Pet Animal Care Facilities License Application Instruction Sheet

READ THESE INSTRUCTIONS IN FULL TO COMPLETE YOUR APPLICATION

In order to process this application, full payment, affidavit of citizenship or corporation certificate of good standing, and facility plans (if required) must accompany the completed application for validation. Failure to complete all required fields (marked with an *) on the application in full and submit the accompanying documents may result in additional fees, delay of pre-license inspection, and/or delay of license delivery.

The PACFA license issued to your facility is non-transferrable to new owners or to new locations of your facility. The PACFA license application fee is non-refundable.

You are responsible for reading and following the PACFA rule(s) that apply to the operation of your facility.

1. **NEW OR RENEWAL**: Check whether this is a new application or a renewal application. New applications are for:
    a. Newly established businesses;
    b. Businesses with a change of ownership;
    c. Facilities that have moved locations.

SECTION I CONTACT INFORMATION

1. **PERSON'S FULL LEGAL NAME**: List the primary business contact's legal last name, legal first name, and middle initial.
2. **MAILING ADDRESS**: List the primary business contact's street address, city, state, zip code, and county where all correspondence and licenses should be mailed.
3. **CONTACT PHONE NUMBER**: List the primary business contact's main phone number.
4. **CONTACT CELL PHONE NUMBER** (Optional): List the primary business contact's cell phone number.
5. **CONTACT EMAIL ADDRESS** (Optional): List the primary business contact's email address. We would like to be able to send correspondence by email instead of postal mail, if possible.

SECTION II FACILITY INFORMATION

1. **BUSINESS NAME**: List the official legal business name.
2. **DBA**: If the business operates under a different name than that listed in BUSINESS NAME, list that here.
   OPERATION TYPE: Check only ***one*** box that applies to the legal entity of the business.
    a. **Sole Proprietor:** A business entity which is owned and run by one individual and where there is no legal distinction between the owner and the business.
        i. You must submit the Citizenship/Immigration Status Verification Form (see instructions for **ATTACHMENT I**).
    b. **Limited Liability Company (LLC):** A flexible form of business enterprise that blends elements of partnership and corporate structures, however it is an unincorporated association and may have a single owner. An LLC will be registered with the Colorado Secretary of State's Office.
        i. Do not submit the Citizenship/Immigration Status Verification Form.
        ii. You need to provide a copy of your Certificate of Good Standing. You can obtain this from the Colorado Secretary of State's website http://www.sos.state.co.us/biz/BusinessEntityCriteria.do.

c. **Corporation:** An institution that is granted a charter recognizing it as a separate legal entity having its own privileges, and liabilities distinct from those of its members. A corporation will be registered with the Colorado Secretary of State's Office.
    i. Do not submit the Citizenship/Immigration Status Verification Form.
    ii. You need to provide a copy of your Certificate of Good Standing. You can obtain this from the Colorado Secretary of State's website http://www.sos.state.co.us/biz/BusinessEntityCriteria.do.
d. **Partnership:** A business entity in which partners (owners) share with each other the profits or losses of the business. A partnership will be registered with the Colorado Secretary of State's Office.
    i. Do not submit the Citizenship/Immigration Status Verification Form.
    ii. You need to provide a copy of your Certificate of Good Standing. You can obtain this from the Colorado Secretary of State's website http://www.sos.state.co.us/biz/BusinessEntityCriteria.do.
e. **Government:** A local, state or federal entity that controls and administers public policy.
    i. Do not submit the Citizenship/Immigration Status Verification Form.

3. **FACILITY ADDRESS**: List the facility's physical street address, city, state, zip code, and county where animals are located, or in the case of an Animal Rescue, where the rescue records are kept. No P.O. Boxes or mail center addresses may be entered here.
4. **FACILITY PHONE NUMBER**: List the business phone number. This may be a cell phone number or the landline located at the facility's physical address.
5. **FACILITY EMAIL ADDRESS** (Optional): List the email address associated with the facility. We would like to be able to send correspondence by email instead of postal mail, if possible.

SECTION III LICENSE CATEGORY

1. Check the category/categories that apply to your facility operation. For every category that you check, you will be responsible for meeting that category's rules and regulations. The following is an explanation of each category's definition:
    a. **RETAIL WHOLESALE PET ANIMAL DEALERSHIP:** "Pet animal dealership" as used herein means any place or premises used in whole or in part, whether on a permanent or temporary basis, for the sole or exclusive purpose of either wholesale commerce or retail sale, trading, bartering, or otherwise transferring pet animals to the public.
        i. A Retail/Wholesale Pet Animal Dealership deals in the sale or transfer of **LIVE** animals.
    b. **RETAIL AQUARIUM ONLY:** Facilities that trade, sell, barter, or otherwise transfer only fish or other aquatic animals, not including reptiles and amphibians, to the public.
    c. **PET ANIMAL BOARDING AND/OR TRAINING FACILITIES:** A facility that cares for or houses pet animals in the absence of the owner or a facility that cares for pet animals in training in the absence of the owner or such owner's designee and receives compensation for said training services. Training services include housing, training, handling, showing, grooming and transporting pet animals. Such training services shall be for the purposes of exhibition, behavior modification or enhancement, field trial or lure course training, guard dog training, or any other type of training services.
    d. **PET HANDLER:** A person who does not maintain a central permanent facility for the purposes of training or housing dogs, but maintains a mobile or temporary facility for the purposes of transporting or training a pet in the absence of the owner and receives compensation for their services.
    e. **NETWORK BOARDING FACILITY:** A facility that offers pet animal boarding services to a pet owner for the purposes of boarding a pet or a family's pets within a residence that is a part of a group of residence facilities operating under a single management. The boarding services provided by each family residence facility are to be under the direction of a manager who arranges the contacts between the pet's owner and the individual family residence facility networked within the group.
    f. **PET GROOMING:** A permanent or mobile commercial establishment where a pet animal may be cleaned, styled or have appearance maintained.
        i. Check the box if you are a mobile groomer.

ii. Check the box if you are an independent contractor grooming at multiple facilities.

g. **DOG BREEDER (SMALL SCALE):** Dog Breeder means any firm, person, or corporation which is engaged in the operation of breeding and raising dogs for the purpose of selling, trading, bartering, giving away, or otherwise transfers AT LEAST TWENTY-FIVE (25) AND NO MORE THAN NINETY-NINE (99) DOGS PER LICENSE YEAR OR PRODUCES MORE THAN 2 LITTERS PER LICENSE YEAR. Exclusions: racing greyhounds that are not intended to be companion pets.

h. **DOG BREEDER (LARGE SCALE):** Dog breeder means any firm, person, or corporation which is engaged in the operation of breeding and raising dogs for the purpose of selling, trading, bartering, giving away, or otherwise transferring MORE THAN NINETY-NINE (99) DOGS per license year. Exclusions: racing greyhounds that are not intended to be companion pets.

i. **CAT BREEDER:** Cat breeder means any facility which produces or transfers more than 3 litters or 24 cats per license year.

j. **COMMON BIRD BREEDER:** Common Bird Breeder means any facility engaged in the operation of breeding and raising birds and transfers more than 30 birds per license year, with 10 or fewer of these 30 birds being from the uncommon category (all psittacine birds except budgerigars, cockatiels and lovebirds).

    i. If you transfer more than 10 birds from the uncommon category, you need to license as an uncommon bird breeder only and not as a common bird breeder.

k. **UNCOMMON BIRD BREEDER:** Uncommon Bird Breeder means any facility engaged in the operation of breeding and raising birds and transfers more than 30 birds per license year, with 10 or more of these 30 birds being from the uncommon category (all psittacine birds except budgerigars, cockatiels and lovebirds).

    i. If you transfer less than 10 birds from the uncommon category, you need to license as a common bird breeder only and not as an uncommon bird breeder.

l. **SMALL ANIMAL BREEDER:** Small animal breeders requiring licensure are those breeders that transfer more than the following limits per license year. Rat, mouse, gerbil and hamster breeders: 200; Rabbit and guinea pig breeders: 65; Hedgehog, chinchilla and sugarglider breeders: 24.

m. **ANIMAL RESCUE:** "Pet Animal Rescue" as used herein means any person who accepts pet animals for the purpose of finding permanent adoptive homes for animals and does not maintain a central facility for keeping animals, but rather uses a system of fostering in private homes, or boarding or keeping in licensed pet animal facilities.

    i. You may not license as both an Animal Rescue and Animal Shelter. If you strictly work with foster homes, then you may license as an Animal Rescue. If you keep animals in a centralized place, then you must license as an Animal Shelter.

n. **ANIMAL SHELTER:** "Animal Shelter" - a public or private facility which, minimally, houses animals for impoundment purposes; or a centralized private facility which accepts or houses more than 15 dogs or cats or more than the limits on transfers for hobby breeders as defined in PACFA Colorado Statute 35-80-102, 24 ferrets per year or other animal species except for fish for future disposition including harboring. Foster home sites and mobile adoption sites may be utilized in the operation of the animal shelter.

    i. You may not license as both an Animal Rescue and Animal Shelter. If you strictly work with foster homes, then you may license as an Animal Rescue. If you keep animals in a centralized place, then you must license as an Animal Shelter.

2. Fee Explanation: If more than one category is selected for licensure, then the total amount due for the license is the amount of the category with the highest fee. Do not add the categories' fees together. For example, a facility operates as a Retail/Wholesale Pet Animal Dealership ($350), a Common Bird Breeder ($175), and a Small Animal Breeder ($345). The total amount due for this application is $350.
3. **HOURS OF OPERTION:** Select the time range under each day from the drop down boxes to indicate when your facility is open. Add another row of time ranges if your work day is split. You may not indicate "by appointment only".

SECTION IV APPLICANT CERTIFICATION

1. You need to read each of these statements and answer all of the questions.
2. **SIGNATURE OF APPLICANT:** By signing your application you certify that all of these statements are true and correct to the best of your knowledge.
3. **DATE OF APPLICATION:** The date is pre-populated for today's date.
4. Make checks or money orders payable to "CDA". Be sure to include any late fees and/or fines.

ATTACHMENT I CITIZENSHIP/IMMIGRATION STATUS AFFIDAVIT

This attachment is to be filled out on an annual basis by SOLE PROPRIETORS only. Please follow the directions on the form. A public record search may be performed.

ATTACHEMENT II PLAN SUBMISSION

This attachment outlines what details must be included when new or remodeled facilities submit facility plans

Mail the completed application, payment, and all supporting documentation to:

Colorado Department of Agriculture
Animal Industry Division
700 Kipling St., Ste. 4000
Lakewood, CO 80215-8000

For additional questions, please contact Lisa Gibson at 303-239-4167 or lisa.gibson@ag.state.co.us