

Tobacco Retailers



Tobacco Licensing Resources

[Tobacco Retail License Application](#)

[Tobacco Retail License Training Manual](#)

[How to Read an Oregon ID \(English\)](#)

[How to Read an Oregon ID \(Spanish\)](#)

[FAQs about the Tobacco Retail License](#)

[Tobacco Retail License Inspection Checklist](#)

On January 8, 2020 the Clatsop County Board of County Commissioners passed Tobacco Retail Licensing Ordinance NO. 2019-03. The five cities within the county have adopted the ordinance as their own making the license a requirement for all businesses in both incorporated and unincorporated areas.

This ordinance requires all businesses that sell tobacco and nicotine-containing products, paraphernalia, including e-cigarette products. This does not apply to cannabis and non-nicotine vape juice. The affected businesses include:

- Convenience stores
- Bars
- Hotels/motels
- Restaurants
- Grocery stores
- Campground stores

- Event venues

This new license was created to increase retailer knowledge and compliance of laws regulating the sale of tobacco and nicotine products, and specifically to reduce sales to minors under 21.

[Ordinance 2019-03](#)

These documents will be available in Spanish by May 1, 2020

Requirements

- Purchase a license annually from the Clatsop County Public Health Department. The license fee is \$350.
- Display the license where customers and staff can easily see it.
- If your business has multiple locations, you must get a license for each one.
- The license may not be transferred to someone else (if you sell to a new owner) nor can it be transferred to a different location.

How To Get Your License

Apply with your license fee payment of \$350 by check. You must submit an application and fee for each business location that you operate. Send or deliver to:

*Clatsop County Public Health
820 Exchange St.
Astoria, OR 97103*

Credit card payment can be accepted by phone or in person with a 2 ½% fee.

Application and Other Forms

Download your application [here](#). You can return it in person or by mail, along with your payment to our office.

Public Health Department

820 Exchange Street, Suite 100

Astoria, OR 97103

Phone: (503) 325-8500

Email: health [at] co.clatsop.or.us

Open Monday - Friday, 8:45am-12:00pm & 1:00pm-5:00pm

If you need an interpreter or accommodations to understand the information on this page or access services, contact us and it will be provided at no cost.

Payments can be made by cash or credit card, in person only. There is a 2.5% added fee for credit card payments.

- [Tobacco Retail License Application](#)
- [Tobacco Retail License Flyer](#)
- [Tobacco Retail License FAQ](#)

Education and Training

Retailer education will be offered to all retailers as well as be available online. The education materials being developed and will be available by May 1, 2020. Please call to schedule a training if you have not been contacted yet.

Routine Inspections

Clatsop County Public Health Department will visit your business once a year to ensure that it is following the provisions described in the ordinance. Inspections will be unannounced. You are required to let inspectors conduct their inspection or you may face penalties and could have your license revoked.

Minimum Legal Sales Age Inspections will also be conducted. Review the [Inspection form](#).

Penalties

If an inspector finds you out of compliance with the county's tobacco retail ordinance, or any state or federal tobacco retail law, you will be subject to fines, penalties or license suspension. If your business receives a penalty, you are encouraged to request a training refresher for you and your employees.

- 1st Violation: \$500 fine and mandatory training
- 2nd: Violation within a 24-month period: \$2500 and 30 day license suspension
- 3rd Violation within a 24-month period: \$5000 fine and 90 day tobacco license suspension
- 4th Violation within a 24-month period: \$7500 fine and the tobacco license will be revoked.

The Toll of Tobacco in Clatsop County and Oregon



[Assessing Oregon's Retail Environment](#)



[Clatsop Co. Tobacco Facts, Smoke Free Oregon](#)



[The Cost to Oregon, Smoke Free Oregon](#)

Quitting Tobacco Resources

Tobacco Prevention, Education, and Cessation

- [Read more about Tobacco Prevention, Education, and Cessation](#)

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Smoke Free Oregon

- [Read more about Smoke Free Oregon](#)

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Vive Sin Fumar

- [Read more about Vive Sin Fumar](#)

[Back to News](#)

Native Quite Line

- [Read more about Native Quite Line](#)

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Columbia Memorial Hospital Tobacco Cessation Services

- [Read more about Columbia Memorial Hospital Tobacco Cessation Services](#)

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Center for Black Health & Equity

- [Read more about Center for Black Health & Equity](#)

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Columbia Pacific CCO First Steps - Health Pregnancy Rewards Program

- [Read more about Columbia Pacific CCO First Steps - Health Pregnancy Rewards Program](#)

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Other Helpful Resources

Retailer Education, Food and Drug Administration

- [Read more about Retailer Education, Food and Drug Administration](#)

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Retail Sales Regulations, Oregon Health Authority

- [Read more about Retail Sales Regulations, Oregon Health Authority](#)

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Tobacco Signage, Oregon Health Authority

- [Read more about Tobacco Signage, Oregon Health Authority](#)

