



# Pet Dealer/Kennel Permit Application



## **Pinellas County Pet Dealer/Kennel Permit Application**

### **Basis of Permit**

Any person who advertises or engages in the sale of one (1) or more litters of dogs or cats per year to the public (this includes breeders of animals who sell such animals directly to a consumer) or any person engaging in the business of boarding, breeding, buying, letting for hire or training for a fee, dogs or cats is required by Pinellas County ordinance 14-29 to obtain a Pet Dealer's permit.

Permit holders shall comply with the following:

1. Any person or entity desiring to operate as a Pet Dealer or Kennel shall file a permit application with Pinellas County Animal Services (PCAS) on such form as provided by and within the timeframe required by PCAS.
2. All permit holders and applicants shall provide an update within fifteen (15) calendar days of any addition or change of the physical address of the location(s) of all Animals being bred or offered for sale.
3. A permit issued under Section 14-29 is nontransferable from one entity or person to another or from one location to another.
4. All permits issued under Section 14-29 shall be valid for one (1) year.
5. Annual application fees are non-refundable.
6. All locations identified by the Pet Dealer and Kennel permit applicants shall be subject to an initial inspection to determine compliance with the current standards of care established by PCAS (see page 5 for Basic Physical Standards of Facility/Animal Enclosure).



7. An annual inspection shall be required prior to any Pet Dealer or Kennel permit issuance or renewal. The renewal inspection period shall extend from sixty (60) days prior to the end of a current permit period until the last day of the current permit period. Notice of the renewal inspection period, including a description of the scope and criteria of the inspection, shall be provided no later than ten (10) days prior to a renewal inspection period, and any effort to seek review by a competent jurisdiction of the intended inspection must be initiated before the renewal period begins. The renewal inspection shall be unscheduled, and may be conducted at any reasonable hour by any Animal Control Code Enforcement Officer, who shall act in accordance with the renewal inspection period notice and at a minimum shall be given access to and the opportunity to inspect and photograph the Animals, premises and records of a Pet Dealer or Kennel to determine compliance with F.S. 767 and 828, as may be amended, and Pinellas County Code Ch. 14 Section 29.
8. If a permit holder receives an unsatisfactory inspection or an ordinance violation, a permit may be suspended or revoked (see page 6). Upon correction of violations and, provided a satisfactory re-inspection is completed, a permit may be reinstated for the duration of the permit period for a reinstatement fee, as established by the Board of County Commissioners.
9. All permit holders are required to maintain the following records:
  - a. Records shall be kept on each individual animal boarded, housed, trained, groomed, hired or offered for sale and must be available to the inspecting Officer.
  - b. Records must include the name, address and phone number of the legal owner and description of said animal(s).
  - c. All vaccination records and license information for each animal.
  - d. Records of any medications administered to the animal that includes date, medication given and dosage.
  - e. Current Official Certification of Veterinarian Inspection on all animals offered for sale. All Certificates must be available to the inspecting Officer, and renewed every 30 days while the animal is offered for sale. The Certificates must be maintained for one year.



- f. A Point of Sale form, provided by PCAS, must be completed for each animal sold. Point of Sale forms must be sent to PCAS within 30 days of such sales. Permit holders must maintain these forms for 1 year and make them available for the inspecting officer.
  - g. A current/ Valid Dealer Permit must be displayed, and must be renewed annually.
10. Permit holder must have an evacuation plan for all animals in the event of an emergency. Such plan must be made available to the inspecting officer.
  11. No person or entity may advertise for the sale of Animals, unless such advertisement includes the permit number issued by the PCAS.
  12. Animal sales shall not take place in a public thoroughfare, public common area, or flea market.
  13. Failure by any permit holder to comply with these conditions may result in permit suspension, revocation, and or citations (see page 6).

### **New Permit Requirements**

1. Completed application with permit fee.
2. Completed and satisfactory inspection of the premises where the boarding, breeding, buying, letting for hire or training is conducted.
3. Proof that all dogs or cats over the age of four (4) months are current with a rabies vaccination and Pinellas County license.
4. No person found in violation of the Pinellas County cruelty or neglect ordinance, subject of final judgment of Florida Statute pursuant to Section 828.073, convicted of cruelty to animals pursuant to Section 828.073, Florida Statutes, or any other Florida statute prohibiting animal neglect or mistreatment, or having outstanding civil penalties shall be eligible for a permit.



### **Basic Physical Standards of Facility/ Animal Enclosures**

1. Facility/Home is solidly constructed and has sound physical structure.
2. Facility/Home is maintained and in good repair
3. Facility/Home ensures that animals are kept from injury and are kept dry and clean.
4. When applicable, cage/kennel has adequate gauge coated wire to prevent sagging under the animals' weight, and the mesh is small enough to prevent their feet from passing through.
5. Interior surfaces are water resistant and capable of being readily cleaned and sanitized.
6. All primary enclosures allow each animal to turn around and exercise normal postural movements.
7. Electric power is provided.
8. Potable water is provided.
9. Adequate ventilation with fresh or mechanical air provided.
10. Natural and artificial lighting is provided and so arranged as to protect each animal from excessive illumination.
11. Sewage and waste is disposed of, and drainage shall not backflow into animal areas.
12. Isolation areas are segregated from the main population.
13. All pets and animals, regardless of species are provided with the basic standard husbandry requirements and sanitation/maintenance needs.
14. Food and food storage areas must be maintained dry, clean and free of pests.
15. Animals housed in boarding kennels or "in estrus" shall be separated in individual cages unless requested by owner.
16. Animals must be kept in good condition.



### **Process of Application**

Applications are available at Pinellas County Animal Services located at 12450 Ulmerton Rd. Largo, FL 33774 or online at [www.pinellascounty.org/animalservices](http://www.pinellascounty.org/animalservices) and may be accepted at the shelter during normal business hours. The fee for a Pet Dealer application is \$200 per year and must be paid at the time the application is submitted.

### **Application Approval**

New applications will be reviewed by PCAS. Applicants will be contacted by the permitting officer regarding application status and initial inspection.

### **Permit Denial, Revocation and Suspension**

If a permit holder receives an unsatisfactory inspection or an ordinance violation, a permit may be suspended or revoked. Upon correction of violations and completion of a satisfactory re-inspection, a permit may be reinstated for the duration of the permit period for a reinstatement fee.

### **Violations**

Each violation of Pinellas County Ch. 14-29 shall be considered a separate infraction and will be subject to a fine of \$148 for the first offense and up to \$500 for each subsequent offense.



## Pinellas County Pet Dealer/Kennel Permit Application

<b>Applicant Information</b>				<b>Date</b> _____	
* Required information. (Incomplete applications will not be processed)					
* Last Name	* First Name			Middle Initial	
* Home Address			* City	* State	* Zip
Home Phone <small>* At least one phone number required</small>	Mobile Phone	* Emergency Contact Name		* Emergency Contact Phone	
Email Address				Would you like to receive renewal notices via email? <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Purpose of Permit (circle all that apply)    Breeding    Boarding    Buying    Letting for Hire    Training					
Other: _____					

<b>Business Information</b>			
<input type="checkbox"/> Not a business (skip this section)			
* Business Name			
* Business Address		* City	* State    * Zip
* Business Phone	* Emergency Contact Name		* Emergency Contact Phone
Business Fax		Email Address	

<b>Veterinarian Information</b>			
* Veterinary Practice Name			
* Address		* City	* State    * Zip
* Business Phone	* Business Fax		



## Owned Dog or Cat Information

\* This information must be completed for each dog or cat owned by the applicant

Date \_\_\_\_\_

<b># 1</b>	Name	Breed	Sex	Age
Color(s)		Microchip Identification Number		
Pinellas County License Number	License Expiration Date	Rabies Vaccination Date	Rabies Vaccination Expiration Date	
Location where Dog is Housed <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other (address):				
<b># 2</b>	Name	Breed	Sex	Age
Color(s)		Microchip Identification Number		
Pinellas County License Number	License Expiration Date	Rabies Vaccination Date	Rabies Vaccination Expiration Date	
Location where Dog is Housed <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other (address):				
<b># 3</b>	Name	Breed	Sex	Age
Color(s)		Microchip Identification Number		
Pinellas County License Number	License Expiration Date	Rabies Vaccination Date	Rabies Vaccination Expiration Date	
Location where Dog is Housed <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other (address):				
<b># 4</b>	Name	Breed	Sex	Age
Color(s)		Microchip Identification Number		
Pinellas County License Number	License Expiration Date	Rabies Vaccination Date	Rabies Vaccination Expiration Date	
Location where Dog is Housed <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other (address):				
<b># 5</b>	Name	Breed	Sex	Age
Color(s)		Microchip Identification Number		
Pinellas County License Number	License Expiration Date	Rabies Vaccination Date	Rabies Vaccination Expiration Date	
Location where Dog is Housed <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other (address):				





<b>Owned Dog or Cat Information</b>					Date _____
* This information must be completed for each dog or cat owned by the applicant					
<b># 6</b>	Name	Breed	Sex	Age	
Color(s)			Microchip Identification Number		
Pinellas County License Number		License Expiration Date	Rabies Vaccination Date	Rabies Vaccination Expiration Date	
Location where Dog is Housed <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other (address):					
<b># 7</b>	Name	Breed	Sex	Age	
Color(s)			Microchip Identification Number		
Pinellas County License Number		License Expiration Date	Rabies Vaccination Date	Rabies Vaccination Expiration Date	
Location where Dog is Housed <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other (address):					
<b># 8</b>	Name	Breed	Sex	Age	
Color(s)			Microchip Identification Number		
Pinellas County License Number		License Expiration Date	Rabies Vaccination Date	Rabies Vaccination Expiration Date	
Location where Dog is Housed <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other (address):					
<b># 9</b>	Name	Breed	Sex	Age	
Color(s)			Microchip Identification Number		
Pinellas County License Number		License Expiration Date	Rabies Vaccination Date	Rabies Vaccination Expiration Date	
Location where Dog is Housed <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other (address):					
<b># 10</b>	Name	Breed	Sex	Age	
Color(s)			Microchip Identification Number		
Pinellas County License Number		License Expiration Date	Rabies Vaccination Date	Rabies Vaccination Expiration Date	
Location where Dog is Housed <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other (address):					

*If more space is needed to list owned dogs or cats please contact Animal Services Permitting for additional pages (727) 582-2632*



Have you ever been convicted of animal abuse or cruelty under Section 828.073 of the Florida Statutes, or any other statute (in any other state) prohibiting animal neglect or mistreatment?

Yes No If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever received a violation or citation from Pinellas County Animal Services for animal cruelty or neglect? Yes No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

I certify that the information on this Pet Dealer/Kennel Permit Application is true and that I have read and understand the conditions of the Pet Dealer/Kennel Ordinance as listed in the Pinellas County's Chapter 14 Ordinance, Section 14-29

X \_\_\_\_\_  
Signature of Applicant Date