



County of San Diego

County of San Diego Tobacco Retail Licensing Program - Administrative Citation

Citation Number:		Total Citation Amount:		Issuance Date:	
Store Name/DBA:					
Store Address:					
Business Owner:					
State Tobacco Retail License Number:					
County Tobacco Retail License Number:					
Date of Visit:		Time of Visit:		Inspection Carried Out? Yes No	
Fine	Violation			Corrective Action Required	
	SDCC § 21.2603 (a): TOBACCO RETAILER'S LICENSE REQUIRED. (No County Tobacco Retail License)			Immediately cease the sale and display of all tobacco products until a County Tobacco Retail License is obtained and prominently displayed. All tobacco products must be removed from displays and counter storage areas, whether visible to the public or not.	
	SDCC § 21.2604 (a): SALE OF FLAVORED TOBACCO PRODUCTS PROHIBITED.			Immediately cease the sale and display of all flavored tobacco products.	
	SDCC § 21.2605 (b): DISPLAY OF PRICE.			Clearly and conspicuously display prices for all tobacco products.	
	SDCC § 21.2605 (c): PROHIBITION OF TOBACCO COUPON REDEMPTION AND DISCOUNTS.			Remove all signage and materials for discounts, special offers, coupons, reward programs.	
	SDCC § 21.2605 (d): MINIMUM PACKAGE SIZE FOR CIGARS AND LITTLE CIGARS			Immediately cease the sale and display of products that do not meet minimum packaging requirements.	
	SDCC § 21.2605 (e): MINIMUM PRICES FOR CIGARETTES, CIGARS, LITTLE CIGARS AND ELECTRONIC SMOKING DEVICES.			Increase prices to meet minimum requirements and change prices in sales register.	
Comments:					
Compliance Requirements					
The business owner is hereby ORDERED to correct the noted violation(s) immediately. Payment of any fine alone does <u>not</u> resolve the violation(s), nor shall it bar further compliance actions by the County including license suspensions and/or revocation. If you have questions, please contact the Code Enforcement Officer below.					
Code Enforcement Officer:					
Phone:			Email:		
<i>Processing Notes:</i>					

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Appeal Rights

In accordance with **SDCC § 18.108 (a)**, you have the right to appeal this Administrative Citation within 14 calendar days from the **issuance date** listed on the first page of this citation. The appeal request must be completed on the **Appeal Request Form** (attached) and must be received or postmarked by the 14th day from issuance of the administrative citation. If the 14th day falls on a day when County offices are closed, the next regular business day will be used. The appeal must include a return address and a basis for the appeal in detail.

An appeal must include **full payment** of the fine amount **or** a request for a **Hardship Waiver** of the advance deposit, in accordance with **SDCC § 18.109**. To obtain a **form** for requesting a **Hardship Waiver**, contact the program via email or telephone using the Program Contact Information below.

In accordance with **SDCC § 18.111**, an appeal will result in an administrative hearing at which you will be given the opportunity to testify and to present evidence concerning the administrative citation. Afterward, a hearing officer will issue a written decision to either uphold or cancel the administrative citation.

If you do not properly file a written appeal within 14 calendar days, you will **not** have the right to an administrative hearing and adjudication of the administrative citation, and you will forfeit any fine paid.

How to Pay the Fine

The citation amount is indicated on the first page and is due within 30 calendar days of the **issuance date of the citation**. You may pay by credit card or electronic check here: <https://payments.lexisnexis.com/ca/sandiego/trl>. **You will need the information on the citation to complete the payment.**

You must pay the fine within 30 days of the issuance date. In accordance with **SDCC § 18.113**, if your payment is late, you will receive a delinquent notice from the County and a 50% penalty fee will be assessed in addition to the original fine.

Schedule of Fines for Administrative Citations

Pursuant to **SDCC § 18.106**, business owners shall be fined \$100 for the first citation, \$200 for the second citation, and \$500 for a third and subsequent citation issued for a repeat violation of the same ordinance provision within one year from the date of an administrative citation. If the violations are a misdemeanor, retailers shall be fined \$1,000 for the fourth and subsequent citations. The fine amounts shall be cumulative where multiple citations are issued, however, the maximum amount of accumulated fines, excluding any late payment charges or other costs, shall not exceed \$10,000 for any related series of violations.

Program Contact Information

If you have any questions about the citation, please email us at PHS-TRLApplications.HHSA@sdcounty.ca.gov or leave a message at (833)-THE-TRLP / (833)-843-8757.