



## Application for Temporary Cigar Bar Certification

Please complete the entire 2-page application. Include a separate application packet for each cigar bar. Keep a copy of all application materials for your records.

Business Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Owner \_\_\_\_\_ Business Owner Phone \_\_\_\_\_

Cigar Bar Name \_\_\_\_\_ Cigar Bar Phone \_\_\_\_\_

Cigar Bar Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County where Cigar Bar is located \_\_\_\_\_

Cigar Bar Manager \_\_\_\_\_ Manager Phone \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>DHS use only</b>		
Date received: _____	Date Reviewed: _____	Date Reviewed: _____
Initials: _____	<input type="checkbox"/> Complete	<input type="checkbox"/> Certified
	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Denied
	Initials: _____	Initials: _____



**Acknowledgement**

I, \_\_\_\_\_, am the \_\_\_\_\_ of the aforementioned cigar bar and have the knowledge necessary to attest that said cigar bar:

- Prohibits persons under 21 years of age from entering the premises;
- Does not offer video lottery games on the premises;
- Has a humidor on the premises; and
- Prohibits the smoking of all tobacco products other than cigars.

\_\_\_\_\_  
Printed Name of Owner/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Manager

\_\_\_\_\_  
Date

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

This instrument was acknowledged before me on (date) \_\_\_\_\_ by  
(name of person) \_\_\_\_\_

Signature of notarial officer: \_\_\_\_\_

(seal)

My commission expires: \_\_\_\_\_



## Instructions

**Please submit the following required documentation in one packet. All required documentation must be included for the Department of Human Services (DHS) to consider the cigar bar for certification.**

- A completed DHS Application for Temporary Cigar Bar Certification.
- A copy of the cigar bar's full on-premises liquor sales license issued by the Oregon Liquor Control Commission under ORS 471.175.
- A copy of the floor plan submitted to the Oregon Liquor Control Commission for the cigar bar's full on-premises liquor sales license. The floor plan must include a detailed seating capacity chart that demonstrates a maximum seating capacity of no more than 40 persons.
- Documentation demonstrating that the cigar bar has an adequate ventilation system. Documentation may include a copy of the mechanical permit issued by the building official of the jurisdiction where the cigar bar is located or a copy of an inspection of the ventilation system by a certified mechanical inspector.
- Certification from the assistant to the State Fire Marshal for the jurisdiction where the cigar bar is located that the cigar bar's ventilation system is adequate to remove the cigar smoke in the cigar bar and prevent the smoke from entering any other establishment.  
**Note: This requirement is delayed while actual requirements are developed to certify ventilation systems. Once protocol is in place, cigar bars with temporary certification will be notified and will be required to submit materials to meet this requirement and obtain full certification. DHS will notify applicants when they must meet this requirement.**
- A completed and signed DHS Secondhand Smoke Document for each employee that explains the dangers of exposure to secondhand smoke. This document is available on the internet at [www.healthoregon.org/tobacco](http://www.healthoregon.org/tobacco) or by calling the Public Health Division, Tobacco Prevention and Education Program at (971) 673-1020.
- Documentation demonstrating to the satisfaction of the Assistant Director of the Public Health Division that the cigar bar generated onsite retail sales of cigars of at least \$5,000 in the calendar year 2006. Documentation may include cash register tapes, inventory receipts, and purchase orders.

DHS will review the application materials within 30 days of receipt to determine whether the application is complete. Incomplete application materials will be returned to the applicant.



Within 10 days of the application being declared complete, DHS will either grant the cigar bar certification or deny the application.

DHS reserves the right to request additional information as necessary to determine compliance with the Oregon Indoor Clean Air Act. DHS may permanently deny the application for cigar bar certification if an applicant provides information that is false or deliberately misleading.

**Mail your completed application to:**

Oregon's Smokefree Workplace Law  
800 NE Oregon St., Ste 730  
Portland, OR 97232