

Sherburne County  
PLANNING & ZONING ADMINISTRATION

13880 Business Center Drive  
Elk River, MN 55330  
(763) 765-4450 • (800) 438-0578  
Fax: (763) 765-4467

**PRIVATE AND / OR COMMERCIAL KENNEL LICENSE APPLICATION**

- Private Kennel: \$50 Fee for first year, \$20 fee per year thereafter
- Commercial Kennel: \$150 Fee for first year, \$120 fee per year thereafter

**Definition:**

Private Kennel: Any place where four or more dogs over six months of age are owned, or kept for personal enjoyment.  
Commercial Kennel: Any place where four or more dogs over six months of age are owned, kept, boarded, bred or offered for sale.

Annual licenses are valid from the time they are issued until June 1<sup>st</sup> the next year after their issuance.  
Example: a license issued on January 1<sup>st</sup> 2008 expires on June 1<sup>st</sup> 2009.

Name of Kennel: \_\_\_\_\_ PID:

Name of Kennel Operator: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Kennel Owner (if different): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of the property to be used for the kennel (if different): \_\_\_\_\_

Veterinarian: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**CHECK ALL THAT APPLY:**

- All dogs are kept as family pets ONLY
- Kennel will board other people's dogs
- Kennel will train other people's dogs
- Kennel will breed dogs to be sold
- Kennel will host dog-related events on-site
- Kennel will house surrendered animals
- Kennel will house and adopt out surrendered animals
- Kennel will sell dogs wholesale (i.e. to pet stores, medical research, etc)
- Kennel requires a license from the MN Department of Agriculture
- Kennel requires a license from the USDA

**Mn Dept of Agricultural** requires a state Kennel License for all facilities that adopt out animals.  
**USDA** requires a federal 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; or (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 Agriculture, Animal and Plant Health Inspection Services.

**PLEASE SUBMIT THE FOLLOWING INFORMATION:**

*Continued ..*

- 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 (i.e. waste bin, spreading area, etc)
- E. Location of all structures on the property and distance to kennel area(s)
- F. Location of well and septic system

**NOTE:** The Zoning Department can provide an aerial photograph of the property for a \$2.50 fee for the applicant to sketch the location of the required information.

**PLEASE ANSWER ALL APPLICABLE QUESTIONS.** If not applicable, write "N/A."

- 1. Maximum number of dogs over six months of age to be temporarily boarded on the property: \_\_\_\_\_
- 2. Maximum number of dogs of any age to be temporarily boarded on the property: \_\_\_\_\_
- 3. Number of unsterilized female dogs to be housed on property for the purposes of breeding: \_\_\_\_\_
- 4. Number of kennel employees (including owner/operator): \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_
- 5. Approximately when will the kennel be operating: \_\_\_\_\_  
(i.e. staffed/monitored year-around, 7-days per week, and accepting clients Thr-Sun, 6:00 am – 6:00 pm, or by appointment)
- 6. Ratio of dogs to employees (full-time equivalent): \_\_\_\_\_
- 7. How will animal waste be disposed of? \_\_\_\_\_  
(If waste will be disposed of by Waste Hauler, contact Hauler re: their requirements. They may require use of separate bags, etc. Dog manure cannot be spread or composted on vegetative crops used for human consumption).

Applicant's Name (Please Print): \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Name (Please Print): \_\_\_\_\_ Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WHAT HAPPENS NEXT?**

Kennel license applications shall be reviewed by the Zoning Department for completeness and compliance with location, setbacks, etc. Zoning Staff will contact the applicant if there are any questions. Once the application is complete, the Zoning Department will forward the application to the Sheriff's Department who will call the applicant to set up an appointment to inspect the kennel. (*Note: Private Kennels do not require an inspection unless there has been a complaint.*) Information of what the Sheriff's Department is looking for is attached to this application. If you are proposing to build a new building, or remodel an existing building for the kennel, all construction work must be completed before the Sheriff's Department will inspect the kennel. Once the Zoning and Sheriff's departments have approved the application and inspection, the Zoning Department will mail to the applicant a license certificate, which should be displayed in a public area of the kennel. If you have any questions about the process, please contact the Zoning Department at **(763) 765-4450**.

## BEST MANAGEMENT PRACTICES (guidelines)

**Housing** - Animals must be housed in a structurally sound facility in good repair, and of an appropriate size for the breed and level of activity. The facility must contain the animals and protect them from other animals or extreme weather and temperatures. Drainage systems must also be in good repair.

**Ventilation** - Animals must be provided with cool air or increased ventilation if the ambient temperature is above 85° or heat if the temperature falls below 45°.

**Lighting** - Facilities must be lit well enough to allow safe and easy access for feeding, cleaning, and complete inspection.

**Interior Surfaces** - The interior of a facility must be substantially impervious to moisture and be able to be easily cleaned and sanitized.

**Primary Enclosures** - Animals must be housed in structurally sound enclosures that are in good repair. The floors must protect the animals from injury. The cages must be dry and clean and allow animals easy access to food and water.

**Sanitation** - Animal waste must be removed and disposed of regularly and as necessary. Primary cages or enclosures should be sanitized at least once every 2 weeks. Facilities must not allow trash to accumulate.

**Pest Control** - Facility managers must have an effective program to control insects, ectoparasites, and avian and mammalian pests.

**Feeding and Watering** - Animals must be provided with nutritious, palatable food that is free from contamination, properly stored, and served in a clean receptacle. Potable water must be made available twice daily for 1 hour if it is not available all the time.

**Outdoor Shelter** - Animals must be protected from sunlight, precipitation, and extreme temperatures.

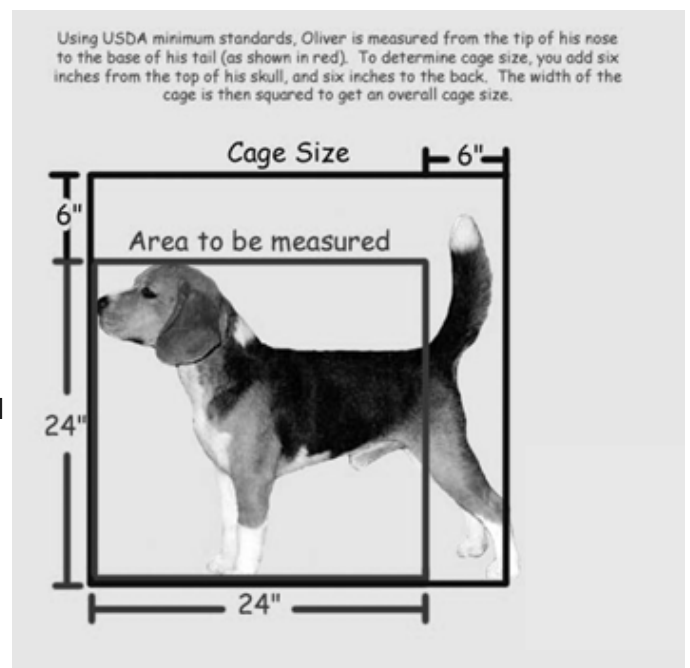
**Compatibility** - Female animals in heat must be separated from male animals except for breeding purposes. Animals with vicious dispositions should be housed apart from other animals. Puppies and kittens should be separated from adult animals other than their mothers. Different species of animals should not be housed together unless compatible.

**Recordkeeping** - Facility managers must maintain accurate and complete records of the sources of all animals that come into their possession. Managers are also required to keep records of the dates of acquisition and disposition and to properly identify the animals on the premises. These records must be made available for inspection whenever necessary.

**Adequate Veterinary Care** - Programs of disease control and prevention, euthanasia, and veterinary care must be established and maintained under the supervision and assistance of a veterinarian. A caretaker also must observe the animals daily.

**Handling** - Every licensee is required to handle animals properly at all times whether he or she is petting, working, feeding, crating, performing, or transferring them.

**Transportation** - Licensees and registrants are required to provide animals with adequate space, ventilation, and shipping containers during transportation. Most animals transported must be weaned and at least 8 weeks old.



Taken from USDA Animal and Plant Health Inspection Service (APHIS) May 2005 Compliance Inspection memorandum

Revision date: 4-30-2010