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**TOBACCO PERMIT INSTRUCTIONS**

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***Before engaging in the sale at retail or wholesale of tobacco products, each separate business shall obtain a Tobacco Dealer Permit as per Jefferson Parish Code of Ordinances, Section 17-96. Tobacco products mean any cigar, cigarette, smokeless tobacco, smoking tobacco, or alternative nicotine products, including but not limited to vapor products.***

**NEW APPLICATIONS MUST BE ACCOMPANIED BY:**

1. A copy of any/all leases, subleases, or monthly rental agreements.
2. A certificate of publication of ad in newspaper.
3. If a corporation, a photocopy of the articles of incorporation, initial or annual report, charter certificate, and be in good standing with the LA Secretary of State.
4. If a limited liability company, a photocopy of the articles of organization, initial or annual report, charter certificate, and be in good standing with the LA Secretary of State.
5. A completed application for occupational license tax and sales tax registration.

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**TOBACCO PERMIT APPLICATION**

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All businesses, whether sole proprietorship, partnership, corporation, or LLC, must complete one (1) Tobacco Permit Application and have same signed and notarized on the reverse side.

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**SCHEDULE A**

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Each owner, partner, officer of the corporation, member of a LLC, or person owning five percent (5%) of more stock in the corporation, and managers must file one (1) Schedule A and have same signed and notarized. Upon completion of the Schedule A, applicants must bring same to the Sheriff's Administration Building "A", 1233 Westbank Expressway, Harvey, LA and be fingerprinted and photographed by the Jefferson Parish Sheriff's Office.

Persons domiciled out of town should request fingerprint cards from this office, be fingerprinted by the local law enforcement authorities in their resident county or parish, and submit two (2) 2"x 2" original color passport photographs with the completed application.

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**DUE DATE**

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New applications should be filed no less than forty-five (45) days prior to commencing business. **Tobacco products cannot be sold until the permit is approved.** Renewal applications are due October 1st and become delinquent on November 1st. **State and local tobacco applications must be submitted within 24 hours of each other.**

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**PAYMENT**

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Retail Tobacco Permit: \$75.00

Wholesale Tobacco Permit: \$75.00

Vending Machine Operator Permit: \$75.00

Vending Machine Permit \$5.00

***Vending machine operators are required to obtain a vending machine permit for each vending machine located in the unincorporated areas of Jefferson Parish in addition to the Vending Machine Operator Permit.***