



# ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT  
14700 RAVINIA AVENUE  
ORLAND PARK, ILLINOIS 60462  
708-403-5300  
[www.orlandpark.org](http://www.orlandpark.org)

## APPLICATION FOR TOBACCO PRODUCTS/ DEALER LICENSE

**PLEASE NOTE:** Any misrepresentation or falsification of the information sought below may result in revocation of the license granted.

**ANNUAL LICENSE FEE: \$75.00** **APPLICATION DATE** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**BUSINESS EMAIL:** \_\_\_\_\_

**CERTIFICATE OF REGISTRATION NUMBER** \_\_\_\_\_ (Required under the Retailers Occupation Tax Act, Service Occupation Tax Act, and/or Use Tax Act, if applicable)

**How will Tobacco be sold? Over the Counter** \_\_\_\_\_ **By Vending Machine** \_\_\_\_\_  
**If by Vending Machine, does your Vending Machine have a locking device?**  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Separate vending machine license also required.**

**Is indoor smoking proposed? Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **If yes, see regulations on page 2.**

**Has Applicant ever been subject to suspension or revocation of a tobacco license in the Village of Orland Park or another community? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If sole proprietorship, list applicants name, personal address and personal phone#. If partnership, corporation or unincorporated association, list name, personal address and personal phone for each partner, principal, principal officer, registered agent, spokesman or officer, as appropriate. Use separate sheet if needed.

NAME	ADDRESS	TELEPHONE NUMBER

Printed name of Applicant

Signature of Authorized Representative

Signs informing the public of the age restrictions provided for in the Orland Park Village Code, Title 7 Chapter 15, shall be posted by every licensee at or near every display of tobacco products and on or upon every vending machine which offers tobacco products for sale. Each such sign shall be plainly visible and shall state. **THE SALE OF TOBACCO PRODUCTS TO PERSONS UNDER EIGHTEEN YEARS OF AGE IS PROHIBITED BY LAW.** The text of such signs shall be in red letters on a white background, said letters to be at least one inch (1") high.

LICENSE NUMBER \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

Please return completed application and **check** for **\$75.00** made payable to the **Village of Orland Park** to the above address, Attn: Department of Development Services

### **INDOOR SMOKING REGULATIONS**

A Retail Tobacco Store that allows indoor smoking shall follow the subsequent rules regarding its operation in Orland Park. These are in addition to standard operating procedures, polices and regulations governing building permit reviews etc.

1. Must be located in a single use freestanding building and meet all applicable Code requirements as outlined in Title 6 Chapter 2 of the Village Code
2. Undergo a minimum Administrative Review for an Appearance Review
3. Undergo zoning permit review
4. Obtain an annual business license
5. Register with the Village as a "Retail Tobacco Store"
6. Obtain an annual tobacco dealer license from the Village
7. As part of license renewal, submit a notarized affidavit with gross sales receipts stating more than 80% of gross income was derived from the sale of loose tobacco, plants, or herbs and cigars, cigarettes, pipes, or other smoking devices for smoking tobacco and related smoking accessories each year to obtain and maintain a Certificate of Occupancy; The Village may require proof of sales receipts
8. Follow these general rules and prohibitions:
  - a. No food, non-alcoholic beverage or liquor is permitted
  - b. All food and beverage vending is prohibited
  - c. Rental of smoking devices or other equipment does not constitute sales
  - d. Minors are not allowed on premises
  - e. Tobacco warehousing, distribution and wholesale is prohibited
  - f. All tobacco, plants or herbs smoked on premise must be purchased from the retail tobacco store

### **ENFORCEMENT AND PENALTIES**

Failure to comply with the rules and regulations outlined here and in Title 6 Chapter 2 of the Village Code will incur a fine of \$100 for the first violation, \$500 for the second violation occurring within one (1) year of the first violation, and a fine of \$2,500 for each additional violation occurring within one (1) year of a prior violation. A sixty (60) day suspension or a revocation of any permit or license will accompany such a fine. Each day on which a violation occurs shall be considered a separate and distinct violation.