Tobacco Bar Permit Application Instructions

City of Houston Department of Health and Human Services
Smoking Ordinance Enforcement Program

Tobacco bar *means a bar in which the on site sales or rentals of tobacco products and smoking accessories for consumption or use on the premises exceeds 20% of gross revenues and into which entry is restricted to individuals 18 years of age and above. The bar is devoted to the serving of alcoholic beverages for consumption by guests on the premises and derives at least 60% of gross revenues from the sale of alcoholic beverages.*

Check that the following items are attached to the application.

The applicant must provide

1. Proof that the establishment was in operation on or before September 1, 2006 as a tobacco bar as defined above.
2. Proof as certified by a Texas licensed professional engineer that the air ventilation and purification system provides an air exchange at least once every 15 minutes and exhausts all of the exchanged air through ductwork to the exterior of the building so that smoke does not infiltrate into areas where smoking is prohibited and for the purpose of mitigating the effects of secondhand smoke on employees.
3. Proof as certified by an insurance agent that the establishment offers comprehensive health insurance to its employees, including a substantial employer contribution.
4. Sales records for a period of three consecutive months beginning May 2007 to document that the establishment receives at least 60% of gross revenues from alcoholic beverages for on premise consumption.
5. Sales records for a period of three consecutive months beginning May 2007 to document that the establishment receives at least 20% of gross revenues from the on site sales or rentals of tobacco products and smoking accessories for consumption and use on the premises.
6. Documentation that employees are trained to check customer identification to ensure entry is restricted to individuals 18 years of age and above.
7. A complete and notarized Tobacco Bar Permit Application. Note: The City of Houston Smoking Enforcement Program does not provide notarization.
8. The appropriate permit fees along with the application. Payment shall be made by company check, cashier's check, money order or cash. **Note: Personal checks will not be accepted.** The current fees are as follows:

Annual Permit Fees

Initial Tobacco Bar Permit	$300.00
Renewal Tobacco Bar Permit	$100.00

If a tobacco bar changes ownership, the new owner must apply for an initial tobacco bar permit and provide all of the required items listed above.

Submit application, documents and fee to

Houston Department of Health and Human Services
Bureau of Occupational and Community Environmental Health
7411 Park Place Blvd., Suite 200
Houston, TX 77087
For more information call 713-640-4359 or go to smoke.health@cityofhouston.net.