

CITY CLERK
CITY OF EAST LANSING
410 ABBOT ROAD
EAST LANSING, MI 48823
Telephone: (517) 319-6914 Fax: (517) 337-1607

RENEWAL FEES DUE JUNE 15TH
AFTER JUNE 30TH ADD
50% LATE FEE

TOBACCO LICENSE APPLICATION
JULY 1 – JUNE 30
3-YEAR LICENSE

NEW RENEWAL

Legal Entity Name: _____

Legal Entity Address: _____ City: _____ Zip Code: _____

Legal Entity Phone No. _____ Send annual license to this address

Business Name: _____

Business Address: _____ City: _____ Zip Code: _____

Business Phone No. _____ Send annual license to this address

Business/Owner/Contact email address: _____

Owner's Name: _____

Owner's Address: _____ City: _____ Zip Code: _____
(You must include any additional partner(s) or owner(s) on a separate sheet of paper.)

Owner's Contact Phone No. _____

Please indicate below the manner in which you sell tobacco products:

Over the counter sales fee: **\$118.00 per location** **TOTAL FEE DUE: \$** _____
(Make check payable to The City of East Lansing)

I no longer sell tobacco products **TOBACCO LICENSE IS NONTRANSFERABLE.**

I hereby agree to comply with all the requirements of the East Lansing City Code, particularly Chapters 8 & 26.

Owner's Signature: _____ Date: _____

If other than owner, Applicant's Name (please print): _____

Applicant's Signature: _____ Date: _____

Upon receipt of your application and appropriate fee, City staff will review each application. If your license is denied, your fee will be refunded.

Upon approval, you will be sent a Tobacco Retailer's License to be displayed in a conspicuous place where tobacco sales are conducted. In the case of tobacco vending machines, a current license shall be conspicuously displayed on each vending machine.

All fees not paid at the time due shall be assessed a late fee which shall be an additional fifty percent (50%) of the fee required for the license.

License No: _____ Expiration Date: _____