



CITY OF LAKE GENEVA

CIGARETTE & TOBACCO LICENSE APPLICATION

Please Check:

New License

Renewal of Current License

Fee of \$100.00 payable to the City of Lake Geneva and due upon application

Annual License Expires June 30th each year

Please fill in all blanks completely, as incomplete applications will be rejected.

BUSINESS INFORMATION

Business Owner Name: _____

Business Owner Address: _____

Business Owner Phone: _____

Business Name: _____

Bus. Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Bus. Phone: _____ Fax: _____

Local Contact Person for Business (if different): _____

Address: _____

Phone: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Please indicate the manner in which cigarettes and tobacco products will be sold. (Circle all that apply)

OVER THE COUNTER VENDING MACHINE

2. Please describe the location in the business premises where cigarettes and tobacco products will be sold: _____

3. Is your business the sole occupant of the building in which it is located?
YES NO

If No, please provide the room number and name of the building where your business is conducted: _____

4. Have you completed the State Application for Cigarette and Tobacco Products License from the Wisconsin Department of Revenue (Form CTP-200)?
YES NO

PLEASE ATTACH COMPLETED FORM CTP-200 TO THIS APPLICATION.

The undersigned hereby applies for a license to sell, expose for sale, possess with intent to sell, exchange, barter, dispose of or give away cigarettes or tobacco products in the City of Lake Geneva. The undersigned further certifies that all statements made in the foregoing application are true and correct, and that he/she understands that the applicant must follow the provisions of Section 134.65, Wisconsin Statutes, and any other laws or ordinances regulating the activities covered by the license applied for herein.

APPLICANT SIGNATURE

_____ DATE: _____

For Office Use Only

Date Filed: _____

Receipt No: _____

Total Amount: _____

CTP-200 Form Included: _____

Forwarded to Police Chief: _____

Chief Recommendation: _____ Approved Denied

License Issued: _____

License Number: _____

Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

Applicant's Wisconsin 15-digit Sales Tax Account Number

← This must be issued in the same Legal Name of the licensee below.

License Number
Period Covered
Date of Issuance

Legal Name (corporation, limited liability company, partnership or sole proprietorship)			Federal Employer Identification No. (FEIN)		
Trade or Business Name (if different than Legal Name)			Telephone Number ()		
Business Address (License Location)			Business Located In <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town		
Municipality			Business Telephone ()		
State			County		
Zip Code			of: _____		
Mailing Address (if different than Business Address)			Municipality		
			State		
			Zip Code		

Organization (check one)

- Sole Proprietor Wisconsin Corporation – Enter date incorporated: _____
- Partnership Out-of-State Corporation – Are you registered to do business in Wisconsin? Yes No
- Other (describe) _____

- Yes No 1. Does the applicant understand that they must purchase cigarettes and tobacco products only from distributors, jobbers, or subjobbers, who hold a permit with the Wisconsin Department of Revenue?
- Yes No 2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, revenue.wi.gov/dorforms/ctp-129.pdf.)
- Yes No 3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- Yes No 4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
- Yes No 5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- Yes No 6. Does the applicant understand that they may not sell single cigarettes?
- Yes No 7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- Yes No 8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco-directory may be sold in Wisconsin?

Cigarettes / Tobacco will be sold over counter through vending machine both

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of September 19, 2019: Sections 134.65, 134.66, 139.321, 139.79, 139.76, 995.10, and 995.12, Wis. Stats.