

Cigarette, Tobacco and Vapor Products Permit & Licenses

Licensing Year: July 1 through June 30

As of March 6, 2024, [2023 Wis. Act 73](#)), Wisconsin Municipalities and retailers must use the new forms (below) for license applications and renewals.

- Form CTV-100 - <https://www.revenue.wi.gov/dorforms/ctv-100f.pdf> – Retail License Application
- Form CTV-101 - <https://www.revenue.wi.gov/dorforms/ctv-101f.pdf> – Individual Questionnaire
- Form CTV-102 - <https://www.revenue.wi.gov/dorforms/ctv-102f.pdf> – Appointment of Agent

- **Note:** Form CTP-200 is discontinued

To apply for a cigarette, tobacco, vapor products permit and license, applicant must:

- Complete Retail License Application
Complete Individual Questionnaire (each person listed in Part C of the CTV-100 application)
Complete Appointment of Agent Application

- Pay \$100 license fee

Credit Card Payments!

We now accept all major credit cards (Visa, Discover, MasterCard, American Express). There is a fee of 2.5%, with a minimum of \$1.50 for credit/debits and \$0.85 fee for an e-check. An invoice is required if paying online. If you choose this method, please contact Christa Miller at 414-766-7022. Visit www.ocwi.org/payonline for more information.

Submit application forms and fee to the City Clerk's office