



## **Application and Guidance for Registration of a Hookah Lounge**

The Louisville Metro Smoke-Free Ordinance (No. 083, Series 2017), hereinafter known as “the Ordinance”, prohibits smoking inside all public places and places of employment; however, some businesses which meet certain requirements may qualify for an exemption.

In accordance with the Smoke-Free Ordinance (No. 083, Series 2017), all hookah lounges must register with the Louisville Metro Department of Public Health and Wellness (LMPHW). It is a violation of the Ordinance to smoke or allow smoking in a non-registered hookah lounge or in a non-exempt business.

Initial registration must be filed on or before August 21, 2017.

### **Qualifications for a Hookah Lounge Exemption**

To qualify for a hookah lounge exemption, all businesses must submit a completed registration form to LMPHW with a certification verifying that the business meets the requirements of the Ordinance.

A hookah lounge is:

“A business operation primarily dedicated to the allowance of on-site smoking through one or more hookah pipes (also commonly referred to as a hookah, waterpipe, shisha, or narghile), including but not limited to establishments known as hookah bars.”

To meet the definition, the hookah lounge must:

- Have been in operation as of May 1, 2017;
- Operated continuously since May 1, 2017, with no cessation in operation;
- Not have opened additional retail locations;
- Not allow any minors in the building;
- Not sell alcoholic beverages (under LMCO Chapter 113);
- Not be licensed as a Food Service Establishment (under LMCO Chapter 118);
- Only allow smoking of non-tobacco products through a hookah indoors;
- Not allow smoking of any other kind indoors;
- File a registration and be approved by LMPHW;
- Notify LMPHW of changes to information contained on the registration form; and
- Prohibit smoking if the registration is not filed by August 21, 2017, or if the exemption is revoked.

To obtain a hookah lounge exemption, the business consents to allow LMPHW to make unannounced inspections of the business to determine compliance with the Ordinance.



## Instructions

Mail the completed registration form to LMPHW at the address provided below. All required documentation must be included for LMPHW to consider the hookah lounge for an exemption. A separate registration must be submitted for each hookah lounge location.

Mail or drop off a completed hard-copy registration form to:  
Louisville Metro Department of Public Health and Wellness  
Attn: Environmental Health  
400 East Gray Street  
Louisville, KY 40202

LMPHW will review registrations to determine whether the form has been correctly completed and that all required information is provided.

Applicants will be notified in writing if the request for exemption is **denied**.

If the registration is incomplete, it will be denied, and you will be notified in writing and given the opportunity to re-submit a corrected registration form.

LMPHW may deny an exemption if the applicant provides information to LMPHW that is false or deliberately misleading.

LMPHW may request additional supporting documentation for review, at any time, in order to verify that a registered business or business applying for registration meets the criteria for an exemption. Application of the exemption will be void if it is determined that the hookah lounge fails to qualify for said exemption or is in violation of criteria set forth in Ordinance No. 083, Series 2017.

A hookah lounge exemption is limited to the original qualifying location. Throughout the life of the business, you must notify LMPHW of any change(s) in the information you submit. If you plan to move your business after becoming registered, you must notify LMPHW of the transfer of registration before allowing smoking on the premises.

For questions regarding the registration form or the hookah lounge exemption, please contact LMPHW at 502-574-6623. Operating hours are Monday-Friday 8:00am-5:00pm EST.



**Registration for Exemption of a Hookah Lounge from  
Louisville Metro Smoke-Free Ordinance**  
*Per Louisville Metro Ordinance No. 083, Series 2017*

This form is used to register for the hookah lounge exemption from the indoor smoking prohibition of the Smoke-Free Ordinance. Exemptions are granted on a location by location basis. Therefore the applicant must fill out a registration form for each hookah lounge he or she owns or operates. Completion of this form does not guarantee that the business will be exempt.

Hookah lounge name: \_\_\_\_\_

Hookah lounge phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Hookah lounge address: \_\_\_\_\_  
\_\_\_\_\_

Mailing address (if different from hookah lounge address): \_\_\_\_\_  
\_\_\_\_\_

Business owner or operator name: \_\_\_\_\_

Business owner or operator phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Business owner or operator email address: \_\_\_\_\_

State business license number: \_\_\_\_\_

**Acknowledgement and Certification**

I, \_\_\_\_\_, state that I am the \_\_\_\_\_ of  
Name Title  
\_\_\_\_\_, and have completed the registration for exemption for  
Business name

the above listed business, and that the statements made therein are truthful to the best of my knowledge. I request that the business be exempted from the requirements of the Louisville Metro Smoke-Free Ordinance. I confirm that it meets all of the requirements for exception, and will continue to do so, in compliance with Ordinance No. 083, Series 2017. I understand and agree that should the business not continue to meet all requirements the exemption will be voided, and the business must notify the Louisville Metro Department of Public Health and Wellness at that time.



All below conditions must be met for a business to apply for exemption as a hookah lounge. By checking each item, the applicant confirms the business meets the requirements listed. (See the Ordinance for a full description).

- The primary purpose of the hookah lounge is the on-site smoking of hookah.
- The hookah lounge was in operation as of May 1, 2017.
- The hookah lounge has operated continuously since May 1, 2017, with no cessation in operation.
- The hookah lounge does not allow minors in the building.
- The hookah lounge does not sell, offer to sell, or distribute to minors any hookah product or device.
- The hookah lounge does not sell alcoholic beverages.
- The hookah lounge is not licensed as a Food Service Establishment.
- Only non-tobacco products are smoked through a hookah inside the hookah lounge.
- The hookah lounge prohibits the smoking of all other products inside the building.
- I will provide LMPHW, at its request, with additional supporting documentation to determine compliance with the Ordinance.
- I must notify LMPHW of changes to information contained on the registration form.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge, information, and belief.

Applicant name: \_\_\_\_\_

Applicant title: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm            dd            yyyy



**FOR HEALTH DEPARTMENT USE ONLY**

Date received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm            dd            yyyy

Date processed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm            dd            yyyy

Approved:  
 Yes  
 No

By: \_\_\_\_\_