



City of Palo Alto
 Police Department – Animal Control Division
 3281 E. Bayshore Rd, Palo Alto, CA 94303
 Office: 650-496-5955 Dispatch: 650-329-2416
 AnimalControl@cityofpaloalto.org

Animal Control Permit Application

Please complete all applicable areas of the following application, including writing your signature on the Applicant Affidavit and return to an Animal Control Officer in person, by mail, or by email.

Applicant Name: _____ **Date:** _____

Business Name: _____ **Phone:** _____

Address: _____

City: _____ **Zip:** _____

Driver License #: _____ **State:** _____ **DOB:** _____

Permit Type: (Fees are payable to “The City of Palo Alto.” Payment can be accepted by an Animal Control Officer or at Revenue Collections, first floor 250 Hamilton Ave, Palo Alto (650) 329-3217. When paying at Revenue Collections, please bring a copy of this permit application. 70070002-14990

- Livestock (\$68)
 Pet Show (\$68)
 Boarding Kennel/Stable (\$186)
 Pet Shop (\$186)
 Grooming Facility (\$186)
 Breeding (\$113)
 Petting Zoo/Pony (\$186)
 Dangerous Animal (\$366)

Palo Alto Municipal Code states: “No person shall keep any horse, cow, goat, sheep, chicken, duck, quail, pheasant, turkey, llama, mule or pig within the city limits, except in the agricultural zone or open space declared area, without first securing a permit therefor from the superintendent of the animal center. The fee for this permit shall be as set forth in the municipal fee schedule.

For Livestock, Dangerous Animal only:

Please list each animal type separately. Use additional paper if necessary.

Species: _____ Description: _____ Sex: ___ Age: ___ Confinement: _____
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Neighbors bordering your property: Written permission from each neighbor less than 25ft from coop/run is **required**. Unanimous neighbor consent is required if you intend to have over 6 animals. Permission must be from the resident. Please include a diagram of your property and where your enclosures are located. Use extra pages if necessary.

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

For Pet Show, Pony, Groomer, Pet Shop, and Boarding Kennel Only:

Cage and kennel maximum capacity. Please list each species of animal you intend to care for and the facilities you have to house the animal.

Species housed: _____

Maximum # housed: _____ Manner of confinement: _____ Number of cages: _____ Total Sq. Ft _____
 (Cage, kennel, stall) (Kennels, stalls, etc.)

All permit types: Materials of construction:

Please describe the materials used for animal housing or cages, flooring of the pen, coop, stall, kennel or enclosure, paint used.

Cleaning Schedule/Process: _____

**Please Note: Inspections are at the discretion of Animal Control.
Permit fees are due annually and are not transferable.**

**If the event is either City or Co-City sponsored, your City Department contact must provide a signature of pre-approval prior to application submission and processing:*

Name (print): _____ Title: _____

Signature: _____ Date: _____

AFFIDAVIT OF APPLICANT

ADVANCED NOTICE OF CANCELLATION REQUIRED: If you no longer own the animal(s), event is canceled, or business closed, you must notify the Animal Control Lead by email (Cody.Macartney@cityofpaloalto.org) or by calling 650-496-5955. Otherwise, City personnel and equipment may be needlessly dispatched, and approvals of your future permit applications may be jeopardized. Permit fees cannot be refunded.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand, and agree to abide by the rules and regulations governing the keeping and care of animals under the Palo Alto Municipal Code. I understand that this application is made subject to the rules and regulations established by City Council and/or the City Manager or the City Manager's designee. Permittee agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the virtue of this use permit. I agree to pay all such possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, or on behalf of the organization, I am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Palo Alto.

Name of Applicant (PRINT): _____

Signature of Applicant: _____ **Date:** _____

ACO Signature & Badge Number: _____ Approved Denied

Have you attached the following?

- Diagram or printout of your property including the placement of all structures/coop/cages
- Letter(s) of approval from adjacent neighbors (if applicable)
- Copy of Certificate of Liability Insurance policy or policies (if applicable)
- Payment

Palo Alto Municipal Code References:

4.59 Pet Shops; 6.20 Care and Keeping of Animals; 6.28 Dangerous Animals