



# City of San Antonio Animal Care Services

4710 State Highway 151  
San Antonio, TX 78227

[www.saacs.net](http://www.saacs.net)  
[www.SALicenseyourpet.com](http://www.SALicenseyourpet.com)  
(910) 907-ADPT



## Commercial Boarding Kennel Permit

**COMMERCIAL KENNEL: \$150.00/yr**

APPLICANTS COMPLETE LEGAL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

**Corporation (list name and address of major officers)**

**Sole Proprietorship**

**Partnership (List name and address of all partners)**

NAME	ADDRESS

### **APPLICANT CERTIFICATION**

I certify that the information provided in this application is true and correct and that any false statement may result in the denial or future revocation of the Animal Permit, if approved. I also agree to abide by all Conditions of approval and municipal code requirements if this application is approved. I further understand that any violation of the San Antonio Municipal Code and/or to the Animal Permit conditions of approval shall constitute grounds for the revocation of an approved Animal Permit.

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

**NOTE: By signing this application, you are certifying that all requirements have been met.**

### **PERMIT FEES**

COMMERCIAL KENNEL: \$150.00/yr

Inspection and Subsequent re-inspection Fee: \$25.00 (payment is due upon receipt of application or renewal)

**MUST BE PAID IN FULL. NO REFUNDS ARE PROVIDED**

### **RECCOMENDATION**

**APPROVED**

**DENIED**

PERMIT NO.: \_\_\_\_\_

Comments: \_\_\_\_\_

Officer's Signature: \_\_\_\_\_

### **FINAL ACTION**

Approved by: \_\_\_\_\_

Effective Date: \_\_\_\_\_

## **PLEASE READ COMPLETELY AND OBTAIN THIS PORTION**

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**Commercial Dog Kennel and Catteries License-** Please attach a current Certificate of Occupancy, issued by the City of San Antonio's Development Services Department (1901 S. Alamo) for the intended location; and a site plan that includes the following:

- A. Property Acreage, location and approximate dimensions of kennel area(s) and dog run(s).
- B. Distance between kennel, exercise area(s) and property line.
- C. Customer parking area, if applicable.
- D. Waste Disposal area and or method (i.e. waste bin, spreading area, etc).
- E. Location of all structures on property and distance to kennel area(s)

**CHECK ALL THAT APPLY:**

- Kennel will board other people's animals
- Kennel will breed dogs / cats related to be sold to the public
- Kennel will host dog-related / cat-related events on-site
- Kennel will house surrounded animals (participates in a rescue organization)
- Kennel will house and adopt out surrendered animals
- Kennel will sell dogs / cats wholesale (i.e. to pet stores, medical research, etc)
- Kennel requires license from USDA  
USDA requires a Dealer License for all operators and facilities that
  - (1) Generates more than \$500 in gross income from the sale of animals to a research facility, exhibitor, dealer, or pet store during a calendar year; or
  - (2) Any person who sells dogs for research purposes that were not raised on the premises;
  - (3) Any person who sells 25 or more dogs per calendar year for research purposes that were raised on the premises; or
  - (4) Any person who buys, sells, transports, or negotiates the sale, purchase or transportation of any animals used only for the purposes of food or fiber (including fur)TITLE 9, VOLUME 1 DEPARTMENT OF AGRICULTURAL, ANIMAL, AND PLANT HEALTH INSPECTION SERVICE

**PLEASE ANSWER ALL APPLICABLE QUESTIONS. IF NOT APPLICABLE, WRITE "N/A."**

1. Maximum number of dogs / cats over six months of age to be temporarily boarded on property: \_\_\_\_\_
2. Maximum number of dogs / cats of any age to be temporarily boarded on property: \_\_\_\_\_
3. Number of un-sterilized female dogs / un-sterilized female cats to be housed on property for the purposes of breeding: \_\_\_\_\_
4. Approximately when will kennel be operating? Months: \_\_\_\_\_ Days of Week: \_\_\_\_\_ Hours: \_\_\_\_\_
5. Ratio of dogs / cats to employees (full-time equivalent): \_\_\_\_\_
6. Who is your Waste Hauler, and how do you plan to dispose of animal waste?  
\_\_\_\_\_  
\_\_\_\_\_

**The operator of a commercial kennel shall provide for each dog or cat:**

- An enclosure with four solid walls and a solid roof, with an opening on at least one side;
- An exercise area of sufficient size to allow running, with sufficient fencing and a secure locking gate;
- A cage of sufficient size to allow the occupant to stand up, lie down, and turn around without touching the sides or top, floors made of nonporous material and, unless radiantly heated, equipped with a resting board or other bedding.

- Enclosures, cages, and exercise areas are kept clean, dry, and in sanitary condition, providing adequate ventilation, a healthful temperate, and protection against weather extremes;
- Daily food, free of visible contamination, that is palatable and of sufficient quantity and quality to meet the normal nutrient requirements for the type, condition, and size of the animal;
- Fresh water that is always available and that is kept in a removable vessel secured to preventing tipping.

**Sec. 5-113.-ADOPTED 12.13.07 EFFECTIVE 03.01.08**

- No person shall operate a commercial kennel/cattery without first obtaining a license from the director. Such license shall be issued after inspection and approval of the facilities, taking into consideration the type of construction as it relates to sanitation, the health and welfare of the dogs and cats, and relates to sanitation, the health and welfare of the dogs and cats, and related zoning regulations.
  - Application for licenses under this section shall be made to the director on the form furnished by the department and approved by the director. The director or designee shall conduct the investigation necessary to determine the applicant's qualifications for a license
  - Failure to apply for a license prior to the opening of a commercial kennel/cattery, or within thirty (30) days after the renewal date is a misdemeanor offense.
  - The director or his designee, after an administrative hearing, shall make a determination of whether the commercial kennel/cattery conditions and the applicant's animal care practices meet the standards of this chapter, whether the facilities are adequate, and whether the applicant is otherwise willing and capable of complying with city ordinances. If the application is for renewal, of an existing license, and the applicant has not complied with the rules and regulations established in this chapter, said director shall issue a "Letter of Denial of Renewal and Order of Termination of Operations" of the subject commercial kennel/cattery upon the expiration of the current license period. Any unlicensed commercial kennel/cattery is hereby declared a public nuisance, and shall be summarily abated by seizure and impoundment of all cats and dogs exceeding the legal number that may be kept by a resident.
  - Each commercial kennel/cattery license application submitted to the department shall be accompanied by an application fee. However, the Animal Defense League and the Humane Society of Bexar County shall not be required to pay said fee, nor shall any corporation with Internal Revenue Service Code Section 501 (c) (3) status as a non-profit organization established for the purpose of protecting and caring for stray and unwanted animals.

**Upon inspection; *if***

- **Approved-** you will have 5 days to pay your permit fee. **FEE: \$ 150.00/YR.**  
**Payment needs to be made at:**  
**Animal Care Services Department**  
**4710 State Hwy. 151 San Antonio, TX 78227**
- **Approved with contingency-** Minor requirements need to be met by date indicated by Animal Care Officer. Another inspection will be provided (No additional fee applies).
- **Denied-** if denied, you are required to come into compliance with the City Ordinance or penalties apply. A new application/fee will need to be submitted to Animal Care Services.