



CIGARETTE, TOBACCO AND/OR VAPING DEVICE LICENSE

City of Greenfield, City Clerk's Office
7325 W. Forest Home Avenue, Rm. 102
Greenfield, WI 53220
414-329-5219

Who Needs a Cigarette License?

Any establishment selling cigarettes, tobacco and/or electronic vaping devices. Please see Publication 302, Wisconsin Alcohol Beverage and Tobacco Laws for Retailers, on our website, for the definitions of these products.

- Applicant must provide a copy of their Wisconsin Sellers Permit or unexpired Wisconsin Business Tax Registration Certificate. It can be uploaded with the application by clicking on the paperclip icon on the left side of the application.

Requirements

- New businesses should first contact Community Development at 414-329-5341 or Gina.Vlach@greenfieldwi.us to determine its requirements.
- New businesses must receive inspection approvals from the Community Development, Inspections and Health Departments before a Cigarette, Tobacco, and Electronic Vaping Device License can be issued. For more information contact:
 - 414-329-5341 Community Development or Gina.Vlach@greenfieldwi.us
 - 414-329-5330 Inspections or InspectionServices@greenfieldwi.us
 - 414-302-8600 Southwest Suburban Health Department or mzohn@SWSHDwi.gov
- If the business is a corporation or LLC, an agent must be appointed.

If another business holds a cigarette license for the current license year at the same address, that license must be surrendered in order for the new license to be released. The licensee of the former business should write "I surrender this license" across the license and sign and date the license that is being surrendered.

Licenses must be posted in a conspicuous place on the premises.

Application Process

Submit the following:

- Application for Cigarette, Tobacco, and Electronic Vaping Device Retail License (CTV-100)
- Cigarette, Tobacco, and Electronic Vaping Device License - Individual Questionnaire (CTV-101)
- Cigarette, Tobacco, and Electronic Vaping Device Appointment of Agent (CTV-102)
- \$100 License Fee (once the application is submitted, you will be directed to your BS&A online account to pay the invoice.)

License Period

License year begins July 1 and ends on June 30th of the following year. You will be notified via email once the license is ready to print through your BS&A online account.

Renewal Applicants

License renewal notices are generally emailed in mid March of each year and specify the deadline to renew a license (usually April 15).

****Please note when paying for your license online with a credit card, there will be a transaction fee of 2.5% with a minimum of \$2.00 added to your payment.** If you want to avoid the fee, you can mail a check to:**
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