



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY

PLANNING DEPARTMENT CODE ENFORCEMENT DIVISION

TRL APPLICATION CHECK LIST

For your Tobacco Retailer License to be issued by January 1, 2021, you must submit your application along with any supporting documents and **payment of \$940.00 by December 1, 2020.**

CHECK LIST

- ☐ Complete a TRL application (see enclosed)
- ☐ Obtain copies of the following:
 - ☐ **California Cigarette & Tobacco Products Retailer License**
 - ☐ **California Seller's Permit**
 - ☐ **Alameda County Business License**
- ☐ Include payment of \$940.00 via check or credit card only. Checks must be made payable to "Alameda County Treasurer" and write "TRL Fee" in the memo field. For credit card payments, complete the enclosed Credit Card Authorization Form.
- ☐ Submit the above documents and payment to our offices in-person or by regular mail to:

**County of Alameda, Planning Department
224 W. Winton Ave., Rm. 111
Hayward, CA 94544**

If submitting by regular mail (Check or Credit Card Only):

The completed TRL application along with supporting documents and payment **must be postmarked by December 1, 2020.**

If submitting in-person (Check and Credit Card Only):

Bring your completed application, supporting documents and payment to the Alameda County Planning Department **no later than December 1, 2020.**

Failure to obtain a valid Tobacco Retailer License by **January 1, 2021** will be considered a violation of the ordinance and will be subject to enforcement actions, including but not limited to, fines and fees, license suspension and/or revocation pursuant to Alameda County Ordinance Title 3, Section 3.58. Please be aware that incomplete or inaccurate applications will not be processed.

Visit our website at acgov.org/cda/trl.htm for more information.

Your cooperation is appreciated.

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Code Enforcement Division

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