



City of Palo Alto
Police Department – Animal Control Division
3281 E. Bayshore Rd, Palo Alto, CA 94303
Office: 650-496-5960 24-Hour Dispatch: 650-329-2413
animalcontrol@paloalto.gov

Animal Control Permit Application

Please complete all applicable areas of this application and include your signature on the “Affidavit of Applicant” section.
Return the completed form to an Animal Control Officer in person, by mail, or email.

Applicant Name: _____ **Date:** _____

Business Name: _____ **Phone:** _____

Address: _____

City: _____ **Zip:** _____

Driver License #: _____ **State:** _____ **DOB:** _____

Permit Type:

Fees are updated annually and posted in each City’s Municipal Fee Schedule. All fees payable to “The City of Palo Alto.” Payment can be accepted via credit card/Apple Pay/check to an Animal Control Officer or at Revenue Collections, 250 Hamilton Avenue (first floor), Palo Alto (650) 329-3217. (OFFICE USE ONLY: 70070005-14990)

☐ Livestock (\$80) ☐ Pet Show (\$80) ☐ Boarding Kennel/Stable (\$384) ☐ Pet Shop (\$384)

☐ Grooming Facility (\$384) ☐ Breeding (\$384) ☐ Petting Zoo/Pony (\$219) ☐ Dangerous Animal (\$432)

City of Los Altos ONLY: ☐ Potentially Dangerous Animal (\$181.63) ☐ Vicious Animal (\$181.63)

For Livestock, Dangerous Animal only:

Please list each animal type separately. Use additional paper if necessary.

Species: _____ Description: _____ Sex: ____ Age: ____ Confinement: _____

Species: _____ Description: _____ Sex: ____ Age: ____ Confinement: _____

Species: _____ Description: _____ Sex: ____ Age: ____ Confinement: _____

Species: _____ Description: _____ Sex: ____ Age: ____ Confinement: _____

Species: _____ Description: _____ Sex: ____ Age: ____ Confinement: _____

Species: _____ Description: _____ Sex: ____ Age: ____ Confinement: _____

Neighbors bordering your property: For livestock permits, written permission from each neighbor less than 25 feet from coop/run is **required** and will need to be re-obtained every five years. Unanimous neighbor consent is required if you intend to have more than six animals. Permission must be from the property’s resident regardless of property ownership. Please include a diagram of your property and where your enclosures are located. Use extra pages if necessary.

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

For Pet Show, Pony, Groomer, Pet Shop, and Boarding Kennel Only:

Cage and kennel maximum capacity. Please list each species of animal you intend to care for and the facilities you have to house the animal(s).

Date of event: _____ Species housed: _____

Maximum # housed: _____ Manner of confinement: _____ Number of cages: _____ Total Sq. Ft _____
(Cage, kennel, stall) (Kennels, stalls, etc.)

ALL PERMIT TYPES: materials of construction:

Describe the materials used for animal housing or cages, flooring of the pen, coop, stall, kennel or enclosure, paint used.

Cleaning Schedule/Process: _____

Please Note: Inspections are at the discretion of Animal Control.

Permit fees are due annually and are not transferable.

**If the event is either City-sponsored or City co-sponsored, your City Department contact must provide a signature of pre-approval prior to application submission and processing:*

Name (print): _____

Title: _____

Signature: _____

Date: _____

AFFIDAVIT OF APPLICANT

ADVANCED NOTICE OF CANCELLATION REQUIRED: If you no longer own the animal(s), the event is canceled, or the business closes, you must notify the Lead Animal Control by email (cody.macartney@paloalto.gov) or by calling (650) 329-2413. Otherwise, City personnel and equipment may be needlessly dispatched, and approvals of your future permit applications may be jeopardized. Permit fees cannot be refunded.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand, and agree to abide by the rules and regulations governing the keeping and care of animals under the Palo Alto Municipal Code or the Los Altos Municipal Code. I understand that this application is made subject to the rules and regulations established by City Council and/or the City Manager or their designee. Permittee agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity, which may pertain to the use of the virtue of this use permit. I agree to pay all such possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, or on behalf of the organization, I am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Palo Alto.

Name of Applicant (PRINT): _____

Signature of Applicant: _____ **Date:** _____

ACO Signature & Badge Number: _____

☐ Approved ☐ Denied

Have you attached the following?

- ☐ Diagram or printout of your property including the placement of all structures/coop/cages
- ☐ Letter(s) of approval from adjacent neighbors (if applicable)
- ☐ Copy of Certificate of Liability Insurance policy or policies (if applicable)
- ☐ Payment

Municipal Code References:

Palo Alto: §4.59 Pet Shops, §6.20 Care and Keeping of Animals, §6.28 Dangerous Animals; **Los Altos:** §5.16