



Application for Pet Store/Kennel License

**LICENSE PERIOD IS
JULY 1st TO JUNE 30th**

NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY!

See SECTION 4 for fee schedule

License Fee - Initial \$ _____

License Fee - Renewal \$ _____

Date Recv'd ____/____/____

Total \$ _____

Receipt #: _____

SECTION 1 – BUSINESS LOCATION

Business Name (Company and Trade Name/DBA)

Business Street Address

City

State

Zip

Business Phone Number *(Required)*

Business Email Address

SECTION 2 – APPLICANT INFORMATION

Name (First, MI, Last)

Date of Birth

Home Address

City

State

Zip

Drivers License/State ID Number

DL/ID State of Issuance

Phone Number *(Required)*

Email Address

SECTION 3 – SERVICES TO BE PROVIDED

Please check the type(s) of service your establishment will offer: Live animals Pet Food Pet Accessories Fish

Other _____

SECTION 4 – FEE SCHEDULE NOTE: all application fees include a \$7 Police Investigation fee

Pet Store License

Initial Fee – \$97.00

Renewal Fee - \$82.00

Kennel License

1-10 animals - \$62.00

11-25 animals - \$137.00

26-50 animals - \$262.00

More than 50 animals - \$5.00 ea. (minimum \$287.00 fee)

SECTION 5 – PENALTY NOTICE

Having knowledge of all governmental laws, rules or regulations governing the keeping or protection of animals, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: _____ Date ____/____/____

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason	
Police					
Fire					
Finance					
Inspections					
City Sealer					
Date Sent for Approval ____/____/____	Safety and Licensing ____/____/____	Common Council ____/____/____	Date Issued ____/____/____	Expiration Date ____/____/____	License Number

PETSTORE/KENNEL LICENSE INFORMATION

- Per the City of Appleton Municipal code, a Pet Store is defined as any retail establishment in a commercially zoned building whose business includes the sale of live animals. A Kennel is defined as any premises wherein any person is engaged in the business of boarding, breeding, buying, letting for hire, training for a fee, or selling of dogs or cats. See City of Appleton Municipal Code Sec. 3-1 for more definitions.
- Pet Store/Kennel Licenses are valid for a period of one year from July 1st - June 30th.
- To apply for a Pet Store/Kennel License, file your completed, signed application form with the City Clerk's office.
- Once a completed Pet Sstore/Kennel License application is returned to the Office of the City Clerk, it is reviewed by several City Departments, the Safety and Licensing Committee and the Common Council for approval. This process takes approximately 4 weeks, so please plan accordingly.
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:
 - **Pet Store** -\$97.00 initial
\$82.00 renewal
 - **Kennel** - 10 or less animals: \$62.00
11 to 25 animals: \$137.00
26 to 50 animals: \$262.00
More than 50 animals - \$5.00 per animal with a minimum fee of \$287.00

Additional Questions?

Please contact the Office of the City Clerk at (920) - 832 - 6443.