



# 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, 2022, you must submit your application along with any supporting documents and **payment of \$940.00 by December 1, 2021.**

#### **CHECK LIST**

- ☐ Complete a TRL application (see enclosed)
- ☐ Obtain **valid** copies of the following:
  - ☐ **Alameda County Business License**
  - ☐ **California Cigarette & Tobacco Products Retailer License**
  - ☐ **California Seller's Permit**
- ☐ 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, 2021.**

#### **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, 2021.**

**Failure to renew your Tobacco Retailer License by January 1, 2022 may be considered a violation of the ordinance and may be subject to enforcement actions** pursuant to Alameda County Ordinance Title 3, Section 3.58. In addition, existing licensed tobacco retailers who fail to renew their license without lapse may be subject to stricter eligibility requirements that may prevent them from being eligible for a tobacco retail license pursuant to Ordinance Section 3.58.060. In other words, **YOU COULD LOSE YOUR COUNTY TOBACCO LICENSE IF YOU DO NOT APPLY ON TIME.**

Visit our website at [acgov.org/cda/trl.htm](http://acgov.org/cda/trl.htm) for more information.

Your cooperation is appreciated.

Edward Labayog  
Code Enforcement Manager

Chris Bazar  
Agency Director

Albert Lopez  
Planning Director

224 West Winton Ave  
Room 111

Hayward, California  
94544-1215

phone  
510.670.5400  
fax  
510.785-8793

[www.acgov.org/cda](http://www.acgov.org/cda)