

# Boarding Kennel Application

Please fill out the following application and mail the completed, signed application along with the check or money order for the \$75.00 license fee made payable to NCDA&CS. Please mail the application and check for license fee together to avoid unnecessary processing delays.

If you mail your application through the United States Postal Service, please use the following address:

Attn: Meghan Ray/AWS  
1030 Mail Service Center  
Raleigh, NC 27699

If you send your application through UPS or Fed Ex, please use the address:

Attn: Meghan Ray/AWS  
2 W. Edenton St.  
Raleigh NC 27601

Every facility must renew their license each year. Applications may be sent starting April 1<sup>st</sup> and are due by June 15<sup>th</sup>.

If you are a new facility, you may use the check list below to make sure you have completed all the pre-application items. These should be completed prior to submitting your application.

## **Checklist for New Facilities**

- 1) Have you checked with local city, county zoning, permitting and environmental services to ensure you're following all applicable laws and regulations?
- 2) Have you read, and do you understand the Animal Welfare Act and its Administrative Codes?
- 3) Have you had any contact with an agent of the Animal Welfare Section?
- 4) If this is a new business, please allow at least 4 weeks for AWS to receive and review your application and schedule the pre-licensing/registration inspection before opening the business. You are welcome to contact the AWS Inspector for your county while you are in the planning phase. This step has saved a lot of businesses a lot of money by avoiding costly mistakes in the selection of surfaces with which the animals have contact.

## **Changes to Existing Facilities**

If this is an existing business making a change, then let us know when the change takes effect. Please notify your inspector of the impending change(s).

**We encourage you to keep an original copy of your application. The application needs to be in a PDF format. We cannot accept photographs of an application. Please put all the information in the boxes provided as extra, attached pages cannot be accepted. Please do not attach protocols.**

North Carolina Department of Agriculture & Consumer Services  
Animal Welfare Section/Veterinary Division

Print Form

Only USPS  
1030 Mail Service Center  
Raleigh, NC 27699-1030  
phone: 919.707.3280

Mailing Application  
ATTN: AWS/Meghan Ray  
Checks Made Payable:  
NCDA&CS

Only UPS/FedEx  
2 W Edenton St  
Raleigh, NC 27601

License Application / Renewal Application to Operate as the Following:

Check one

New License

Renew License

Boarding Kennel (\$75 fee)

Facility License #

Name of Facility

Physical Address

City  NC ZIP Code  County

Phone Number  Fax Number  Email

Mailing Address (if different from physical address)

Mailing Address

City  NC ZIP Code

Owner Information

Name of Owner

Owner's Address

City  State  ZIP Code

Phone Number  Email  (emergency notifications)

Information About the Facility

Hours Open to the Public

Days Open to the Public (check all that apply):

**Cleaning Hours:** (cleanings required at least twice daily).  
If more than twice daily, please indicate additional cleaning  
times in the comment box of section 1 on the next page.

Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

Time of 1st

Cleaning

# of Dog Enclosures

Maximum # Dogs On-Site

Time of 2nd  
Cleaning

# of Cat Enclosures

Maximum # Cats On-Site

Signature of Owner or Authorized Agent

Date

Program of Veterinary Care Section 1-7

1. Enclosures and exercise areas for dogs and cats must be properly cleaned a minimum of two times per day. [02 NCAC 52J .0207(a)]  
Is your facility cleaned a minimum of twice daily (including weekends and holidays)? YES  NO

Describe your procedures for disinfecting the following: primary enclosures, exercise areas, food & water bowls, litter boxes and bedding (if provided).

2. All animals in a licensed or registered facility must be in compliance with the North Carolina rabies law, NCGS § 130A, Article 6, Part 6. [02 NCAC 52J.0210(h)]

Does your facility ensure that all dogs and cats 4 months of age and older remain current with rabies vaccinations? YES  NO

List any other vaccinations that you require for dogs and cats:

3. Full written disclosure of the medical condition of the animal and all veterinary medical treatments provided to the animal shall be given to the owner. All animal records must be retained a minimum of 1 year after the release of the animal. [02 NCAC 52J .0210(g)]

Does your facility retain or plan to retain (new facilities) all animal records for at least 1 year after the release of an animal?

YES  NO

Owner/Manager Initials \_\_\_\_\_

4. All facilities must designate an isolation area for animals being treated or observed for communicable diseases. This applies to incoming animals as well as animals that become ill or injured during their stay at the facility.

Does your facility have a designated area for the isolation of animals that become sick or injured during their stay? [02 NCAC 52J .0209(6)] Yes  NO

Briefly describe your procedure for the isolation of incoming ill or injured animals as well as animals that become ill or injured during their stay at the facility:

5. Does your facility sell, adopt or transfer any diseased, injured, infirmed, or deformed dogs and/or cats? [02 NCAC 52J .0210(f)] YES  NO

If yes, please explain.

6. Detail your protocol(s) for providing emergency veterinary care, including emergency care during and after normal hours of operation. [02 NCAC 52J .0210(a)]

Owner/Manager Initials \_\_\_\_\_

7. I certify that the facility named above has implemented this Program of Veterinary Care.

Owner/Authorized Agent Initials \_\_\_\_\_

8. All facilities must develop and maintain a plan of action for the continuity of care and/or evacuation of animals in the event of a natural or manmade disaster [02 NCAC 52J .0201(r)]

Does your facility have an emergency disaster plan? YES  NO

If no, please be advised that AWS will consider your failure to have and/or implement an emergency disaster plan as an aggravating factor in evaluating any violation that may occur during an emergency/disaster that is the result of or exacerbated by this failure.

9. As owner or authorized agent, I affirm that all information included in this application is a true and accurate representation of policies, procedures, and actual practices of this facility.

Owner/Authorized Agent Initials \_\_\_\_\_

10. As owner or authorized agent, I agree to comply with the N.C. Animal Welfare Act and the regulations pursuant thereto. I agree to cooperate as required by law with inspections and investigations conducted by personnel of the Animal Welfare Section, Veterinary Division, of the N.C. Department of Agriculture & Consumer Services.

Owner/Authorized Agent Initials \_\_\_\_\_

11. The person signing this application represents and warrants that they have full authority and representative capacity to execute this application in the capacities indicated herein, and that this agreement constitutes the valid and binding obligations of all parties.

Owner/Authorized Agent Initials \_\_\_\_\_

12. I will notify the AWS should there be any significant changes to the practices and information contained in this application. 02 NCAC 52J .0105(2) and (3)

Owner/Authorized Agent Initials \_\_\_\_\_

13. Does the owner/authorized agent/manager have previous training or experience in animal husbandry and care taking?

Yes  No

#### NOTICE

A license is not transferable. "When there is a transfer of ownership, management or operation of a business...(they) shall have 10 days from such sale or transfer to secure license...A licensee shall promptly notify the director of any change in the name, address, management or substantial control of their business or operations." [NCGS 19A-31]. (Forms for these changes may be found on our website [www.ncaws.com](http://www.ncaws.com) under AWS Forms)

If applying for a license/registration before March 31st, you will still need to apply for renewal in June.

\_\_\_\_\_  
Signature of Owner or Authorized Agent (required)

\_\_\_\_\_  
Date