

Tobacco and Smoking Products Retail License Inspection Form

Business Name	
Business Address	
Date and Time of Inspection	
Owner/Manager Present	

Licensing

Requirement	Compliance Status	Notes
Valid Tobacco Retail License visibly posted		
License matches current business name and address		
Licensing fees paid and current		

Product Sales Compliance

Requirement	Compliance Status	Notes
Sale of tobacco, nicotine, or vapor products only to individuals 21+; clerk requests ID for customers under 30		
Signage posted clearly indicating age restriction		
No flavored tobacco or vapor products sold unless exempted by law		
No sale of loose cigarettes ("loosies")		
No sale of vaping products not approved under state/federal law		

Physical Environment & Signage

Requirement	Compliance Status	Notes
Tobacco and smoking products stored out of customer reach		
Warning signage clearly posted (eg. Surgeon General, No Sales to Minors)		
No advertisements violating local/state signage laws (eg. near schools)		
Premises clean and maintained; no tobacco litter, vapor use, etc.		

Prohibited Practices (Chapter 16, Article VI)

Requirement	Compliance Status	Notes
No smoking/vaping in enclosed public places or workplaces		
No smoking within 25 feet of building entrances, if required		
No free distribution/sampling of tobacco or nicotine products		
No sale of banned tobacco/vape products		
No promotion targeting minors		

Inspector Notes & Comments

Possible scores for each item are In Compliance; Out of Compliance, Corrected On-Site; and Out of Compliance, Violation Issued

Follow-Up Inspection Needed:

Acknowledgement

I acknowledge that I have reviewed the inspection findings with the inspector.

Owner/Manager Name	Owner/Manager Signature	Date
Inspector Name	Inspector Signature	Date