

BALTIMORE CITY HEALTH DEPARTMENT

**OFFICE OF ANIMAL CONTROL
301 STOCKHOLM STREET
BALTIMORE, MARYLAND 21230
410-396-4688; FAX: 410-396-7332**

**REGULATIONS
OF
ACCEPTABLE STANDARDS FOR ISSUING FACILITY LICENSES
(ANIMAL CLINIC, ANIMAL SHELTER, COMMERCIAL
ESTABLISHMENT, OR ANIMAL FANCIER)**

FEBRUARY 2012

I. AUTHORITY

§ 2-106; § 10-104; and § 10-210 et seq. of the Baltimore City Health Code

II. DEFINITIONS

A. Animal clinic is defined at § 10-101(E) of the Baltimore City Health Code.

B. Animal fancier is defined at § 10-101(G) of the Baltimore City Health Code.

C. Animal shelter is defined at § 10-101(H) of the Baltimore City Health Code.

D. Animal show is defined at § 10-101(I) of the Baltimore City Health Code.

E. Commercial establishment is defined at § 10-101(L) of the Baltimore City Health Code.

F. Commercial kennel is defined at § 10-101(M) of the Baltimore City Health Code.

G. Pet shop is defined at § 10-101(CC) of the Baltimore City Health Code.

H. Zoological Park is defined at § 10-101(GG) of the Baltimore City Health Code.

III. FACILITY LICENSES

A. No person may operate any of the following facilities without a license to do so from the Health Commissioner:

- 1. Animal Clinic;***
- 2. Animal Shelter;***
- 3. Commercial Establishment; or***
- 4. Animal Fancier.***

B. Each facility above is considered a separate enterprise and requires a separate license.

IV. GENERAL REQUIREMENTS FOR LICENSES

A. Applicant must have a conference with a representative of the Office of Animal Control to discuss the process and sign forms. Call the Office of Animal Control at 410-396-4694 to schedule a conference.

B. Applicant must provide an affidavit certifying that neither the applicant or any operator, employee, or agent of the applicant has ever been convicted of animal abuse, cruelty, or neglect.

C. Applicant must obtain all pertinent Maryland licenses, Baltimore City zoning permits, variances, building permits, trade permits and all other necessary documentation. The Applicant shall bring these documents to the conference.

D. An application provided to the Office of Animal Control must be completed and submitted with cash or a non-refundable check or money order made payable to The Director of Finance in the amount for the license.

V. SPECIFIC REQUIREMENTS FOR LICENSES

A. ANIMAL CLINIC LICENSE

None. See "General Requirements", Section IV above.

B. ANIMAL SHELTER LICENSE

None. See "General Requirements", Section IV above.

C. COMMERCIAL ESTABLISHMENT LICENSE

None. See "General Requirements", Section IV above.

D. ANIMAL FANCIER LICENSE

1. Applicant must obtain a "Use and Occupancy Permit Form" for the residence from 417 E. Fayette Street, Room 147. This must be brought to the conference.

2. Each residence of Applicant must have a separate room for each animal that includes living room, bedroom, basement, etc. (excluded are dining room, kitchen and bathrooms) or have sufficient proper kennel runs and shelter to house the animals humanely outside.

3. Applicant must provide proof of current rabies vaccination if applicable, animal license or permit, and a photo of each animal currently at the residence.

4. The applicant need not own or have the animals at the residence while applying for a license.

5. In the application provided by the Office of Animal Control, the applicant shall provide his/her name and address, and designate the number of animals, their breed, and their gender.

6. Renters must submit written permission from the property owner to have multiple animals at the residence.

7. Applicant shall post the residence for ten (10) days before a license is granted. If within the ten (10) day posting period, written objections are not received and the application is complete, the Office of Animal Control shall issue the license. If

written objections are submitted to the Office of Animal Control, a public hearing shall be held in relation to the issuance of the license at which interested parties shall have an opportunity to be heard.

8. The posting sign shall not be less than four (4) feet long and three (3) feet high with black lettering not less than two (2) inches high on white background. The sign shall be posted on the front of the residence in a conspicuous manner, not over ten (10) feet above the ground level and where it will be clearly visible and legible to the public. This sign shall be posted not later than ten (10) days after the conference.

VI. DENIAL OF LICENSE

A. *Applicant's failure to follow the instructions of the Office of Animal Control may result in denial of the license.*

B. *Prior to denial of a license, the Office of Animal Control shall notify the Applicant against whom the denial of the license is contemplated according to § 10-1004(A) of the Baltimore City Health Code and offer the Applicant a hearing on the matter.*

C. *The Office of Animal Control shall deny a license in writing with specific reasons for the denial.*

The above Regulations of Acceptable Standards for Issuing Facility Licenses (Animal Clinic, Animal Shelter, Commercial Establishment, or Animal Fancier) are hereby adopted:

Approved:

Oxiris Barbot, M.D.
Health Commissioner

2/21/12
Date

Effective date when filed with the Department of Legislative Reference 3/2/12

LEGISLATIVE REFERENCE

MAR 02 2012