

To Business Owner:

Welcome to the City of Washington!



Our Cigarette Permits are valid from March 1<sup>st</sup> to February 28 each year. They are to be assigned to only one place of business and must be displayed for the public to see.

In accordance with Chapter 620, section 620.080, it shall be the duty of every dealer or wholesaler, selling, offering or displaying for sale any package of cigarettes, to remit the monthly cigarette tax reporting form, in the format as prescribed by the City Collector, and full payment by the fifteenth (15<sup>th</sup>) day of each following month. The canceled check and copy of the monthly cigarette tax report, shall be proof of payment.

Record Requirements:

Each dealer and those wholesalers and retailers shall retain invoices showing the amount and value of the shipment of cigarettes received, the date, and the name of shipper. You must also keep records of cigarettes received, sold or delivered within the City. You must keep the invoices for a period of three (3) years subject to the use and inspection of the City Collector.

**In 2013 the City of Washington passed the Smoke-Free Act.**

This act prohibits smoking in the following outdoor public places:

- Ten (10) feet outside the main entrance and ventilation systems of enclosed areas where smoking is prohibited, so as to prevent tobacco smoke from entering those areas.
- Twenty (20) feet of bleachers and grandstands for use by spectators at sporting and other public events.
- Twenty (20) feet of, all outdoor playgrounds.

Smoking shall be prohibited in all enclosed public places within the City of Washington, Missouri, including, but not limited to, the following places:

Aquariums, galleries, libraries, and museums, Areas available to the general public in businesses and non-profit entities patronized by the public, including, but not limited to, banks, laundromats, professional offices, and retail service establishments, Bars, Bingo facilities, Child care and adult day care facilities, Convention facilities, Educational facilities-both public and private, Elevators, Gaming facilities, Health care facilities, Hotels and motel (except in designated private rooms allowed for smoking and rented to guests), Lobbies, hallways, and other enclosed common areas in apartment buildings, condominiums, trailer parks, retirement facilities, nursing homes, and other multiple-unit residential facilities, Polling places, Public transportation vehicles, including buses and taxicabs, under the authority of the City, and ticket, boarding, and waiting areas of public transportation facilities, including bus, train, and airport facilities, Restaurants, Restrooms, lobbies, reception areas, hallways, and other common-use areas, Retail Stores, Rooms, chambers, places of meeting or public assembly, including school buildings, under the control of an agency, board, commission, committee or Council of the City or a political subdivision of the State, to the extent the place is subject to the jurisdiction of the City, shopping malls, Sports arenas, including enclosed places in outdoor arenas, Theaters and other facilities primarily used for exhibiting motion pictures, stage dramas, lectures, musical recitals, or other similar performances.

Smoking shall be prohibited in all enclosed areas of places of employment without exception.

This includes, without limitation, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other enclosed facilities. This prohibition on smoking shall be communicated to all existing employees by the effective date of this Chapter and to all prospective employees upon their application for employment.

*Heather Parker*  
*Collectors Office*



## City of Washington, MO 2021-2022 Cigarette Permit Application

Please fill in the following information for our records.

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Owner's Home Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Sales Tax License #: \_\_\_\_\_  
Federal Tax License #: \_\_\_\_\_  
Social Security Number#: \_\_\_\_\_  
Nature of Business / Products Sold: \_\_\_\_\_

Business License Fee Due for next license period: **March 1, 2021 – February 28, 2022**

### REQUIREMENTS:

- **Must have an active business license on file with the City of Washington.**

### FEES:

- **\$5.00 annual fee.** *For ½ year license, the fee is ½ the annual fee.*

### Extra Information:

- **If this fee is paid by your Tobacco Distributor, please forward this notice to them.**

I declare under penalty of perjury that this application has been examined by me and that the statements made herein are in good faith pursuant to the City of Washington, MO tax regulations and, to the best of my knowledge and belief, are true, correct, and complete.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_.

*Please return this Application along with your remittance of the appropriate Business License Fee payable to the City of Washington, MO **ON OR BEFORE FEBRUARY 28, 2022.** We accept cash, check, or money order. Make fee payable to the City of Washington.*

### MISSOURI MUNICIPAL MONTHLY CIGARETTE REPORT

City of Washington, MO Business License Department  
405 Jefferson St Washington, MO 63090 (636) 390-1047 or (636) 390-1090 Fax (636) 390-1068