

**CITY OF SPRINGFIELD  
DEPARTMENT OF HEALTH & HUMAN SERVICES  
311 State Street  
SPRINGFIELD, MA 01105**



**APPLICATION FOR RETAIL TOBACCO PERMIT**

*The owner must complete both sides of this form. A permit may be issued only after the signed Application for Retail Tobacco Permit, a current copy of your Massachusetts Department of Revenue Retailer License To Sell Tobacco Products and fee are received. All permits reviewed by Health & Human Services staff.*

☐ NEW  
☐ RENEWAL

Corporate Name / Parent Company

Owner Name

DBA ("Doing Business As" Name) (Business Name)

( ) ( )  
Store Phone Store Fax

( ) ( )  
Owner Phone Owner Mobile Phone

Business Address (City, Street, ZIP Code)

Owner Address (Street, City, Zip Code)

Mailing Address (City, State, Zip Code)

Owner Email

Establishment Federal ID or Social Security Number

Manager Name

**Establishment Information**

Is this a chain store? ☐ Yes ☐ No  
Is this an adult only establishment? ☐ Yes ☐ No  
Is the establishment within 1000 ft. of a school? ☐ Yes ☐ No  
Is the establishment within 1000 ft. of a playground? ☐ Yes ☐ No  
Check the restricted products sold in the establishment. ☐ Keno ☐ Liquor ☐ Lottery ☐ Other:

**Check the establishment type (PLEASE CHOOSE ONE)**

☐ Convenience Store ☐ Supermarket ☐ Grocery ☐ Private Club  
☐ Gas Mini-mart ☐ Liquor Store ☐ Tobacconist ☐ Vape shop  
☐ Restaurant ☐ Retail Discount ☐ Other: List

**Check any products sold in your establishment**

☐ Cigarettes Packs ☐ Small Cigars/Cigarillos ☐ Roll Your Own ☐ Nicotine Delivery Devices ( e-cigarettes)  
☐ Cigarette Cartons ☐ Little Cigars (Omega, Winchester) ☐ Chewing Tobacco ☐ Bunt Wraps  
☐ Single Cigars <\$5 ☐ Pipe Cigars (Black and Mild) ☐ Loose Tobacco ☐ Flavored Tobacco Products  
☐ Single Cigars >\$5 ☐ Rolling Papers ☐ Smokeless Tobacco ☐ Other: List

**Permit Information**

**License /Permit #**

Does the establishment have a liquor license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
DOR License for Sale of Cigarettes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Must provide a copy</b>
DOR License for Sale of Cigars & Smoking Tobacco	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Must provide a copy</b>
DOR License for Sale of Electronic Nicotine Delivery Systems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Must provide a copy</b>
DOR Sales and Use Tax Registration Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Must provide a copy</b>

## Signatures

Name of Applicant (Please Print)

Date

Springfield Department of Health & Human Services

Date

### A check mark signifies your understanding and agreement. I understand and agree that:

- ☐ 1. Anyone selling tobacco products must conclusively establish the customer's age as over 21 years old, by means of government-issued photographic ID.
- ☐ 2. It is against the law to sell any tobacco product (e.g. e-cigarettes) to anyone less than 21 years of age, regardless of how old the person looks.
- ☐ 3. **The sale and display of flavored tobacco products, including menthol cigarettes and any tobacco or vaping products containing flavor additives, is prohibited**, except as expressly permitted under Massachusetts law (e.g., in licensed adult-only smoking bars under restricted conditions). Retailers are responsible for ensuring full compliance with this regulation.
- ☐ 4. Anyone selling tobacco must check and verify official government photo ID for anyone less than 27 years of age.
- ☐ 5. **I must consent to unannounced, periodic inspections and compliance checks of the permitted retail establishment.**
- ☐ 6. Self-service tobacco product displays from which the customer may select products are prohibited.
- ☐ 7. The sale of single or loose cigarettes, or cigarettes in packages of fewer than 20 cigarettes is prohibited.
- ☐ 8. I may not distribute any free samples of tobacco products (e.g. e-cigarettes) and I may not accept any means, instruments or devices that allow for the redemption of tobacco products for free or at a reduced price below the minimum retail price determined by the Massachusetts Department of Revenue.
- ☐ 9. Tobacco vending machines are prohibited except for adult only establishments.
- ☐ 10. I may not sell tobacco products, including multiple packs below state minimum prices as posted on the Massachusetts Department of Revenue ([DOR](http://www.mass.gov/dor/businesses/help-and-resources/cigarette-and-tobacco-tax/)) website: <http://www.mass.gov/dor/businesses/help-and-resources/cigarette-and-tobacco-tax/>
- ☐ 11. Penalties for violation of the regulation include monetary fines and/or suspension of this permit for seven days, thirty days or one year.
- ☐ 12. The Tobacco Sales Permit will not be issued until all outstanding penalties incurred by the previous permit holder and/or taxes owed to the City of Springfield are satisfied.
- ☐ 13. I may not allow any employee to sell tobacco products (e.g. e-cigarettes) until such employee reads this regulation and state laws regarding the sale of tobacco and signs a statement, a copy of which will be placed on file, that he/she has read the regulation and applicable state laws.
- ☐ 14. I must prominently display a copy of the "Permit to Sell Tobacco Products".
- ☐ 15. I must provide the Springfield Department of Health and Human Services with proof of a current "Cigarette Retailers License" from the Massachusetts Department of Revenue (DOR) and my DOR business permit (**Attach a copy of each permit/license**).
- ☐ 16. **I must display Department of Public Health signs stating, "Sale of tobacco to Minors is prohibited".**

**I have received, read and understand the Board of Health regulation "Restricting the Sale of Tobacco Products" and agree to abide by it.**

Signature

Date

Print Name

### For Internal Use

Approved: ☐ Yes ☐ No Permit Fee: \$ Permit #: Fee Paid: ☐ Yes ☐ No Other: \_\_\_\_\_