



# WASHOE COUNTY

## REGIONAL ANIMAL SERVICES

2825 LONGLEY LANE, STE. A  
RENO, NEVADA 89502  
CENTER: (775) 353-8900  
FAX: (775) 353-8905  
[www.washoeanimals.com](http://www.washoeanimals.com)

## ***Commercial Animal Welfare Permit FAQ Sheet***

### ***Why do I need to have a commercial animal welfare permit?***

Pursuant to Washoe County Code (WCC) 55.455, any facility who conducts business within Washoe County and sells dogs, cats, birds (excluding poultry), small mammals or reptiles; and/or boards animals i.e. dogs, cats or horses must obtain a commercial animal welfare permit from Washoe County Regional Animal Services (WCRAS).

### ***How do I apply for a Commercial Animal Welfare Permit?***

You can pick up an application at the WCRAS office at 2825-A Longley Lane, Suite A, Reno, Nevada 89502, during normal business hours (Mon-Fri, 8 am.-pm., Saturday, 11 am.- 3pm.) or call WCRAS at 775-322-3647 and ask for a supervisor. A permit officer can set up a time to meet with you and go over the application packet with you if needed.

### ***What happens after I submit my application packet?***

After WCRAS receives a completed application packet, the application will be reviewed and an inspecting officer will contact you to set up a time for a physical inspection of the facility within 30 days. The inspecting officer will be verifying that the facility meets all applicable requirements set forth in both state (NRS) and Washoe County Code (WCC). If the inspecting officer finds anything that does not meet minimum standards set forth in WCC, they will work with the applicant on a time -frame needed to resolve the issues and then set an inspection date to verify compliance. After the inspecting officer believes the facility is in compliance, they will submit their findings to an animal control supervisor for review.

### ***How long is my permit valid for?***

The permit is valid for one year from the issuance date and is to be renewed annually.

### ***What happens if I do not obtain a commercial animal welfare permit?***

Commercial establishments that are required by WCC to obtain a commercial animal welfare permit and fail to do so are subject to fines, citations and possible business license suspension or revocation.

### ***What is a Program of Veterinary Care (PVC)?***

The PVC will vary depending on the type of business you are conducting and may include written plans that detail disease prevention, protocols for animal injury or disease and after- hour emergencies. WCRAS has a sample PVC document that may be used as an example. The PVC for a boarding facility may already be included in the boarding contract. A pet store's PVC may be included in their standard operating procedure guidelines already. If you have questions about the PVC, please contact WCRAS at 775-322-3647 and ask for a supervisor.

### ***Is there a fee?***

Currently, there is not an adopted fee for the commercial animal welfare permit or renewal.



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*Date Received/Office Staff Initials*

## Commercial Animal Welfare Permit Application

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Types of animals to be housed at location:

### Veterinarian

Name: \_\_\_\_\_ Clinic: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

For each facility, please submit the following materials with this application:

1. A non-refundable application fee \$ \_\_\_\_\_.
2. A detailed plot plan (diagram) showing the physical layout of each facility.
3. A written Program for Veterinary Care ("PVC")
4. A written sanitation program
5. A written disease control and health care program

I certify that I have received and read Washoe County Code (WCC) 55.455 and Nevada Revised Statutes (NRS) 574.210 through 574.510, inclusive, as these sections pertain to this application for a Commercial Animal Welfare Permit. Further, I am requesting that WCRAS perform an inspection of the above facility.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Program of Veterinary Care

This is a form that may be used as a guideline for the PVC. The operator shall establish, maintain, and supervise programs of disease control and prevention, pest and parasite control, pre-procedural and post procedural care, nutrition, euthanasia, and adequate veterinary care for all of the animals on the premises.

Pages or blocks which do not apply to the facility should be marked *N/A*. If the space provided is not adequate for a specific topic, additional sheets may be added. Please indicate section and Item Number.

A program of veterinary care has been established between operator and veterinarian.

### **Section 1 - Operator information**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business License Number: \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_

### **Section 2 - Veterinarian information**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

State License Number: \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_

Program of Veterinary Care

**Section 3- Dogs and Cats (Check if not applicable)**

**A. Vaccinations –Specify the vaccinations either administered or required for animals at facility:**

Canine: \_\_\_\_\_

Feline: \_\_\_\_\_

**B. Program to control disease and care for health:**

Fleas, Ticks, Mites, Lice, etc.: \_\_\_\_\_

Blood Parasites: \_\_\_\_\_

Intestinal Parasites: \_\_\_\_\_

**C. Emergency Care: Describe provisions for emergency, weekend and holiday veterinary care:**

**D. Additional Program Topics: The following topics have been discussed in the formulation of the program of veterinary care (check that they have discussed):**

Congenital Conditions  Exercise Plan  Nutrition

Quarantine Conditions  Proper Handling of Biologics  Proper Use of Analgesic/Sedative

Pest Control and Product Safety

Other (Specify) \_\_\_\_\_

**Section 4- Other animals: (Check if not applicable)**

**A. Vaccinations –Specify the vaccinations either administered or required for animals at facility:**

| Species | Required Vaccines |
|---------|-------------------|
| _____   | _____             |
| _____   | _____             |
| _____   | _____             |

**B. Program to control disease and care for health:**

Program of Veterinary Care

Fleas, Ticks, Mites, Lice etc: \_\_\_\_\_

Blood Parasites: \_\_\_\_\_

Intestinal Parasites: \_\_\_\_\_

**C. Emergency Care:**

Describe provisions for emergency, weekend and holiday veterinary care:

Describe capture and restraint methods:

**D. Additional Program Topics: The following topics have been discussed in the formulation of the program of veterinary care (check that they have discussed):**

- |                                 |                          |                              |                          |                                  |                          |
|---------------------------------|--------------------------|------------------------------|--------------------------|----------------------------------|--------------------------|
| Congenital Conditions           | <input type="checkbox"/> | Exercise Plan                | <input type="checkbox"/> | Nutrition                        | <input type="checkbox"/> |
| Quarantine Conditions           | <input type="checkbox"/> | Proper Handling of Biologics | <input type="checkbox"/> | Proper Use of Analgesic/Sedative | <input type="checkbox"/> |
| Pest Control and Product Safety | <input type="checkbox"/> |                              |                          |                                  |                          |

Other (Specify)

\_\_\_\_\_

**I have read and completed this Program of Veterinary Care, and understand my responsibilities:**

**Signature of Business**

**Owner or Operator:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

SUMMARY: An ordinance amending Washoe County Code Chapter 55 by creating provisions regulating commercial animal establishments (through an animal welfare permit) and revising definitions.

BILL NO. 1760

ORDINANCE NO. 1576

AN ORDINANCE AMENDING WASHOE COUNTY CODE CHAPTER 55 BY CREATING PROVISIONS REGULATING COMMERCIAL ANIMAL ESTABLISHMENTS (THROUGH AN ANIMAL WELFARE PERMIT); BY ADDING RELATED DEFINITIONS; AND BY MAKING CHANGES TO THE DEFINITION OF "COUNTY".

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Chapter 55 of the Washoe County Code is hereby amended by adding thereto the following new section which shall read as follows:

55.455 Commercial animal welfare permit.

1. Commercial animal establishments must obtain a welfare permit from regional animal services.

(a) No commercial animal welfare permit may be transferred or assigned between persons, between commercial animal establishments, or between a person and a commercial animal establishment.

(b) A commercial animal establishment must maintain a welfare permit for each individual location.

(c) Upon a commercial animal establishment's change of ownership or location, a new inspection and welfare permit is required.

(d) A commercial animal establishment shall house and care for its animals in accordance with the American Veterinary Medical Association's Animal Welfare Principles and related policies, and the provisions of this section.

(e) A commercial animal establishment shall comply with regional animal service's rules and records retention requirements, including, but not limited to, maintaining proof of insurance, health records, and other conditions necessary to preserve the health and safety of the animals and the public.

(f) The commercial animal welfare permit must be displayed in a conspicuous place within the commercial animal establishment.

(g) Veterinarians and/or veterinary hospitals are regulated by the Nevada State Board of Veterinary Medical Examiners and are exempt from this section.

2. All commercial animal establishments shall submit an application for a commercial animal welfare permit to regional animal services.

3. Regional animal services shall review the application and certify that the commercial animal establishment has been inspected and is in compliance with all animal welfare permit requirements. Regional animal services shall also notify the appropriate jurisdiction(s) of Washoe County, the City of Reno and/or the City of Sparks of the welfare permit status.

4. Regional animal services shall inspect each commercial animal establishment annually, and shall verify that the commercial animal establishment holds a valid business license.

(a) A certificate of occupancy for the appropriate jurisdiction or an approved business license may be accepted as evidence that the commercial animal establishment is in compliance with the local jurisdiction's licensing requirements.

5. All commercial animal establishments shall renew their welfare permit(s) annually.

6. In addition to the requirements set forth in NRS 574.360 through 574.510, inclusive, which outline the duties of operators, retailers and dealers, a commercial animal establishment shall:

(a) Maintain records for a minimum of two years after the date of sale, transfer or other disposition of the dog or cat identified by the record, which records shall be readily available for inspection by any animal control officer.

(b) Allow animal control officers to enter the premises for unscheduled inspections during normal business hours.

(c) Ensure that the walls and floors of enclosures are constructed of nonabsorbent, nonporous material impervious to moisture, and are adequate to support the animal without sagging and to prevent injury.

(d) Ensure that all dogs and cats are kept in an isolation room or isolation area for a minimum of 72 hours before being released to a purchaser.

(e) Observe each animal daily in order to identify general symptoms of injury, illness or disease.

(f) Ensure that any dog or cat that exhibits symptoms of injury, illness or disease is kept in an isolation room or isolation area and treated by a veterinarian. The veterinarian shall verify that the dog or cat is healthy before such dog or cat can be offered for sale.

(g) Ensure that each dog or cat over the age of 3 months is not sold without a valid rabies vaccination.

(h) Establish and maintain a written Program of Veterinary Care (PVC). The attending veterinarian must visit the facility on a regular basis, i.e., often enough to provide adequate

oversight of the facility's care and use of animals. The PVC must include method(s) of euthanasia, which should be consistent with the current American Veterinary Medical Association's Guidelines on Euthanasia.

(i) Provide a hand sanitizer and require members of the public to sanitize their hands prior to and after handling any animals in order to reduce the risks of transmission of disease.

(j) Dispose of animal carcasses in accordance with NRS 571.200 and NAC 571.200.

7. Revocation of commercial animal welfare permit. If a permittee violates this section or any other law of the State of Nevada or ordinance of Washoe County pertaining to animal welfare, regional animal services may revoke the commercial animal welfare permit in accordance with the procedures and penalties set forth in section 55.800.

(a) A commercial animal establishment located within the boundaries of the City of Reno shall maintain a City of Reno business license. If, at any time, the City suspends or revokes the business license, the City shall notify regional animal services and the commercial animal welfare permit shall be suspended or revoked.

(b) A commercial animal establishment located within the boundaries of the City of Sparks shall maintain a City of Sparks business license. If, at any time, the City suspends or revokes the business license, the City shall notify regional animal services and the commercial animal welfare permit shall be suspended or revoked.

(c) If the permittee fails to comply with any conditions imposed on the welfare permit, regional animal services may suspend or revoke the permit. If regional animal services suspends or revokes a welfare permit, the permittee shall be advised in writing of the reason(s) therefor and may appeal that decision to the administrative hearing office no later than 14 days after receiving the written notice. A failure to appeal the suspension or revocation within 14 days precludes further administrative or judicial review.

(d) Upon the filing of an appeal, the administrative hearing office shall hold a hearing on the appeal as soon as practicable.

(e) The administrative hearing officer may hear any testimony and admit any evidence he or she deems necessary. All proceedings shall be conducted in accordance with WCC 55.800(6) through 55.800(17), inclusive.

(f) The hearing officer's decision sustaining, reversing, or sustaining with conditions the suspension or revocation shall be transmitted in writing to the appellant within 14 working days.

(g) Any permittee aggrieved by the hearing officer's decision



may appeal that decision by filing a petition for judicial review in the district court within 30 days of the hearing officer's decision. The commercial animal welfare permit shall remain in place until a decision is rendered by the district court.

SECTION 2. Section 55.010 of the Washoe County Code is hereby amended by adding thereto the following new definitions:

"Ambient Temperature" means the temperature of the environment immediately surrounding the animal.

"Commercial animal establishment" means any pet store, kennel or boarding facility used for the business of buying, selling or boarding animals.

"Dealer" has the meaning as described in NRS 574.260, and as it may be amended from time to time.

"Isolation area" means a location where potentially infected animals can be separated from other animals for the period of time to control disease transmission, under such conditions as to prevent direct or indirect conveyance of the infectious agent from spreading to other animals.

"Isolation room" means a separate room in which conditions are established to control and contain the transmission of disease, such as, but not limited to, contamination from feces and bodily secretions, mites, and arthropod vectors, and which has a separate air supply with ventilation to the outside with no admixture in the general circulation.

"Operator" has the meaning as described in NRS 574.290, and as it may be amended from time to time.

"Retailer" has the meaning as described in NRS 574.320, and as it may be amended from time to time.

SECTION 3. Washoe County Code 55.010 is hereby amended by changing the definition of "County" as follows:

County means all the area of Washoe County as defined by NRS 243.0430, and as it may be amended from time to time.

[Business Impact Note: The Board of County Commissioners hereby

finds that this ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business.]

Proposed on the 23<sup>rd</sup> day of February, 2016.

Proposed by Commissioner Berkbigler.

Passed on the 8<sup>th</sup> day of March, 2016.

Vote:

Ayes: Kitty Jung, Marsha Berkbigler, Vaughn Hartung

Nays: Jeanne Herman

Absent: none



Dorey L. Parent  
County Clerk

Kitty Jung  
Chairman  
Washoe County Commission

This ordinance shall be in force and effect from and after March 18, 2016.