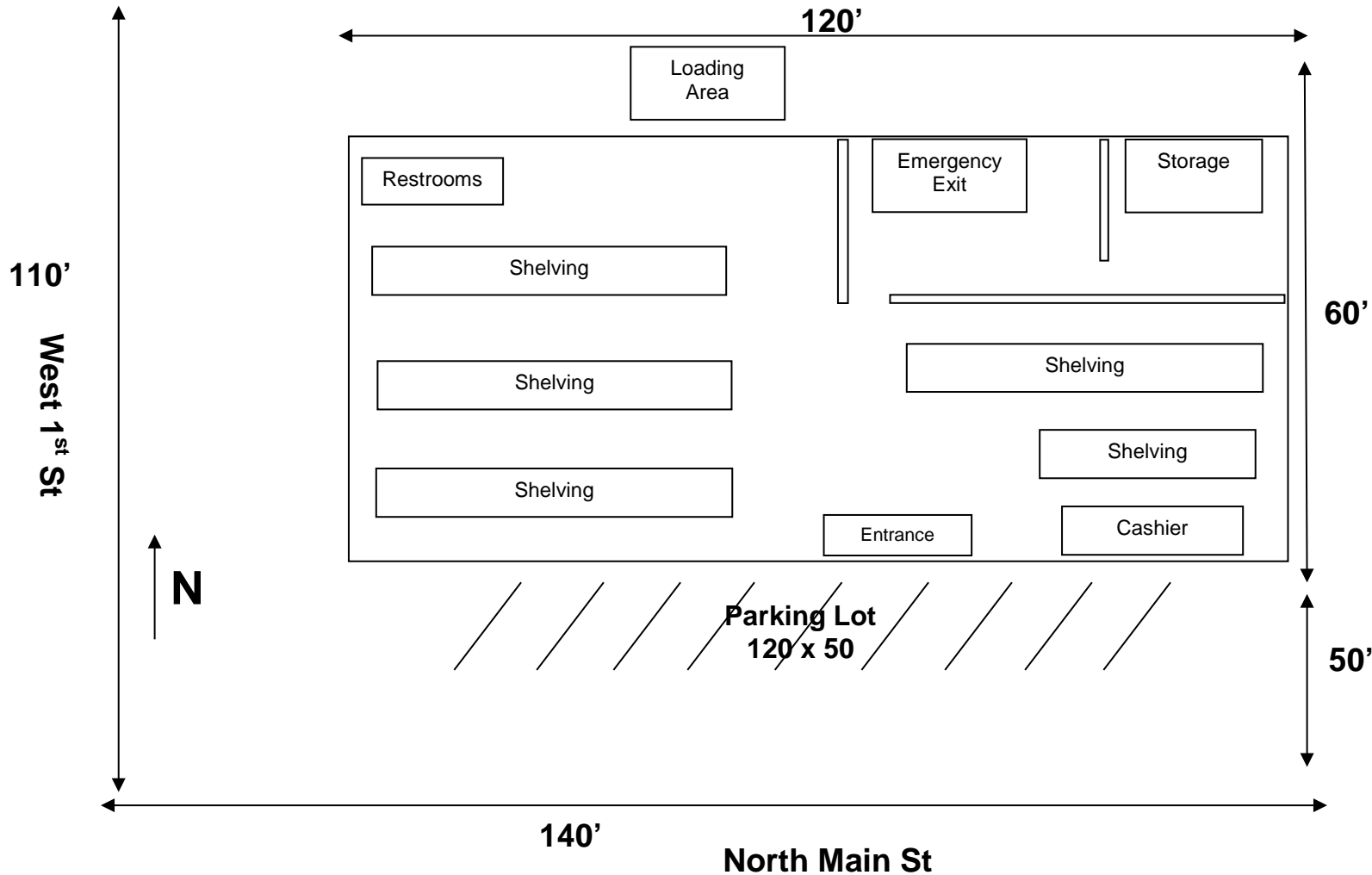
READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another.

Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

Cigarette and Tobacco Floor Plan Sample:

Please see the Cigarette and Tobacco Detailed Floor Plan Requirements for a list of all items that **must** be included.



Jane A. Doe, Agent for "ABC, LLC"
"ABC Store"
123 S. Any Street
Date: June 1, 2015

Total
Square
Footage =
7200

Cigarette and Tobacco Detailed Floor Plan Requirements

Please read all instructions before preparing the floor plan.

- A detailed floor plan must be submitted with this application.
- Any application submitted without the detailed floor plan (including all required items listed below) will be returned.
- Even if the premises has been previously licensed and a floor plan submitted, a new floor plan must be submitted with this application.
- The floor plan must be filed on 8 ½ x 11 inch size paper.
- Handwritten plans are acceptable.
- Plans do not need to be architectural drawings and need not be to scale.

ALL FLOOR PLAN MUST INCLUDE THE FOLLOWING:

1. Dimensions of the premises (length x width) and
 Total square feet of the premises
2. Label all entrances and exits
3. Show building/licensed premises in relation to surrounding streets and
 Provide street names
4. Label all parking areas on the premises (do not include street parking) This is required even if the parking is shared, for example, a strip mall and
 Provide the dimensions (length x width) of all parking areas on the premises. The parking area(s) should be marked on the floor plan for the first floor showing the relation to the building.
5. Label all loading zone areas
6. Mark the North point (N↑) on each page
7. Write the legal entity name (and agent's name if a corporation or LLC) on each page
8. Write the trade (business) name on each page
9. Write the premises address on each page
10. Write the date on each page
11. Location of shelving and cashier