



**SMOKING PERMIT APPLICATION  
SMOKING ROOM ONLY  
MUST BE RENEWED ANNUALLY  
FEE \$250.00  
ALLOW 30 DAYS FOR APPROVAL**

[www.wichita.gov](http://www.wichita.gov)

City License 455 N. Main – 1<sup>st</sup> Floor Wichita KS 67202  
CITY LICENSE (316) 268-4553

Date \_\_\_\_\_

New \_\_\_\_\_ Renewal \_\_\_\_\_

**APPLICANT INFORMATION:**

Name		Phone Number	
Home Address		Zip	

**BUSINESS INFORMATION** (location for which permit is desired):

Business Name		Phone Number	
Business Address		Zip	
Mailing Address		Zip	

**OWNER INFORMATION** (List legal ownership: individual, corporation, limited partnership, etc)

Owner Name		Phone Number	
Owner Address		Zip	

**MANAGER INFORMATION**

Manager Name		Phone Number	
Manager Address		Zip	

**ONGOING REQUIREMENTS INCLUDE:**

- **Smoker Friendly signage as required by City Ordinance (City Code Chapter 7.56), at all entrances to the smoking room.**
- **Exclusion from the smoking room of persons under age 18.**
- **The smoking room must be enclosed on all sides by solid, impermeable walls or windows extending from the floor to ceiling with self-closing doors.**
- **Access to the smoking room must be restricted to the employees, customers and vendors of the business.**
- **The smoking room must maintain a negative air pressure (meaning more air is exhausted from the room than is directly supplied by the heating, ventilation, and air conditioning (HVAC) system).**
- **The smoking room's smoke-contaminated air must be exhausted directly to the outdoors and not returned to the HVAC system.**
- **The smoking room and any equipment contained therein must be maintained and serviced when the room is not occupied by smokers.**
- **There must be no need for employees, customers or vendors to pass through the smoking room to access restrooms, break areas, or any other portion of the place of business which they might need to access, and the business must not require employees, customers or vendors to enter the smoking room when it is occupied by smokers.**
- **Non-smoking employees and vendors of the business must have access to a separate, enclosed, non-smoking break room accessible only to the employees and vendors of the business which is of equal or larger size and has amenities comparable to the smoking room.**
- **The business must obtain, and annually renew, a permit for the smoking room from the City of Wichita and the City of Wichita's Office of Central Inspection must have verified compliance with the provisions of the City Ordinance (City Code Chapter 7.56).**
- **The smoking room must be available for and subject to inspection by the City.**

I, \_\_\_\_\_, the above named applicant, do solemnly swear that I have read the contents of

this application and that all information and answers herein contained are complete and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Wichita. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Wichita.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY**

	<b>Approved</b>		<b>Disapproved</b>		<b>Date</b>
Office of Central Inspection					
License #		Date		Expiration Date	
Total fee					