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# Auditor Animal Business License Renewal Instructions

## Step 1

Bring the following items to our office to apply for your business license:

- Completed application for animal Business License.
- Completed Kennel Compliance Certification.
- Valid Washington State Business License and Municipal License (if applicable).
- Hobby Kennel or Cattery, proof of activity or club membership.
- Veterinary proof that pets are altered (required for Private Kennel/Cattery and Altered Foster Shelter/Kennel/Cattery).
- For Foster Kennel, proof of involvement with a foster care group/organization.
- License fee.

## Requirements

1. Any person keeping more than ten dogs and/or cats must provide Kennel facilities.
2. Kennel facilities are Kennels, animal runs, enclosures, and/or any other building used for the keeping or housing of such dogs/cats. Kennel facilities shall comply with all zoning and code requirements, such as setbacks.
3. Animals kept more than sixty days will be considered owned by the person housing the animal and must be licensed under PCC 6.04.020, Foster Shelter, Kennel, or Cattery.
4. Persons providing temporary shelter must comply with PCC 5.24.030 F.



# Auditor Animal Business- Kennel Compliance Certification

Type of License: \_\_\_\_\_ License #: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Kennel Name: \_\_\_\_\_

New    
  Renewal    
  Increase in capacity\*

Facility Capacity: \_\_\_\_\_ Total # of cats: \_\_\_\_\_ Total # of dogs: \_\_\_\_\_

\* If you are requesting an increase in your Kennel capacity, then submit details of your proposal below.

## Instructions

Pierce County requires all Kennel owners/operators to comply with the Kennel Regulations listed below. Please review these Regulations and indicate whether you are currently in compliance by placing "x" in the "yes" or "no" box next to each Regulation. Failure to comply will result in revocation or denial of your license.

## Building & Restraint Requirements

### In compliance?

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Building construction must be structurally sound and maintained with all applicable permits (building, zoning etc.) PCC 17C.20, 17C.30
<input type="checkbox"/>	<input type="checkbox"/>	Water, heat, and electricity must be supplied with all applicable permits. Water must be at sufficient pressure and quantity to clean indoor housing facilities and primary enclosures. PCC 17C.20, 17C.30
<input type="checkbox"/>	<input type="checkbox"/>	Toilet and hand washing facilities with hot and cold running water are required for any facility that is open to the public or has employees. Kennel operators should note that the number of employees or customers served may impact the water system classification and level of regulation. Contact the Tacoma-Pierce County Health Department for more information at (253) 798-6470.
<input type="checkbox"/>	<input type="checkbox"/>	Kennel facilities must have an approved means of disposal of animal waste. Animal waste is not allowed to be flushed into the septic system and must be disposed of as solid waste. Contact the Tacoma-Pierce County Health Department for more information at (253) 798-6470.

**In compliance?**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Kennel facilities need to have operational smoke alarms and fire extinguishers on site. RCW 16.52.310 2(c)i
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Kennel facilities must have a Fire Evacuation plan posted with exit routes and a plan for temporary confinement.
<input type="checkbox"/>	<input type="checkbox"/>	Adequate space must be provided to allow each animal to turn about freely, to stand, sit, and lie down. The animal must be able to lie down while fully extended without the animal's head, tail, legs, face, or feet touching any side of an enclosure and without touching any other animal in the enclosure when all animals are lying down simultaneously. The interior height of the enclosure must be at least six inches higher than the head of the tallest animal in the enclosure when it is in a normal standing position. Each enclosure must be at least three times the length and width of the longest animal in the enclosure, from tip of nose to base of tail and shoulder blade to shoulder blade. RCW 16.52.310 2(a)
<input type="checkbox"/>	<input type="checkbox"/>	Licensed kennel facilities must have floors that are constructed in a manner that protects the animals' feet and legs from injury RCW 16.52.310 2(c)v
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Kennel facilities must be provided with sufficient lighting to allow for observation of all animals at any time of day or night. RCW 16.52.310 2(c)i
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Kennel facilities where animals are kept must be sufficiently ventilated at all times to minimize odors, drafts, ammonia levels, and to prevent moisture condensation. RCW 16.52.310 2(c)i
<input type="checkbox"/>	<input type="checkbox"/>	Noise emanating from Kennels in unincorporated Pierce County must not create a public nuisance. A "public nuisance noise" is any noise which unreasonably annoys, injures, interferes with, or endangers the comfort, repose, health or safety of three or more persons residing within separate residences in the same community or neighborhood, although the extent of the damage may be unequal. PCC 8.72.100
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Kennel facilities that use chains and/or tethers must have a written owner consent. Facilities that use chains, must use chains that are adequate to restrain the animal, but appropriate size and weight for the animal. The use of chains, pinch/prong collars, or choke chains as collars is prohibited. For facilities that use tethers, the tether must be connected to a collar or harness on a swivel or in a manner that prevents entanglement. The tether must not cause injury, disfigurement or physical impairment to the animal. An animal must have access to food, water and shelter while restrained. PCC 6.03.010 (N)
<input type="checkbox"/>	<input type="checkbox"/>	For any licensed Kennel facilities that use muzzles, the facility must have a written owner consent. A muzzle is used in a manner that will not cause injury to the animal or interfere with its vision or respiration but shall prevent it from biting any person or animal.

# Animal Care Requirements

## In compliance?

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Each animal that is over the age of four months must be provided with a minimum of one exercise period during each day for a total of not less than one hour of exercise during such day. RCW 16.52.310 2(b)
<input type="checkbox"/>	<input type="checkbox"/>	Veterinary care must be provided without delay when an animal is sick or injured. Animals requiring euthanasia must be euthanized only by a license veterinarian. RCW 16.52.310 2(e)
<input type="checkbox"/>	<input type="checkbox"/>	An employee must be on duty at all times during operating hours for any facility. An employee is also required to come feed, water, and do the necessary cleaning of animals on days the facility is closed. RCW 16.52.310 2(d).
<input type="checkbox"/>	<input type="checkbox"/>	All animals in the same enclosure at the same time must be compatible, as determined by observation. RCW 16.52.310 2(c)viii
<input type="checkbox"/>	<input type="checkbox"/>	Animals with aggressive disposition must never be placed in an enclosure with another animal, except for breeding purposes. RCW 16.52.310 2(c)viii
<input type="checkbox"/>	<input type="checkbox"/>	Breeding females in heat may not be in the same enclosure at the same time with sexually mature males, except for breeding purposes. RCW 15.52.310 2(c)viii
<input type="checkbox"/>	<input type="checkbox"/>	Breeding females and their litters may not be in the same enclosure at the same time with other adult animals. RCW 16.52.310 2(c)viii
<input type="checkbox"/>	<input type="checkbox"/>	Animals under quarantine or treatment for a communicable disease shall be separated from other animals to minimize dissemination of the disease. PCC 6.08.040 (A)
<input type="checkbox"/>	<input type="checkbox"/>	Adequate care means food or feed appropriate to the species for which it is intended. Both food and water must be in sufficient quantity, quality, and form appropriate to sustain the animals and should be in containers designed and situated to allow the animal easy access. RCW 6.03.010. Food and water receptacles must be cleaned regularly and sanitized. All enclosures must contain potable water that is not frozen, is substantially free from debris, and is readily accessible to all animals in the enclosure at all times. RCW 16.52.310 2(d)
<input type="checkbox"/>	<input type="checkbox"/>	Food and bedding must be stored in a dry area which is adequate to provide protection against infestation or contamination.
<input type="checkbox"/>	<input type="checkbox"/>	Feces, hair, dirt, debris, food waste, and disposable materials must be removed from enclosures at least daily or more often if necessary, to prevent accumulation, to reduce disease hazards, insects, pests, odors, and to maintain sanitary conditions. RCW 16.52.310 2(c)vii
<input type="checkbox"/>	<input type="checkbox"/>	Pens or runs can be covered with a sufficient layer of disposable materials such as gravel, sand, shavings, coarse wood chips, hay, or straw that can be removed when contaminated by animal excreta and periodically changed to maintain sanitary conditions. RCW 16.52.310 2(c)i
<input type="checkbox"/>	<input type="checkbox"/>	Housing facilities and primary enclosures must be kept in a clean and sanitary condition. RCW16.52.310 2(c)i
<input type="checkbox"/>	<input type="checkbox"/>	Empty enclosures must be cleaned and sanitized prior to introduction of a new animal. RCW 16.52.310 2(c)l
<input type="checkbox"/>	<input type="checkbox"/>	Every licensed kennel facility shall ensure that there is completed Infection Control Check List readily available for staff members, customers, and the agent of the Auditor and/or of Pierce County.
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Kennel facilities must enable all animals to remain dry and clean. Animals must be protected from extreme temperatures and weather conditions that may be uncomfortable or hazardous.

## Grooming Parlor Requirements (PCC 5.24.070)

### In compliance?

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Grooming parlors shall not board animals but only keep them for a reasonable time in order to perform the business of grooming.
<input type="checkbox"/>	<input type="checkbox"/>	Animals need to be restrained so they do not fall or hang. PCC 6.03.010 (N)
<input type="checkbox"/>	<input type="checkbox"/>	All equipment must be cleaned and sanitized after each animal has been groomed.
<input type="checkbox"/>	<input type="checkbox"/>	Only one animal allowed per cage, unless requested by the owners of the animals.
<input type="checkbox"/>	<input type="checkbox"/>	Hot and cold water must be convenient and in working condition for large sinks or tubs.
<input type="checkbox"/>	<input type="checkbox"/>	All cages, pens, or Kennels used for holding animals must be cleaned and sanitized after each use.

## Records Requirements

### In compliance?

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Every licensed Kennel facility shall maintain records for three years (current year and past two years) on all animals. Said records shall contain a list of the names and addresses of persons from whom animals are received and to whom animals are sold, traded, given away or groomed. All animal transactions shall be listed on the records and these records shall be made available for inspection by the Auditor and /or agent of Pierce County at all reasonable times for a specific reason. PCC5.24.030 (F)
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Kennel facilities must have a posted vaccination policy, either on their website, brochures, or at the facility.

If you are requesting an increase in Kennel capacity, please detail your proposal on a separate piece of paper. Include your proposed number of dogs and/or cats, along with your plan on how you will house and care for them. Attach a site plan of the additional Kennel space and cages. If you plan to do any remodeling or new construction, you must obtain all necessary development permits from Pierce County.

By signing this application, I acknowledge that the information provided is accurate, that I have received a copy and will comply with the Pierce County Code 5.24 and Kennel Regulations. I consent to periodic inspections to verify compliance.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct to the best of my knowledge.

SIGNED at \_\_\_\_\_, Washington on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_



# Animal Business License Application

NEW

RENEWAL

Type of License \_\_\_\_\_ Fee \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Home Phone \_\_\_\_\_

First Middle Last

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

DBA \_\_\_\_\_ UBI # \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth: \_\_\_\_\_

List any federal, state or local permits/licenses \_\_\_\_\_

Business Address \_\_\_\_\_

City State Zip

Mailing Address \_\_\_\_\_

City State Zip

Home Address \_\_\_\_\_

City State Zip

Designated Agent Name \_\_\_\_\_ Phone \_\_\_\_\_

Agent's Address \_\_\_\_\_

City State Zip

Name of person(s) responsible for supervision/maintenance when owner not there:

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

Address \_\_\_\_\_

City State Zip

Name of Veterinarian \_\_\_\_\_ Phone \_\_\_\_\_

Address for Veterinarian \_\_\_\_\_

City State Zip

Number of dogs \_\_\_\_\_ Number of cats \_\_\_\_\_

Have you ever been convicted of crimes related to animals?  Yes  No

If yes, where and when? \_\_\_\_\_



Applicant/Kennel Name: \_\_\_\_\_

### Check the kennel type(s) for which you are applying:

**Commercial Kennel or Cattery:**

Any premises wherein a person(s) engages in the business of breeding and possible boarding, letting for hire, selling, bartering, or giving away dogs and/or cats.

**Boarding Kennel or Cattery:**

Any premises wherein a person engages in the business of boarding cats and dogs for private pet owners, for all or part of a day, including pet sitting establishments, and short-term boarding facilities for purposes other than veterinary medical procedures and observation. Any boarding kennel or cattery engaging in the business of breeding, letting for hire, selling, bartering or giving any dogs and/or cats must be licensed as a commercial kennel or cattery.

**Grooming Parlor:**

Any place or establishment, public or private, where animals are bathed, clipped or combed for a consideration.

**Pet Shop:**

Any person or establishment that acquires animals (dogs, cats, birds, fish, rodents, reptilians, primates, insects and any/or all others) bred by others, whether as owner, agent or on consignment, sells or boards any species of animals and offers to sell such animals to the public.

*List all species of animals to be sold:* \_\_\_\_\_

**NOTE: The above kennel types must have a valid business license, a copy of which is required to be submitted with application.**

**Hobby Kennel or Cattery:**

Any premises where at least six but less than 20 adult dogs and/or cats are kept for hunting, breeding, for exhibition, organized events, field working, or obedience trials. Any person(s) or premises which exceeds the numbers or engages in practices beyond the definition herein for a hobby kennel or cattery, as determined by the enforcement agency, shall be subject to penalties and/or be required to purchase the appropriate license. Note: The occasional selling of offspring shall not be construed as a commercial venture.

*NOTE: A hobby kennel must have proof of activity (a bona fide membership in a purebred animal club, etc.).*

**Private Kennel/Cattery:**

Any premises where at least six, but less than twenty, altered adult dogs and/or cats are kept as pets and not used for any other purpose than companionship for their owners. All pets are to be altered.

*NOTE: Veterinary proof of each pet having been altered must be submitted with private kennel/cattery application.*

**Foster Shelter/Kennel/Cattery:**

Any premises where at least six or more adult dogs and/or cats are kept and a person(s) provides temporary housing and care of owner released dogs/cats for the purpose of placing them into a permanent home. Animals kept more than 60 days will be considered owned by the person housing the animal and must be licensed under PCC 6.04.020.

*Note: Must have acceptable evidence of involvement with a foster care group/organization.*



Applicant/Kennel Name: \_\_\_\_\_

**FEES:** (more than one fee may apply)

- Commercial Kennel or Cattery \$250.00
- Boarding Kennel or Cattery \$200.00
- Pet Shop \$200.00
- Hobby Kennel or Cattery (6 - 20 dogs/cats) \$150.00
- Grooming Parlor \$100.00
- Private Kennel or Cattery \$150.00  
(All pets must be altered)
- Foster Shelter, Kennel or Cattery (Altered) \$ 75.00
- Foster Shelter, Kennel or Cattery (Unaltered) \$150.00

Fee Enclosed \$ \_\_\_\_\_  
(Kennel Fees are non-refundable)

*FOR RENEWALS ONLY: A 10% CHARGE WILL BE ADDED IF FEE IS NOT RECEIVED WITHIN 10 DAYS OF DUE DATE.  
A PENALTY FEE OF 100% OF THE LICENSE FEE SHALL BE ASSESSED IF THE LICENSE APPLICATION IS NOT SUBMITTED BY MARCH 31.*

5.24.030 - License Requirement: Any person(s) who engages in more than one of the services or maintains more than one of the types of facilities cited in this section shall pay all appropriate license fees as provided in PCC 5.04.020.

The information disclosed on this application is true and correct. I give permission for my facility to be inspected at any reasonable time.

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

A complete copy of Pierce County Code, Chapter 5.24, Commercial Kennel/Cattery, Hobby Kennel, Foster Kennel, Private Kennel, Grooming Parlor or Pet Shop may be obtained by contacting Pierce County Business Licensing at 253.798.7445.