



COLORADO
Department of Revenue
Specialized Business Group—
Liquor & Tobacco

Cigarette, Tobacco Product, and Nicotine Product Retail License and Permit Application

Liquor and Tobacco Enforcement

Attention:

Due to a coordinated relief initiative to assist business owners in their recovery efforts, a waiver of \$200.00 of the fees indicated with an asterisk (*) below is currently available to licensees/applicants who attest that they grossed \$50,000.00 or less attributable to the sale of cigarettes, tobacco products, or nicotine products in the 2020 calendar year. Should you select to attest that you are eligible for this relief, an invoice will be provided for \$200.00 (rather than the full \$400.00) with instructions for payment upon completion of your application. This relief will expire on May 24, 2022.

Colorado Liquor and Tobacco Enforcement	
License Type and Fee Schedule Checklist and Instructions:	
License Types	Fee
Tobacco Retailer-Off Premises License Fee	\$400.00*
Tobacco Retailer-On Premises License Fee	\$400.00*
Tobacco Cigar Bar License Fee	\$400.00*
Tobacco Large Operator (Ten or more locations) License Fee	\$400.00*
Large Operator License Fee (Per Retail Location)	\$400.00*
Tobacco Temporary License Fee (only applicable to transfer applications)	\$35.00
Permit Types	Fee
Tobacco Delivery Permit Fee	\$250.00
<p>Any retailer offering cigarettes, tobacco products, or nicotine products after July 1, 2021 is required to obtain a license from the Liquor and Tobacco Enforcement Division. You will need the following items to complete your application:</p>	
<input type="checkbox"/> 1	If the applicant has a locally issued cigarettes, tobacco products, or nicotine products license issued by a city or county government, a copy of the license must accompany this application.
<input type="checkbox"/> 2	For Large Operator Licenses, an attachment listing each retail location requiring a license, including each retail location's physical address and owner/manager contact information, as well as any and all required local licenses for retail locations located within a local jurisdiction that requires cigarettes, tobacco products, or nicotine products licensure and whether or not the applicable store grossed \$50,000.00 or less attributable to the sale of cigarettes, tobacco products, or nicotine products in the 2020 calendar year.
<input type="checkbox"/> 3	All information in Sections I and II must be completely filled out and all supporting documentation provided before your application will be processed. Submit your completed application to the Liquor and Tobacco Enforcement Division

By email
dor_ledtobacco@state.co.us

OR

By mail
P.O. Box 17087 Denver, CO 80217-0087

Questions?

Please contact us at dor_ledtobacco@state.co.us or by calling (303) 205-2300.

Tobacco License Application Form

New Application
 Transfer Application

Section I

Please indicate the type of license you are applying for (Check all that apply):

<input type="checkbox"/>	Tobacco Retailer (Off Premises)	
<input type="checkbox"/>	Tobacco Retailer (On Premises)	
<input type="checkbox"/>	Tobacco Cigar Bar	
<input type="checkbox"/>	Tobacco Large Operator (Ten or more locations)	
	How many retail locations will be licensed under this Large Operator License? (must be ten or more locations to be eligible).	Number of location
<p>NOTE - You must complete this application in its entirety and then include as attachments Section I, page 1 for each additional location. Be sure to indicate the license, and if applicable, the permit type for which you are applying for each location.</p>		
<input type="checkbox"/>	Tobacco Delivery Permit	
	Will your business require a Tobacco Delivery Permit in addition to the selection above?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Business Name			
Business Trade Name (DBA)			
FEIN		State Sales Tax Number	
Business Email Address			Business Phone Number

Address of Premises (specify exact location of premises, include suite/unit number if applicable)

Street Address				
City		County	State	ZIP
<p>NOTE - for Large Operator Licenses, you must attach a listing of this information for each retail location to be licensed, as well as a copy of the local license for each retail location located within a local jurisdiction that requires cigarettes, tobacco products, or nicotine products licenses.</p>				
Email Address			Phone Number	

Mailing Address (If different from Above)

Street Address			
City		State	ZIP

Owner/Store Manager Information

Last Name		First Name		Middle Initial	Date of Birth
Email Address				Phone Number	

Section II

1.	Is the licensed premises described in Section I of this application located in a city or county that requires cigarettes, tobacco product, or nicotine product licensing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If you answered "Yes" to the above question, have you received a license or permit from the applicable local jurisdiction for cigarettes, tobacco product, or nicotine product sales?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Date License Issued	Upcoming Renewal Date
	You must provide a copy of your locally issued license with this application NOTE - If the retail location for which you are applying is located in a city or county that requires a cigarettes, tobacco products, or nicotine products license, you will need to contact the Division prior to submitting payment for your license, so that the correct amount may be prorated. Please do not submit payment until you have verified the amount with the Division.	
2.	Did the retail location for which you are applying (or, for large operators, all retail locations so indicated in the attachment detailing locations) gross \$50,000.00 or less attributable to the sale of cigarettes, tobacco products, or nicotine products in the 2020 calendar year? <input type="checkbox"/> Yes. I declare under penalty of perjury in the second degree, and possible license sanctions, that the retail store to which this application applies grossed \$50,000.00 or less attributable to the sale of cigarettes, tobacco products, or nicotine products in the 2020 calendar year. <input type="checkbox"/> No	
3.	Does your establishment allow smoking/vaping on its premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If you answered "yes" to the above question, please indicate what business type applies by checking the appropriate box below: <input type="checkbox"/> Cigar Bar (cigar and/or tobacco use allowed on premises) <input type="checkbox"/> On-Premises Retail Tobacco Business (tobacco use and/or vaping allowed on premises)	
4.	Do you have a tobacco vending machine?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Please confirm your understanding that the tobacco vending machine must be placed on the age-restricted area of a licensed gaming establishment, as defined in 44-30-103(18), C.R.S.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Vending Machine(s) Serial Number(s)?	
	Describe the location of all vending machines within your licensed premises. Please provide a diagram of the location of all vending machines within your premises.	
5.	Are you also applying for a Delivery Permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Please confirm your understanding that delivery has to be made by an owner or employee of the applicant.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Please confirm your understanding that delivery can only be made to persons that are twenty-one (21) years of age and the consumer's age will be verified by the licensee's employee examining a valid government issued form of identification.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Is the retail location to be licensed within 500 feet of a school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Did your retail location sell cigarettes, tobacco products, or nicotine products prior to July 14, 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Does the location for which you are applying currently have an existing cigarette, tobacco product, or nicotine product state license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, what is the current state license number?	License Number
	NOTE - You will be provided a temporary license to be able to sell cigarettes, tobacco products, or nicotine products valid for up to thirty days. The Division reserves the right to not issue temporary licenses in certain circumstances. You must provide an affidavit of discontinuance/sale/transfer from original license holder.	
		Date Temporary License Needed By
8.	Has the applicant, or its authorized representative ever had a cigarettes, tobacco products, or nicotine products license suspended, revoked, or otherwise had disciplinary action taken against a cigarettes, tobacco products, or nicotine products license for violations of tobacco statutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes - Please explain dates and circumstances surrounding such actions.	

<https://secure.colorado.gov/payment/liquor>

Oath of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with all applicable laws and regulations which affect my license.

Last Name	First Name	Middle Initial
Title		Date
Authorized Signature		