

Step-by-Step Guide

Humboldt County's Department of Environmental Health (DEH)

Tobacco Retail Licensing Application

Step 1

- Navigate to [Accela Citizen Access \(https://aca-prod.accela.com/HUMBOLDT/Login.aspx\)](https://aca-prod.accela.com/HUMBOLDT/Login.aspx) on your web browser.
- Login to **renew** your existing license.
- Create an account if you are applying for a license for the first time.

Note: You can submit a complaint without an account, but you must create an account to apply for a license.

The screenshot shows the top navigation bar with the Humboldt County logo and contact information: "Welcome to Citizen Access for the County of Humboldt Planning and Building: (707) 445-7541 / Environmental Health: (707) 445-6215". Below the navigation bar, there is a "Global Search" box and a "Register for an Account" link. The main content area features a "Please Login" section with a "New Users" section and a "Register Now" button. To the right, there is a "Sign In" form with fields for "USERNAME OR EMAIL" and "PASSWORD", a "SIGN IN" button, and a "Remember me on this device" checkbox. Below the sign-in form, there is a "Not Registered? CREATE AN ACCOUNT" link.

Step 2

- Click on the **Environmental Health** header.
- Click "Create an Application or Complaint."
- Read the disclaimer.
- Once complete you will click "Continue Application."

The screenshot shows the "Environmental Health" header with a dropdown menu. Below the header, there is a "Create an Application or Complaint" button and a "Search Applications" link. The main content area features a "Welcome" message from the Department of Health and Human Services, Division of Environmental Health. Below the welcome message, there is a "Please 'Allow Pop-ups from This Site' before proceeding" warning. A "Continue Application" button is visible. Below the button, there is a "General Disclaimer" section with a scrollable text area and a checkbox for "I have read and accepted the terms above." A "Continue Application" button is located at the bottom of the page.

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Step 3

- Click the “Hazmat” drop down.
- Click “Tobacco Retail License Application”
- Once complete you will click “Continue Application.”

Global Search

Home Planning Building Enforcement **Environmental Health**

Create an Application or Complaint Search Applications

Select a Record Type

Choose one of the following available permit applications.
For assistance or to apply for a permit type not listed below please contact us.
You may also visit our website for information on [Food Permit Category Definitions](#).

- ▶ Food Edible
- ▶ Meetings and Consultation
- ▶ Cottage Food
- ▶ Personal Services
- ▶ Recreational Health
- ▶ Retail Food
- ▶ EnvHealth Land Use
- ▼ Hazmat
 - Hazmat Monitoring Well and Boring Permit Application
 - Tobacco Retail License Application
 - Underground Storage Tank Construction Application
- ▶ Environmental Health Complaint
- ▶ Permits
- ▶ Housing
- ▶ Solid Waste LEA

Step 4

- **Note:** Be sure to choose “Individual” for each contact instead of “Organization.”
- Provide your contact information under “Environmental Health Applicant.”
- Provide your billing contact information under “Accounts Receivable.”
- Provide your business contact under “Business Contact.”
- Provide the facility owner under “Facility Owner.”
- Once complete you will click “Continue Application.”

Welcome to Citizen Access for the County of Humboldt
Planning and Building: (707) 445-7541 / Environmental Health: (707) 445-6215

Logged in as: Chelsea Busick Collections (0) Reports (1) Account Management Logout

Global Search

Home Planning Building Enforcement **Environmental Health**

Create an Application or Complaint Search Applications

Tobacco Retail License Application

1 Contact Information 2 Location Information 3 License Details 4 Documentation 5 Review 6 7

Step 1: Contact Information > Contact Information * indicates a required field.

Environmental Health Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Accounts Receivable

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Business Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Facility Owner

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

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Step 5

- Provide the site's location information.
- Once complete you will click "Continue Application."

The screenshot shows the 'Environmental Health' section of the Citizen Access portal. The user is logged in as Chelsea Busick. The navigation menu includes Home, Planning, Building, Enforcement, and Environmental Health. The 'Tobacco Retail License Application' progress bar shows steps 1 through 7, with '2 Location Information' currently selected. The page title is 'Step 2: Location Information > Location Information'. Below the title is an 'Address' section with the following fields:

- *Street No.: [text input]
- Direction: [dropdown menu, value: --Select--]
- *Street Name: [text input]
- Street Type: [dropdown menu, value: --Select--]
- Unit Type: [dropdown menu, value: --Select--]
- Unit No.: [text input]
- City: [text input]
- State: [dropdown menu, value: --Select--]
- *Zip: [text input]

 At the bottom of the form are buttons for 'Search', 'Clear', 'Save and resume later', and 'Continue Application >>'.

Step 6

- Under "License Details" you will select "Tobacco Retail License" as the program element.
- When you first apply, you will select "New Application" as the program type. When you renew you will select "Renew Application."
- Once complete you will click "Continue Application."

The screenshot shows the 'License Details' section of the Citizen Access portal. The user is logged in as Chelsea Busick. The navigation menu is the same as in Step 2. The 'Tobacco Retail License Application' progress bar shows steps 1 through 7, with '3 License Details' currently selected. The page title is 'Step 3: License Details > License Details'. Below the title is a 'Custom Fields' section with the following fields:

- AGENCY SPECIFIC INFORMATION:
 - Program Element: [dropdown menu, value: Tobacco Retail License]
- BUSINESS INFORMATION:
 - Application Type: [dropdown menu, value: New Application]

 At the bottom of the form are buttons for 'Save and resume later' and 'Continue Application >>'.

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Step 7

- In the "Documentation" Section you will upload a scanned copy of the Affidavit with your wet signature.
- Once you've uploaded the document, choose "signed affidavit" from the "Type" dropdown. Give your affidavit a quick description and hit "Save."
- Once complete you will click "Continue Application."

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Global Search

Home Planning Building Enforcement **Environmental Health**

Create an Application or Complaint Search Applications

Tobacco Retail License Application

1 Location Information 2 License Details **4 Documentation** 5 Review 6 Pay Fees 7

Step 4: Documentation > Documentation * indicates a required field.

Attachment

The maximum file size allowed is 10000 MB.
 ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;msst;php;pdf;scr;scrt;shb; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Step 8

- The application has been submitted when you reach this page. Save a copy for your records.
- DEH will review the application and follow up with you.

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Home Planning Building Enforcement **Environmental Health**

Create an Application or Complaint Search Applications

Tobacco Retail License Application

1 2 3 4 5 Review **6 Record Issuance**

Your application has been successfully submitted.
 Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is EH-TRLA-23-000004.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

Your application requires assignment and review.

(You must post the record in the work area.)