

## Kennel Application Checklist

Before mailing in your kennel application please make sure the following items are attached and completely filled out. Incomplete applications will not be accepted. All applications are due August 31, 2024. **A 10% late penalty will apply for each renewal application received after August 31, 2025, and each kennel permit not applied for the previous year.**

### Commercial Kennel Application:

1. Application Fee of \$300 and dog license fees (\$45/dog) for each unaltered dog (please check one)
  - a. Check or money order is enclosed Yes \_\_\_\_\_
  - b. Will pay over the phone with a credit card (a service fee applies) Yes \_\_\_\_\_
2. Kennel permit application filled out and signed
3. Current list of all dogs in proposed kennel
4. Microchip numbers for all dogs in proposed kennel
5. Rabies certificates for all dogs that are due or are new dogs
6. Alter certificates (if applicable)
7. Breeder permits (\$100/permit - if applicable). Breeder permits go on the calendar year.
  - a. Letter signed by a veterinarian is attached for each breeder permit Yes \_\_\_\_\_

### Rescue Kennel Permit Application:

1. Application Fee of \$75 (please check one)
  - a. Check or money order is enclosed Yes \_\_\_\_\_
  - b. Will pay over the phone with a credit card (a service fee applies) Yes \_\_\_\_\_
2. Kennel permit application filled out and signed
3. 501c3 paperwork (unless already on file with Animal Services)
4. Current list of all dogs in proposed kennel
5. Microchip numbers for all dogs in proposed kennel
6. Rabies certificates for all dogs that are due or are new dogs
7. Alter certificates (if applicable)

### Non-Commercial Kennel Permit Application:

1. Application Fee of \$150 (please check one)
  - a. Check or money order is enclosed Yes \_\_\_\_\_
  - b. Will pay over the phone with a credit card (a service fee applies) Yes \_\_\_\_\_
2. Kennel permit application filled out and signed
3. Current list of all dogs in proposed kennel
4. Microchip numbers for all dogs in proposed kennel
5. Rabies certificates for all dogs that are due or are new dogs
6. Alter certificates (if applicable)

### Non-Commercial Kennel Permit Application (5-10 altered dogs):

1. Application Fee of \$75 (please check one)
  - a. Check or money order is enclosed Yes \_\_\_\_\_
  - b. Will pay over the phone with a credit card (a service fee applies) Yes \_\_\_\_\_
2. Kennel permit application filled out and signed
3. Current list of all dogs in proposed kennel
4. Microchip numbers for all dogs in proposed kennel
5. Rabies certificates for all dogs that are due or are new dogs
6. Alter certificates (if applicable)
7. All dogs must be spayed or neutered
8. Signed letter from veterinarian (if applicable)