



City of Long Beach Department of Health and Human Services  
Bureau of Environmental Health  
**TOBACCO RETAIL ENFORCEMENT PROGRAM**  
2525 Grand Avenue, Room 220, Long Beach, CA 90815  
Phone: (562) 570-7905 Fax: (562) 570-4038

**SPECIAL EVENT TOBACCO RETAIL PERMIT APPLICATION**

**\*Applications must be received no later than two weeks prior to the start of the event.**

**SPECIAL EVENT**

Date of Application: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event: \_\_\_\_\_  
Name of Event

Time: \_\_\_\_\_ Number of Days: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Organizer/Promoter: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**SPECIAL EVENT TOBACCO RETAILER**

Name of Stand/Booth: \_\_\_\_\_ Location of Stand/Booth: \_\_\_\_\_

Facility Operator Name: \_\_\_\_\_ Driver's Lic. #: \_\_\_\_\_  
Please Print

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

California State Board Cigarette & Tobacco License # \_\_\_\_\_

*\*Effective January 1, 2017, retailing of any electronic smoking vaping device that delivers nicotine or other vaporized liquids will be required to obtain a California State Board Cigarette & Tobacco License*

Please indicate the type of tobacco products/paraphernalia being sold for this event:

Cigarettes  Cigars  Little Cigars  Smokeless Tobacco  Hookah  E-Cigarettes/Vapor Products

**SPECIAL EVENT TOBACCO RETAIL PERMIT FEES**

\$105.00 **Special Event Tobacco Retail Permit**  
Permit will be valid for the duration of this event only. Separate permits must be obtained for each booth.

\$48.80 **Late Submittal Penalty**  
If less than 7 calendar days prior to event, add per booth.

\$31.80 **Field Licensing Charge**  
Field Licensing fee and late submittal will be charged if Special Event Tobacco Retail Permit is not obtained prior to event.

**TOTAL AMOUNT: \$** \_\_\_\_\_

*I have read understand the requirements as noted on the TREP Special Event Permit Guidelines. I understand that it is my responsibility to meet all the applicable requirements. Failure to meet these requirements can result in suspension of the permit, a penalty, or an Administrative Hearing.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Office Use Only*

APPROVED PERMIT # \_\_\_\_\_ DATE: \_\_\_\_\_

DENIED MAILED: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_