

# 2018 Application to Operate - Pet Related Business

*Permit Year is March 1 - February 28*

## Business and Owner Information

**Business name** \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip code \_\_\_\_\_  
Mailing address if different from above:  
\_\_\_\_\_  
Business phone \_\_\_\_\_  
Business fax \_\_\_\_\_  
Business email \_\_\_\_\_

**Owner** *(If partnership, list all partners; attach another sheet if needed)*  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

*Permits are not transferrable between owners. New owners must apply for a new permit before beginning operation.*

## Permit Information

New operation  Change of business name  Change in ownership  Change in type(s) of services   
If business name has changed, what was the previous name? \_\_\_\_\_

## Service Type

*Check one only -- Complete a separate application for each permit required for your facility*

- Poultry Retailer-4521       Pet Food Retailer - 4524       Pet Shop *Aquarium*-4522       Pet Shop *Standard*-4523
- Commercial Kennel-4526       Commercial Kennel add on-4556       Pet Daycare - 4525       Pet Daycare add on -4555
- Pet Grooming Service-4530       Pet Mobile Grooming Service-4531       Animal Shelter C 1 ≤1,500 adoptions- 4527
- Animal Shelter C 2 ≥ 1,500 adoptions - 4528       Animal Shelter C 3 *Satellite adoptions* -4529
- Animal Shelter C 4 non canine/non feline -4533

*For mobile grooming or satellite pet adoption facilities, contact our office for additional information.*

**IMPORTANT INFORMATION for APPLICANTS:** Failure to fully complete this form may result in it being returned for completion and delay issue of your permit. Your signature attests to the accuracy of the information provided. Please notify us of change in your mailing address or ownership. Permit renewal applications are mailed each year in January; if not received by January 31<sup>st</sup>, please contact us. Late fees are charged if permits are not renewed prior to expiration. This is not a plan review application form. If you need to submit plans for review, contact us for instructions. See back of this form for our contact information.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **FEE SCHEDULE**

(See back of form for fees.)

**Fee** ..... \$ \_\_\_\_\_  
**Prorated fee** (< 6 months = 1/2 annual fee)..\$ \_\_\_\_\_  
**Penalty** ..... \$ \_\_\_\_\_  
**Total fee due** ..... \$ \_\_\_\_\_

## **- Office Use Only -**

PR# \_\_\_\_\_  
FA# \_\_\_\_\_  
PE# \_\_\_\_\_  
PLAN REV-SR \_\_\_\_\_  
VARIANCE -SR \_\_\_\_\_  
CHECK # \_\_\_\_\_  
INVOICE # \_\_\_\_\_

APPROVED / DISAPPROVED

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## Payment Information

- Check or Money Order - PAYABLE TO:** SKCDPH
- Cash** (In-person only. Do not mail cash.)
- VISA**     **MasterCard**     **Discover**

*If paying by credit card please mail or fax the application. We are not able to receive applications with credit card information via email*

**Card Billing Address & Zip** \_\_\_\_\_

**CARD NUMBER** (please write clearly)

**CARD EXPIRES** (mon/yr) \_\_\_\_ / \_\_\_\_

**3 Digit Code** (usually on back of card) \_\_\_\_

**Required Signature** (same as on credit card)

\_\_\_\_\_ **Date** \_\_\_\_\_

*Return completed form with payment to:*

Public Health – Seattle & King County  
Environmental Health Services  
401 – 5th Avenue, Suite 1100  
Seattle, WA 98104

## 2018 Fee Schedule - Pet Related Business *Effective 03/01/2018 - 02/28/2019*

Permit Category	PE	2018 Fee
Poultry Retailer	4521	\$320
Pet Shop - <i>aquarium only</i>	4522	\$241
Pet Shop - <i>birds, reptiles, rodents, rabbits, ferrets, puppies, kittens, etc</i>	4523	\$418
Pet Food Retailer* <i>see exemption below</i>	4524	\$221
Pet Daycare (or Pet Daycare add-on to base permit)	4525 (4555)	\$341 (\$241)
Commercial Kennel (or Commercial Kennel add-on to base permit)	4526 (4556)	\$341 (\$241)
Animal Shelter Category 1 $\leq 1,500$ adoptions/yr	4527	\$418
Animal Shelter Category 2 $> 1,500$ adoptions/yr	4528	\$892
Animal Shelter Category 3 ** Satellite adoption facility, each location	4529	\$146
Animal Shelter Category 4 non canine/non feline	4533	\$250
Pet Grooming Service	4530	\$241
Mobile Pet Grooming Service, one vehicle	4531	\$241
Mobile Pet Grooming Service, each additional vehicle with same owner inspected at the same time and place		\$81
<b>Late Fees - applicable to annual permits</b>		
Late 10 to 30 days, additional 10% of applicable permit fee		
Late 31 to 60 days, additional 20% of applicable permit fee		
Late over 60 days, additional 30% of applicable permit fee		
<b>Additional Fees</b>		<b>2018 Fee</b>
Duplicate permit		\$25
Transfer of permit or name change, no other change		\$25
Check returned by bank		\$25
Processing a refund		\$25
Plan review for new construction, conversion of existing construction or remodel		\$184.80 base fee plus \$184.8/hour for each hour after 1 hour
Two or more plan reviews for one facility		
Plan resubmitted		
Plan review received less than thirty days before opening		Plan review fee + 50% permit fee
Second and subsequent reinspection fee		50 % of applicable permit fee
Reinstatement of permit after suspension		100% of applicable permit fee
Variance request		\$184.80
<b>Multiple Services (Add-On)</b>		
<b>If you offer more than one type of service, you pay the highest permit category as your base fee and \$241 for each additional service up to a maximum of two additional fees per facility.</b>		<i>Example of multiple service fee calculation: For a pet shop with dog boarding and grooming, fees are \$418 for the pet shop permit + \$241 for the boarding permit + \$241 for the grooming permit.</i>
<b>*Exemption:</b> The pet food retail business permit fee is waived for any holder of a current pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service permit.		
<b>**Satellite pet adoption locations:</b> Must be co-located with a <u>permitted</u> pet shop, commercial kennel, pet food retail business or pet grooming service in order to qualify as a "satellite adoption facility." If the adoption service is a "stand-alone" facility (not co-located with another type of permitted pet facility) it does not qualify as a "satellite adoption facility," and instead classified as a Category 1 (not more than 1,500 adoptions/year) or Category 2 (over 1,500 adoptions/year) animal shelter.		

### Public Health – Seattle & King County

Environmental Health Services

401 – 5th Avenue, Suite 1100, Seattle, WA 98104

Phone: 206-263-9566 Fax: 206-296-0189

On the web at [www.kingcounty.gov/healthservices/health/ehs/petbusinesses](http://www.kingcounty.gov/healthservices/health/ehs/petbusinesses)