



## COMMERCIAL PET SERVICE FACILITY LICENSE APPLICANT GUIDELINES

**CITY ORDINANCE, CHAPTER 6, SECTION 6 – 121 – REQUIRES ANY PERSON IN THE CITY CONDUCTING, MANAGING, OR MAINTAINING A COMMERCIAL PET FACILITY SHALL OBTAIN A LICENSE.**

Definition: *Commercial pet service facility* means any lot, enclosure, premises, structure, or building where dogs or cats over the age of four months are kept or maintained for any commercial purpose. This term includes a mobile commercial pet service business. Provided, however, for purposes of article IV of this chapter only, commercial pet service facility shall not include commercial breeders, hobby/conformation breeders, non-commercial breeders, veterinarians, or veterinary hospitals.

### GENERAL REQUIREMENTS:

1. Application fee: ⇒ \$50.00
2. All dogs owned or maintained must be currently vaccinated against rabies as required by the Texas Health and Safety Code. Applicant must be able to produce written proof at the time of inspection.
3. Applicant must submit a completed Deed Restriction and Law Compliance Affidavit. (See Attached Copy)
4. Facility must comply with any and all state and federal laws and meet the guidelines below.

### FACILITY GUIDELINES:

1. Feed quality and storage: Food must be wholesome and free of foreign particles or matter. Food must be maintained in a manner as to prevent rodent and insect infestation.
2. Water Supply: Water must be fresh and free of debris.
3. Trough/Pans: Trough and pans must be constructed of a strong nonporous material.
4. Animal Waste Disposal: Waste shall be disposed of into an approved sewage system or maintained in a sufficient air tight receptacle which must be constructed and kept in a manner as to protect its contents from wash off and fly infestation. Remove twice weekly.
5. Trash Disposal: Receptacles must be constructed and maintained in a manner as to protect its contents from rain and screened as to prevent fly infestation.





6. Insect and Rodent Control: An effective program for the control of insects, rodents, and external parasites affecting dogs must be established and maintained in a manner as to promote the health and well-being of the dog and reduce contamination by pest in animal areas.
7. Noise: Animals should be housed and exercised in a manner that does not create a noise nuisance for neighbors, per Chapter 30 Section 3 of the Houston City Code of Ordinances.
8. Quarantine/Isolation Areas: Enclosures must be constructed and maintained in a manner as to prevent contamination of healthy animals. They must protect the animal from injury, contain the animal securely and restrict other animals from entering.  
Must comply with State guidelines.
9. Exercise Area: Area must be constructed and maintained in the following manner:
  - a. Protect animal from injury;
  - b. Contain the animal securely;
  - c. Provide shelter and protection from extreme temperature and weather conditions;
  - d. Provide the animals with easy and convenient access to clean food and water.
10. Grooming Facilities: Equipment must be maintained in the following manner:
  - a. Free of foreign matter i.e., dirt, debris, hair, and nail clippings, external parasites, etc;
  - b. Constructed in a manner that allows them to be readily cleaned and sanitized and;
  - c. Free of jagged edges or sharp points that may injure the animals.





## BARC Animal Shelter and Adoptions

3200 Carr  
Houston, Texas 77026  
713/229-7300

### COMMERCIAL PET FACILITY LICENSE APPLICATION

The license fee shall be for the calendar year or any part thereof during which the commercial pet service facility is maintained, and shall be due and payable in advance on or before January first of each year.

#### PRINT OR TYPE ALL INFORMATION.

**50 DOLLAR FEE (\$50.00) MUST ACCOMPANY APPLICATION.** Fees do not apply to humane organizations; however, application must be completed. Mail or bring to the above address.

New: \_\_\_\_\_

Renewal: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Name of Mgr. \_\_\_\_\_

Address: \_\_\_\_\_ Contact #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Person to Contact in case of emergency:

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

SPECIES AND NUMBER OF ANIMALS TO BE MAINTAINED:

Species: \_\_\_\_\_ Number: \_\_\_\_\_

Species: \_\_\_\_\_ Number: \_\_\_\_\_

PURPOSE FOR WHICH ANIMALS WILL BE MAINTAINED OR USED. (Explain fully)

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## UNSWORN STATEMENT

My name is: \_\_\_\_\_  
(First) (Middle) (Last)

My date of birth is: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

My address is: \_\_\_\_\_  
(Street)

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_  
(Country) (Telephone)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in: \_\_\_\_\_ County, State of Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Declarant





## FOR OFFICE USE ONLY

License Number : \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Fee Paid: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

\_\_\_\_\_  
Signature Processing Clerk

\_\_\_\_\_  
Activity Number





**THE STATE OF TEXAS**

**COUNTY OF HARRIS**

Before me, the undersigned authority on this day personally Appeared \_\_\_\_\_ (TYPE OR LEGIBLY PRINT) of affiant who being first duly sworn by me deposed and said:

I understand and agree that it is my responsibility to comply with all deed restrictions and city, state and federal laws, regulations, or ordinances concerning any activity authorized by the license, permit, or certificate requested in the application to which this affidavit appertains an concerning any land or place where such activities may be conducted.

I also understand and agree that the City of Houston by issuing the license, permit, or certificate for which I am applying does not excuse or approve of any violation of deed restrictions, or of city, state, or federal laws, regulations or ordinances and that the license, permit, or certificate will be void in the event that it is used in violation thereof.

I fully understand that if the permit, license, or certificate for which I am applying is issued, the City of Houston or any appropriate entity may institute legal proceedings against me if I violate any deed restriction, or any city, state, or federal law, regulation or ordinance.

To the extent that this affidavit is made on behalf of a corporation or for the benefit of any persons other than myself, I certify that I full advised them of the content of this affidavit and that I am duly authorized to execute the same as the act and deed of the applicant or persons.

\_\_\_\_\_  
**AFFIANT**

To certify which, witness my hand and seal of off this \_\_\_\_\_ Day \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public in and for  
THE STATE OF TEXAS**

My commission expires \_\_\_\_\_

