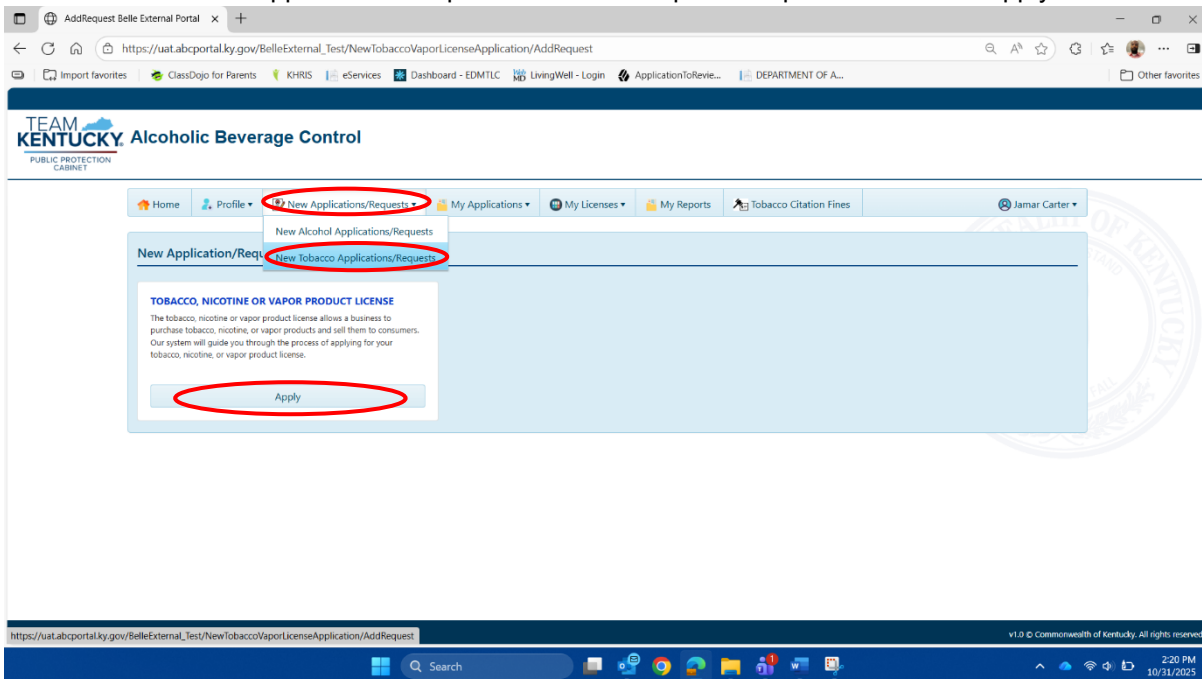


New Tobacco, Nicotine, or Vapor Product License Application

Step by Step Instructional Guide

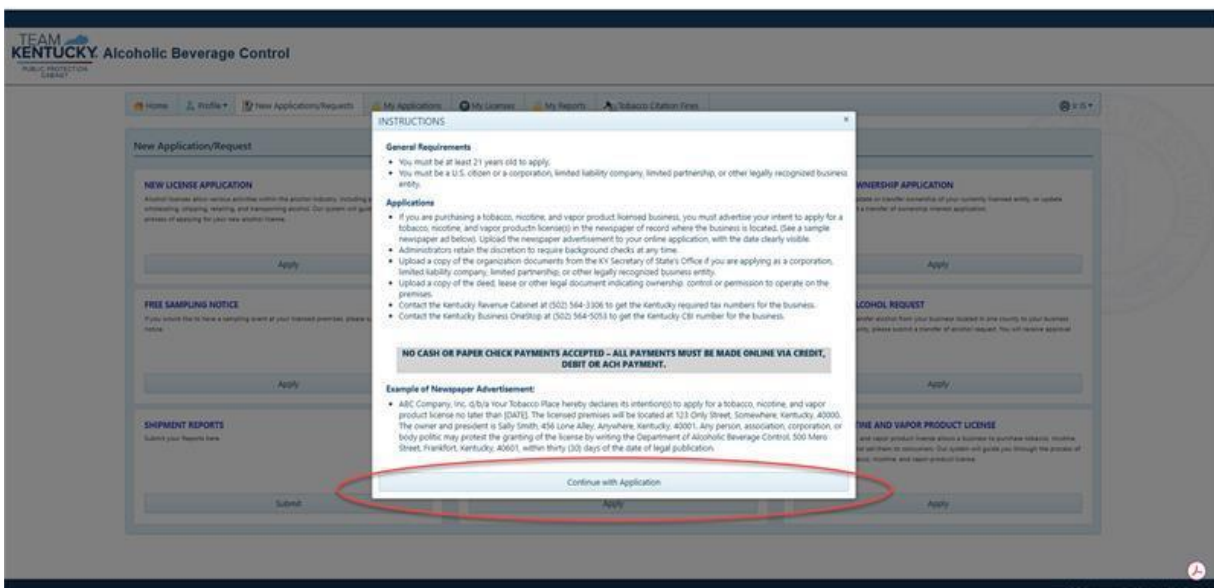
Step 1: Start a New Application:

Log in to the system. From the top menu bar, move the cursor to 'New Applications/Requests.' Then select 'New Tobacco Applications/Requests' from the drop-down options then click 'Apply.'



Step 2: Review Instructions:

An instructions page will appear with details about the application process. Review all information carefully before proceeding.



Step 3: Select Company and Site:

Select your company, enter the site number created under Company Details, and click 'Next.' If you do not remember your site number, click 'Don't Remember Your Site? Click Here.'

TEAM KENTUCKY Alcoholic Beverage Control
PUBLIC PROTECTION CABINET

Home Profile New Applications/Requests My Applications My Licenses My Reports Tobacco Citation Fines

New Application
Please select your company
Select Company: PICA, LLC
Select a Site: 8865
DON'T SEE YOUR COMPANY? Add Company
DBA: Howell Street Market
Dont Remember Your Site? Click Here
Next

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Step 4: Complete Application Questions:

Answer all required questions related to your application, then click 'Next.'

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Company Details Licenses Selected Licenses Verification Documents Affidavit Payment Submission & Status

Company Name: PICA, LLC DBA: Howell Street Market

COMPANY INFORMATION
Company Name: PICA, LLC Street Address: 335 W 21st St City: Covington KY State: KY Zip: 41014 Country: US

SITE INFORMATION
DBA: Howell Street Market Site ID: 8865 Site Address: 335 W 21st St City: Covington KY State: KY Zip: 41014 Country: Kentucky

Owners/Officers

Owner Name	Ownership %	Type	Title	Phone Number	Address	Email	Ownership Type
alexander blatt	50	owner		513263703	6891 Burnesswood Dr. Cincinnati, OH 45238	alexblatt@yahoo.com invalid	Private
nathanael freeman	50	owner		3342246996	335 W 21st St, Covington, KY 41014	nfreeman226@gmail.com invalid	Private

Does the applicant own the premises to be licensed or have possession of it under a written agreement, such as a lease?
☒ Yes
Upload a legal description of the boundaries of the premises (i.e. drawings, blueprints, a deed, or metes and bounds, etc.) as well as a copy of the deed or written agreement showing the applicant's ownership or possession.
Select File...

Has the applicant or any person listed above ever been licensed to manufacture, sell, or otherwise traffic in tobacco nicotine or vapor products?
☒ Yes
☐ No
Tobacco nicotine or vapor product manufacturer
Distributor/Wholesaler
Retailer

Will alcohol or cannabis infused beverages be sold at the premises to be licensed?
☒ Yes
☐ No
Alcohol Products
Cannabis Infused Beverages Products

Are you purchasing, or have you recently purchased this business?
☒ Yes
☐ No

Conspicuous Signs:
I do hereby swear or affirm, under penalty of perjury, that I am in compliance with **KRS 438.310(2)**, I further affirm that such notice is, or will be, properly displayed in compliance with statutory requirements to inform customers and ensure adherence to laws governing the sale of tobacco, alternative nicotine, and vapor products.
I agree to sign and file this affidavit by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in **KRS 369.101 to 369.120**. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this affidavit.
☐ I understand and agree to the above statement.

Tobacco Vending Machines:
I do hereby swear or affirm, under penalty of perjury, that I am in compliance with **KRS 438.310(3)**, which requires that any vending machine from which tobacco products, alternative nicotine products, or vapor products are dispensed that be in the line of sight of the cashier for the retail establishment. I further affirm that all vending machines operated or maintained by this establishment conform to these statutory requirements and are monitored to ensure that the sale of tobacco products, alternative nicotine products, or vapor products dispensed through a vending machine is prohibited to any person under the age of twenty-one (21) years.
I agree to sign and file this affidavit by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in **KRS 369.101 to 369.120**. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this affidavit.
☐ I understand and agree to the above statement.

Cannabinoid Products:
I do hereby swear or affirm, under penalty of perjury, that I understand selling hemp in plant form — including leaves, buds, stems, seeds, or any similar material — is a violation of **KRS 216A.1422** (Trafficking in Marijuana) and is prohibited by law. I further acknowledge that such conduct is subject to criminal penalties, including imprisonment, and may result in the revocation of any Tobacco, Vapor, or Nicotine Product License issued by the Department.
I agree to sign and file this affidavit by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in **KRS 369.101 to 369.120**. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this affidavit.
☐ I understand and agree to the above statement.

Gaming Machines:
I do hereby swear or affirm, under penalty of perjury, that I understand gaming devices are prohibited by law in the Commonwealth of Kentucky under **KRS Chapter 52B**. I further acknowledge that possession, use, or operation of any gaming device is a criminal offense punishable by imprisonment and may result in the revocation of any Tobacco, Vapor, or Nicotine Product License issued by the Department.
I agree to sign and file this affidavit by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in **KRS 369.101 to 369.120**. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this affidavit.
☐ I understand and agree to the above statement.

Step 5: Choose License Type:

On the Licenses tab, select the license types you wish to apply for and click 'Next.'

Note: The Transitional License will only appear if you are purchasing an existing licensed business.

The screenshot shows the 'Licenses' tab selected in the application. A table displays two license options. Red circles highlight the checkboxes next to each license type.

Product Type	Product Details	Half Year Fee	One Year Fee	Two Year Fee	Transitional Fee
☒ Tobacco, Nicotine, or Vapor Product License	This license allows a business to purchase tobacco, nicotine, and vapor products from wholesalers and sell them at retail to consumers 21 years of age or older.		\$500.00	N/A	N/A
☒ Transitional Tobacco, Nicotine, or Vapor Product License	If you are purchasing a business that is licensed to sell tobacco, nicotine, or vapor products, and you would like the business to continue selling tobacco, nicotine, or vapor products while you await a determination from the department on your application for a Tobacco, Nicotine, or Vapor Product License, this license will allow you to do so for up to ninety (90) days.			N/A	\$60.00

Buttons: Refresh, Back, Next

Step 6: Review Selected Licenses:

A list of all selected licenses will display and fees for confirmation. Review the license details carefully before continuing.

The screenshot shows the 'Selected Licenses' tab. A table displays the selected licenses with their details and fees. Red circles highlight the 'License Type' column header and the 'Amount' column header.

License Type	License Details	Quantity	Amount
Tobacco, Nicotine, or Vapor Product License	This license allows a business to purchase tobacco, nicotine, and vapor products from wholesalers and sell them at retail to consumers 21 years of age or older.	1	\$500.00
Transitional Tobacco, Nicotine, or Vapor Product License	If you are purchasing a business that is licensed to sell tobacco, nicotine, or vapor products, and you would like the business to continue selling tobacco, nicotine, or vapor products while you await a determination from the department on your application for a Tobacco, Nicotine, or Vapor Product License, this license will allow you to do so for up to ninety (90) days.	1	\$60.00

Buttons: Back, Next

Step 7: Upload Required Documents:

Go to the Documents tab and upload all required files. Click 'Select Files...' to attach your document, then click 'Next.'

The screenshot shows the 'DOCUMENTS' tab selected in the application. The header includes the TEAM KENTUCKY Alcoholic Beverage Control logo and a navigation bar with links: Home, Profile, New Applications/Requests, My Applications, My Licenses, My Reports, and Tobacco Citation Fines. Below the navigation bar, a sub-navigation bar shows 'Company Details', 'Licenses', 'Selected Licenses', 'Verification', 'Documents' (active), 'Affidavit', 'Payment', and 'Submission & Status'. The main content area is titled 'DOCUMENTS' and contains the instruction 'Upload the required document as mentioned below'. It lists four required documents, each with a 'Select files...' button circled in red: 'Employee Acknowledgment Form*', 'Full view of the front of the building*', 'Point of sale and counter area*', and 'Four corners of the interior of the retail space*'. At the bottom right of the document upload area are 'Back' and 'Next' buttons. A footer bar at the bottom right contains a small red icon and the text 'v1.0 © Commonwealth of Kentucky. All rights reserved'.

Step 8: Sign the Affidavit:

Type your name to electronically sign the affidavit and click 'Next.'

The screenshot shows the 'AFFIDAVIT' tab selected in the application. The header and navigation bars are identical to the previous screenshot. The main content area is titled 'AFFIDAVIT' and contains the instruction 'All terms and conditions text regarding the payment.' Below this is a text box containing the following text: 'I do hereby swear or affirm, under penalty of perjury, that I am authorized to submit this application on behalf of the named applicant and that all information and statements contained therein and any attachments are true and correct to the best of my knowledge, information, and belief. I hereby swear or affirm that if the license(s) is issued, the applicant shall abide by all state and local statutes, regulations, and ordinances relating to the manufacture, sale, use, and trafficking in tobacco, nicotine, or vapor products. I agree to sign and file this application by electronic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in KRS 369.101 to 369.120. I further understand that the Department is accepting a typed version of my name as my original signature and that I have typed my name below with intent to sign this application.' Below the text box is a 'Name *' label and a text input field containing 'Actor Name', which is circled in red. At the bottom right of the affidavit area are 'Back' and 'Next' buttons. A footer bar at the bottom right contains a small red icon and the text 'v1.0 © Commonwealth of Kentucky. All rights reserved'.

Step 9: Fee Review:

Review all payment details and click 'Pay Fee' to be redirected to the Kentucky Interactive Payment Page.

The screenshot shows the 'TEAM KENTUCKY Alcoholic Beverage Control' interface. The 'Payment' tab is selected, and a red circle highlights the fee details: 'There is a 2.75% Convenience Fee added to the total for Credit Card payments and \$0.35 for EFT/ACH payments. An initial application fee of \$50 is required. A Transitional Tobacco Nicotine and Vape Product License fee of \$60 is required.' Another red circle highlights the 'Pay Fee' button in the bottom right corner of the payment section.

TEAM KENTUCKY Alcoholic Beverage Control
PUBLIC PROTECTION CABINET

Home Profile New Applications/Requests My Applications My Licenses My Reports Tobacco Citation Fines

Company Details Licenses Select Application Documents Affidavit Payment Submission & Status

PAYMENT
There is a 2.75% Convenience Fee added to the total for Credit Card payments and \$0.35 for EFT/ACH payments.
An initial application fee of \$50 is required.
A Transitional Tobacco Nicotine and Vape Product License fee of \$60 is required.

< Back Pay Fee

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Step 10: Pay the Fee:

To finalize your submission, choose your payment method and complete the transaction

The screenshot shows the 'Alcoholic Beverage Control BELLE' payment page. It features a 'Select Payment Type' section with 'ACH / ELECTRONIC CHECK' and 'CREDIT CARD' options. A 'Summary' box on the right lists the items and fees: 'Transitional Malt Beverage License ,SiteID: 8865' for \$60.00 and 'Application Fee - SiteID: 8865' for \$50.00. The footer includes 'Ky.gov', 'Policies Security Disclaimer Accessibility', and '© 2020 Commonwealth of Kentucky. All rights reserved. Kentucky.gov'.

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Alcoholic Beverage Control BELLE

Select Payment Type

ACH / ELECTRONIC CHECK CREDIT CARD

Cancel and return to Alcoholic Beverage Control BELLE

Summary

Transitional Malt Beverage License ,SiteID: 8865	\$60.00
Item Price: \$60.00	
Quantity: 1	
Application Fee - SiteID: 8865	\$50.00
Item Price: \$50.00	
Quantity: 1	

Policies Security Disclaimer Accessibility

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