



# APPLICATION FOR COMMERCIAL ANIMAL OPERATION



## APPLICANT INFORMATION

Business Owner				
Address		City	State	Zip
Primary Phone #		Alternate Phone #	Email	

## BUSINESS INFORMATION

Business Name				
Address		City	State	Zip
Primary Phone #		Emergency Phone #	Business License Number	
Calif. Seller's Permit #	<b>Is this a non-profit business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		IRS Non-Profit EIN	

### Type of Operation (check all that apply)

- Animal Boarding  
  Animal Breeding  
  Pet Shop  
  Stable  
  Humane Society / Animal Rescue

### Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

### Maximum Number of Each Type of Animal Housed:

Dogs <10 lbs	_____
11-35 lbs	_____
36-50 lbs	_____
51-80 lbs	_____
<80 lbs	_____

Cats <16wks	_____
Adults	_____
Rabbits/Rodents	_____
Reptiles/Amphib	_____
Fish/Aquatic*	_____

\*List # of tanks

Equine	_____
Livestock	_____
Other	_____
(Describe)	_____

### Animal Breeders Only (not required for fish/aquatic animals).

Number of breeding females	Dogs _____	Cats _____	Other _____
Number of litters per year	Dogs _____	Cats _____	Other _____
Number of offspring per year	Dogs _____	Cats _____	Other _____

## APPLICANT ATTESTATION

- Has the applicant, applicant's principals, partners, or officers ever had an Animal Services permit, or similar permit, denied, suspended, or revoked?  Yes  No
- Has the applicant, applicant's principals, partners, officers, or employees been found guilty, or entered a plea of no contest, to violation of any local, state, or federal law pertaining to animal cruelty, neglect, or abuse?  Yes  No
- I certify under penalty of perjury in the state of California that the information provided herein is true and correct to the best of my knowledge and belief.***

Signature	Date
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**County of San Luis Obispo Division of Animal Services**

865 Oklahoma Ave. | San Luis Obispo, CA 93405 | (P)805-781-4400 | (F) 805-781-1065  
[comments@sloanimalservices.com](mailto:comments@sloanimalservices.com) | [www.sloanimalservices.com](http://www.sloanimalservices.com)

## Instructions for Completing the Application for a Commercial Animal Operation Permit

**New Applications** - The following items must be submitted with your application

- Fully completed application form signed and dated by the applicant.
- Copy of your Business License Verification Form with license number, or other equivalent documentation issued by the city in which your business will operate.
- Permit application fee – **Please note:** *The application fee is assessed to cover the cost of permit processing and facility inspections. Payment of the application fee does not guarantee approval of your permit request.*

**Do not commence operations until you have been issued a Commercial Animal Operations Permit as well as clearance from your local Planning/Code Enforcement authority and approval of your Business License.**

**Renewal Applications** - The following items must be submitted with your application

- Fully completed application form signed and dated by the applicant.
- Permit application fee – **Please note:** *The application fee is assessed to cover the cost of permit processing and facility inspections. Neither payment of the application fee, nor prior issuance of a permit guarantees approval of your permit request.*
- If there have been changes to your business license (eg. changes in ownership, business name, reissuance with a different number, etc.), an updated copy of your business license must be submitted.

**Applicant Information** – List the name and mailing address of the owner or corporation operating the business for which this application is submitted. Unless otherwise specified, this is the address to which your permit will be mailed.

**Business Information** – List the name, address, on-site phone, and monitored emergency contact phone number of the business for which this application is submitted. For businesses with multiple locations, a separate application must be submitted for each site.

**Calif. Sellers Permit #** - Commercial animal operations are required to obtain a Seller's Permit from the California Department of Tax and Fee Administration. (This requirement does not apply to non-profit humane societies or rescue organizations).

**Non-profit organizations** – Permit fees are waived for non-profit organizations whose primary purpose is the preservation and promotion of animal welfare. In order to receive this waiver, the organization must have a valid IRS 501(c)3 designation and must maintain direct oversight and management of the permitted business. A copy of the organization's IRS letter of determination must be submitted with all new applications, or with renewal applications for businesses previously permitted with a for-profit status. A current Employer Identification Number (EIN) must be provided for all non-profit applications.

**Hours of Operation** – All commercial operations must establish and maintain standard operational hours. If the permitted facility is not open to the public, list the times when personnel are regularly on site to provide for animal care, supervision, and management.

**Number and Types of Animals** – List all animal types, and the maximum number of each, which may be maintained at the facility at any one time during the permit period. For boarding or pet store facilities where the sizes of dogs in care will vary over time, simply provide the maximum number of dogs of all sizes.

**Number of Breeding Females** – List the maximum number of reproductively intact females which may be maintained at the facility at any one time during the permit period, regardless of whether or not these animals will be bred during that time.

**Number of litters** – List the maximum number of litters/clutches/etc. which are anticipated to be produced during the permit period.

**Number of offspring** – List the maximum number of offspring which are anticipated to be produced during the permit period.

**Applicant Attestation** – If you answered "Yes" to any of these questions, attach a separate sheet explaining the circumstances and details.

**Submit completed application with original signature and payment to Animal Services in person or by mail.  
A LATE FEE MAY APPLY TO APPLICATIONS SUBMITTED / POSTMARKED AFTER JANUARY 1.**