



TOBACCO RETAILER COMPLIANCE CHECKLIST

CITY OF FOSTER CITY ▪ COMMUNITY DEVELOPMENT ▪ PLANNING/CODE ENFORCEMENT

This checklist is not exhaustive.

Permit Requirements

- Obtain and maintain a valid Tobacco Retailer Permit for each retail location.
- Ensure the permit is renewed annually before expiration.
- Prominently display the Tobacco Retailer Permit at the retail location.
- Do not transfer the permit to another person or location. (Any change in ownership or business name must obtain a new permit.)

Lawful Business Operations

- Comply with all local, state, and federal laws applicable to the sale of tobacco products.
- Ensure that no flavored tobacco products or electronic cigarettes are sold in violation of Chapters [8.11](#) (except for the sale of authorized flavored shisha tobacco products by a hookah tobacco retailer) and [8.12](#) of FCMC.
- Follow city regulations on exterior signage, window displays, and outdoor storage.

Prohibited Activities

- Do not sell tobacco products to anyone under the age of 21 without verifying identification.
- Do not use or operate self-service displays (open access to tobacco products) except vending machines where permitted.

Recordkeeping and Reporting

- Immediately report any violations of tobacco-related laws by employees or agents to City staff.
- Ensure accurate and truthful information is submitted in the permit application and during compliance checks.

Compliance Monitoring and Inspections

- Allow city staff to conduct annual compliance inspections at your retail location.
- Address any compliance issues identified during inspections promptly.
- Pay any administrative fines for violations within 30 days of notice.

Additional Considerations

- Ensure all employees are trained on city, state, and federal tobacco laws.
- Confirm that all tobacco products offered for sale comply with applicable regulations.

Suspension and Enforcement

Please be aware that repeated violations may result in permit suspension:

- **First violation:** Up to 30 days suspension.
- **Second violation within 60 months:** 30–90 days suspension.
- **Third violation within 60 months:** 90 days to 1 year suspension.

Violations may also result in the imposition of fines or other penalties.