



COMMUNITY DEVELOPMENT-LIC
14600 MINNETONKA BLVD
MINNETONKA, MN 55345
(952) 939-8274
Fax (952) 939-8244

TO: APPLICANT FOR PET SHOP LICENSE

FROM: VALERIE NORTHWAY, LICENSING COORDINATOR

Attached are the license application forms for “Pet Shop License” and a copy of Minnetonka City Code §825 regarding this type of business.

The application forms you will need are the following:

1. Minnetonka Application Form
2. Minnesota Business Tax Identification form
3. Workers' Compensation Insurance form
4. For license fee, follow the link to the [License Fee Schedule](#) for the current year – look under Pet Shop. Make checks payable to “City of Minnetonka”.

Complete the forms (#1-3). Mail the completed forms together with the fee (#4) to the address shown above.

The application will be processed within seven days. However, the Environmental Health staff will determine if the license is mailed to you or if their staff must deliver it when they give final approval **at the final inspection**.

The licensing year is January 1 through December 31, and the licensing fee is not prorated. An annual renewal notice will be sent approximately 30 days prior to the expiration date -- to the address you designate on the application.

If you have any questions or need my assistance, please call or contact me (see top of page).



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Application for Pet Shop

INSTRUCTIONS: The information you provide is critical; an incomplete application or any incorrect information is a violation of the City Ordinance and can result in denial of licensing and/or prosecution.

1. You must fill it in every line (even if your response is Not Applicable = "N/A"). Please print.
2. Be sure three telephone numbers are entered – one in each division below.
3. Signature must be that of an owner/officer.

ESTABLISHMENT INFORMATION:

Name: _____

Manager or agent of owner: _____

Address: _____

City, State, Zip: _____

Establishment telephone #: () _____

Types and quantity of animals on premises: _____

LICENSEE INFORMATION (this must be a corporation, partnership, or individual who owns):

Name: _____

Officer: _____

Owner Telephone #: _____

Address: _____

() _____

City, State, Zip: _____

BILLING INFORMATION – send all notices, renewals, & licenses to the following:

Name: _____

Licensing agent _____

Attn: _____

telephone #: _____

Address: _____

City, State, Zip: _____

FEE -- (from the [License Fee Schedule](#))

(Checks payable to "City of Minnetonka"):

\$ _____

I, THE UNDERSIGNED, AGREE TO COMPLY WITH ALL REQUIREMENTS OF THE CITY CODE OF THE CITY OF MINNETONKA NECESSARY FOR OBTAINING THIS LICENSE. NOW, THEREFORE, I HEREBY MAKE APPLICATION TO OPERATE THE ABOVE NAMED ESTABLISHMENT SUBJECT TO ALL CONDITIONS AND PROVISIONS OF THESE ORDINANCES.

Authorized Signature

Print name:

Date

Print title:

MINNESOTA BUSINESS TAX IDENTIFICATION LAW

Pursuant to Minnesota Statute 270C.72 (Tax Clearance; Issuance of Licenses), Subd.4, the licensing authority is required to provide, upon request of the Minnesota Commissioner of Revenue, either the applicant's Minnesota business tax identification number with the business name and address – or the social security number of the primary officer, along with their complete name, home address, and home phone number.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding, or motor vehicle excise taxes.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.

NAME UNDER WHICH THE MN TAX ID IS FILED (<u>licensee</u> name)				Type of license applying for:	
Licensee: Address		L City	L State	L Zip	L Phone
Establishment: Name				Minnetonka License Number (completed by Minnetonka)	
Establishment: Address		E City	E State	E Zip	E Phone
Minnesota Tax Identification Number			Federal Tax Identification Number		

Be sure to sign and date at bottom of form.

INSTRUCTIONS FOR BOXES BELOW:

1. If all boxes above are completed, including both the Minnesota and Federal Tax numbers, no additional information is required by the MN Department of Revenue below.
2. However, if all boxes above are not completed, Minnesota law requires personal information about the primary owner or primary officer. In this case you must complete all boxes below, including the owner or primary officer's social security number, home address, and home phone. (NOTE: If the business and home address are the same, please check the box indicating this.)

Applicant's (person's) name (LAST, first, middle initial)		Social Security Number	
Home address		Home City, State, Zip code	Home Phone number
<input type="checkbox"/> Check if address is for both home & business			

Signature: _____ Date: _____

Certificate of Compliance

Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
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DBA (doing business as name – local establishment name – only if different than above)

DBA/LOCAL BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
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YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION.
You must complete number 1, 2 or 3 below.

NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:

INSURANCE COMPANY NAME (not the insurance agent)

WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
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NUMBER 2 COMPLETE THIS PORTION IF YOU ARE SELF-INSURED:

I have attached a copy of the permit to self-insure.

NUMBER 3 COMPLETE THIS PORTION IF YOU ARE EXEMPT:

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____.
- Other: _____

ALL APPLICANTS COMPLETE THIS PORTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
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NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.

SECTION 825. PET SHOPS AND CONTROL OF DISEASED ANIMALS.

825.005. Definitions.

Unless the context clearly indicates otherwise, the words below are defined for the purpose of this section as follows.

1. "Department" means the Minnetonka community development department.
2. "Pet shop" means a place kept or maintained for the exhibition, sale or purchase of live dogs, cats, hamsters, or other small animals, or birds, reptiles, or fish.

825.010. License Required.

A person must not operate a pet shop in the city unless the business is currently licensed under this section.

825.015. Application.

1. A person wishing to operate a pet shop must file a written application for a pet shop license with the department.
2. The application must contain:
 - a. the required license fee set forth in chapter 710;
 - b. the applicant's full name and place of residence;
 - c. the location of the pet shop;
 - d. the full name and address of the people who own the pet shop location;
 - e. the number and types of animals proposed to be handled on the licensed premises; and
 - f. other reasonable information that the city may require.
3. In addition, the applicant must submit a current detailed plan and description of the premises and structures where the pet shop is to be operated. If the application is for a renewal license and no changes in the premises and structures have been made or are contemplated, no new plan or description is required. However, the completeness and accuracy of the existing plan must be certified.
4. The license applicant is subject to the requirements of chapter 700 of this code, except section 700.015(2).
5. Upon review of the application and plans by the department and health authority, the department director may grant or deny the license.

825.020. Expiration Date.

The expiration date of all pet shop licenses is December 31 of each year.

825.025. Diseased Animals.

1. A person must not bring into a pet shop or into the city, or have in his/her possession, an animal afflicted with infectious or contagious disease. Such diseased animals must be destroyed in a humane manner unless the disease is curable and the animal is under the care and treatment of a licensed veterinarian.
2. A person must not bring into a pet shop or into the city, have in his/her possession, or sell an animal that is capable of transmitting rabies to humans or other animals and that cannot be inoculated to prevent rabies.

825.030. Conditions of License.

The following requirements apply to the premises used for a pet shop under a pet shop license issued by the city:

1. The structures, areas, appurtenances, floors, walls and ceilings must be designed to facilitate frequent and easy cleaning and must be kept clean, sanitary and in good repair.
2. Floors must be constructed of non-absorbent and easily cleanable materials.
3. Adequate and safe sewer and water connections, plumbing, and plumbing fixtures must be provided. All plumbing fixtures must be kept clean, sanitary and in good repair.
4. A room of sufficient size for storing the janitorial supplies and equipment used to maintain the premises in a sanitary manner must be provided. The room must contain an approved sink with hot and cold running water under pressure.
5. Rooms must be illuminated with a minimum of 20 foot candles of light.
6. Rooms must be mechanically ventilated with a minimum of 15 air changes per hour. A negative pressure must be maintained to prevent odors and organisms from entering the adjacent businesses or departments. Provisions must be made for pre-heated replacement air.
7. Doors, windows and other openings must be screened from May 1 to October 1.
8. Cages, pens, benches, boxes or receptacles in which the animals are confined must be of metal or equal construction, must be clean, sanitary and in good repair, and must be of sufficient size to humanely confine the animals. Cages and pens must be mounted on casters or six inch metal legs to facilitate cleaning.
9. Show or display cases, windows, counters and shelves used in handling the animals must be kept clean, sanitary, free from dust and dirt, and in good repair.
10. Utensils used in the preparation of food and the feeding of the animals must be kept clean, sanitary and in good repair. Utensils may not be used if they are badly worn, rusted or corroded, or in a condition so that they cannot be rendered clean and sanitary.
11. Animals must be handled and treated in a humane manner. Licensees, their employees and agents may not deprive the animals of necessary food, water or shelter or perform, authorize or permit an act of cruelty to the animals or an act tending to produce cruelty.
12. Animals must be kept entirely within an enclosed building, and no animal may be kept or maintained outside.
13. Animals must be kept in a manner that prevents contact with the public.
14. Animals subject to distemper and infectious hepatitis must have been inoculated before delivery to the pet shop, by a veterinarian licensed to practice in the state of Minnesota. Monkeys must have a yearly tuberculin test.
15. Animals subject to distemper and infectious hepatitis must be individually caged to reduce the spread of disease to healthy animals.
16. Delivery vehicles must be kept clean.
17. Refuse and other wastes must be removed frequently and stored and disposed in accordance with this code.

825.035. Exceptions.

1. The provisions of this section do not apply to persons or places selling only frogs, fish, worms or reptiles for use as live bait for fishing.
2. The provisions of this section do not apply to veterinary hospitals or kennels where only occasional sales are made.