



## COMMONWEALTH OF PENNSYLVANIA

### *Dog Law Enforcement Office*

#### KENNEL LICENSE APPLICATION

#### NEW LICENSEE

### INSTRUCTIONS AND INFORMATION

Please send the original completed application, payment and all supporting documents to the following address:

PA Department of Agriculture  
Dog Law Enforcement Office  
Attn: Kennel License Application  
2301 North Cameron Street, Room 206  
Harrisburg, PA 17110-9408

\*INCOMPLETE APPLICATIONS WILL BE RETURNED

Answers to questions regarding the kennel license application can be found on our website: [www.agriculture.state.pa.us/](http://www.agriculture.state.pa.us/) or you may call the Dog Law Enforcement Office at: (717)787-3062

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### Kennel License Application Checklist:

Your kennel application submission should include the following information:

- Fully Completed Kennel License Application
- Check made payable to: **PA Department of Agriculture**
- Exercise Plan (Kennel Class I-VI, Boarding Kennels and Nonprofit Kennels) – Template Attached
- Zoning Documents (Commercial Kennels ONLY)
- All required signatures

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#### NOTE:

##### <sup>1</sup> Non-Commercial Kennels (Kennel Class I-VI, Boarding Kennels and Nonprofit Kennels)

- must submit an exercise plan approved and signed by a PA state licensed veterinarian (a visit to the site is optional and not required).
- a copy of the plan is required to be kept with the kennel records at the kennel site
- a template is enclosed

##### <sup>2</sup> Commercial Kennels

- are required to create a Program of Veterinary Care
- a recommended form is included for completion
- the Program of Veterinary Care is a required part of the kennel records to be kept at the kennel site

## DEFINITIONS:

**A. General Rules of Licensure:** Any person who keeps or operates a kennel shall, on or before January 1 of each year, apply to the department for a kennel license. Kennels shall be classified by type and the fee for the license shall be determined by kennel type, the number of dogs housed, kept, harbored, boarded, sheltered, sold, given away or transferred in or by the kennel. A separate license shall be required for each type of kennel and every location at which a kennel is kept or operated. When two or more licensed kennels are operated by the same person at the same location, each kennel shall be inspected and licensed. All kennel licenses expire on December 31 of each calendar year.

**B. Kennel Types (Definitions):**

*Kennel* – Any establishment in or through which at least 26 dogs are kept or transferred in a calendar year, or a boarding kennel as defined in this act.

*Private Kennel* – A kennel not meeting the definition of “commercial kennel” where dogs are kept or bred by their owner, for the purpose of hunting, tracking and exhibiting in dog shows, performance events or field and obedience trials.

*Pet Shop Kennel* – Any kennel or person that acquires and sells dogs for the purpose of resale, whether as owner, agent or consignee, and sells or offers to sell such dogs on a retail basis.

*Dealer Kennel* – A kennel operating within the Commonwealth which:

(1) publicly or privately sells or offers for sale any dog as an owner, agent or assignee for a fee, commission or percentage of the sale price; (2) transfers dogs at wholesale for resale to another; or (3) offers or maintains dogs at wholesale for resale to another. The term does not include a pound, shelter or common carrier or a kennel defined elsewhere in this section.

*Rescue Network Kennel* – A kennel that utilizes rescue network kennel homes with the goal of ultimately transferring the dog to a permanent owner or keeper through any means of transfer.

*Research Kennel* – Any Federal research kennel or other research kennel duly registered with and inspected by the Federal Government under the provisions of the Animal Welfare Act (Public Law 89-544, 7U.S.C. § 2131 et seq.) and its attendant regulations.

*Boarding Kennel* – Any establishment available to the general public where a dog or dogs are housed for compensation by the day, week or a specified or unspecified time. The term shall not include a kennel where the practice of veterinary medicine is performed if the kennel is covered by the provisions of the act of December 27, 1974 (P.L. 995, No. 326), known as the "Veterinary Medicine Practice Act." The term shall include any establishment available to the general public that, for consideration, takes control of dog(s) from the owner for a portion of a day for the purposes of exercise, day care or entertainment of the dog. For the purpose of this term, each time a dog enters the kennel it shall be counted as one dog. This term does not include any establishment engaged in only dog grooming or dog training. The term shall include any boarding facility physically detached from the veterinary practice which is operated by a licensed doctor of veterinary medicine, whether or not this facility is on the same premises as a building or structure subject to the provisions of the "Veterinary Medicine Practice Act."

*Non-Profit Kennel* – A kennel registered under the law of this Commonwealth as a nonprofit entity or a nonprofit animal control kennel under sections 901 and 1002. The term shall include kennels operated by approved medical and veterinary schools and nonprofit institutions conducting medical and scientific research, which shall be required to register, but shall not be required to pay any of the license fees set by this act, and which may use their own identification tags for dogs within their kennels without being required to attach tags hereinafter prescribed while dogs are within such kennels, if approved by the secretary.

*Commercial Kennel* – A kennel that breeds or whelps dogs and: (1) sells or transfers any dog to a dealer or pet shop-kennel, or (2) sells or transfers more than 60 dogs per calendar year.

*Dealer* – A person who: (1) publicly or privately sells or offers for sale any dog belonging to another person for consideration, a fee or a commission or percentage of the sale price, (2) transfers dogs at wholesale for resale to another, or (3) offers or maintains dogs at wholesale for resale to another.

*Out-of-State Dealer* – A person who does not reside in the Commonwealth of Pennsylvania and who: (1) Sells or offers for sale a dog in this Commonwealth belonging to another person, for any type of consideration, fee, commission or percentage of the sales price; or (2) transfers a dog in this Commonwealth for resale to another or any type of consideration, fee, commission or percentage of the sales price.

### **C. Kennel License Categories:**

1. Kennel Class – Kennels meeting the definition of any of the following “Types” fall under this category of kennels:

Kennel, Private Kennel, Pet-Shop Kennel, Dealer Kennel, Rescue Network Kennel and Research kennel.

The classification (I-VI) under this type of kennel is determined by dog numbers.

2. Boarding Kennel Class – A kennel “Type” meeting the definition of a Boarding Kennel.

The classification (I-III) under this type of kennel is determined by dog numbers.

3. Nonprofit Kennel Class – A kennel “Type” meeting the definition of a Nonprofit Kennel.

4. Commercial Kennel Class – A kennel “Type” meeting the definition of a Commercial Kennel.

The classification (I-VI) under this type of kennel is determined by dog numbers.

5. Dealer and Out-of-State Dealer Class – Kennel “Types” meeting the definition of a Dealer or Out-of-State Dealer.

The classification (I-VI) under this type of kennel is determined by dog numbers

**D. Type and Class of Kennel License:** The applicant shall check the box on the application next to the Type and Class of kennel they seek to operate in the calendar year. *Please note that failure to properly designate the type or class of kennel could be a reason for refusal of your kennel license application. If you have any questions regarding the type or class of kennel, please contact the Bureau of Dog Law Enforcement.*

Kennel Type - The Type of kennel license shall be based on the definition under which the applicant's kennel falls.

Kennel Class - The kennel Class shall be based on the cumulative number of dogs housed, kept, harbored, boarded or sheltered in the kennel during the previous year, PLUS, the number of dogs sold, given away or transferred by the kennel.

New Kennels - For a new kennel, with no previous history, the kennel Class shall be based on the number of dogs to be housed, kept, harbored, boarded or sheltered in the kennel, PLUS, an estimate of the number of dogs that will be sold, given away or transferred by the kennel.

Change of Type or Class during the Kennel Licensure Year - If the kennel "Type" or "Class" changes during the licensure year, the kennel owner shall notify the Department of the change and file a new kennel license application within 7 days of the change.

# Exercise Plan for NonCommercial Kennel Dogs

Date Created:

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## SECTION 1. EXERCISE PLAN HAS BEEN ESTABLISHED BETWEEN:

A. Licensee / Kennel Owner	B. Veterinarian
1. Kennel License Number	1. Name
2. Kennel Name	2. Clinic/Hospital Name
3. Owner Name	3. PA State License Number
4. Mailing address	4. Business Address
5. City, State, and Zip Code	5. City State and Zip Code
6. Telephone No. (business)	6. Telephone No. (business)

## SECTION 2. EXERCISE PLAN:

(The Exercise Plan must be completed by all Non-Commercial Kennels (Kennel Class I-VI, Boarding Kennels and Nonprofit Kennels) as required by section 207(g)(1) of the Dog Law (3 P.S. § 459-207(g)(1)).

<b>A. Frequency (how many times per day)</b>
<b>B. Method (kennel run, exercise yard, walked on a leash, etc.)</b>
<b>C. Duration (length of time)</b>

I find the exercise plan outlined above to be sufficient for the type of business and dogs maintained in this kennel.

Signature of veterinarian	Date
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I understand my responsibilities to follow the exercise requirements as outlined in this plan.

Signature of licensee/kennel owner	Date
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**\*Please keep a copy of this Exercise Plan with your records at the kennel site.**

# Program of Veterinary Care

Date Created:

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## SECTION 1. A PROGRAM OF VETERINARY CARE (PVC) HAS BEEN ESTABLISHED BETWEEN:

A. Licensee / Kennel Owner	B. Veterinarian
1. Kennel License Number	1. Name
2. Business Name	2. Clinic/Hospital Name
3. Owner Name	3. PA State License Number
4. Mailing address	4. Business Address
5. City, State, and Zip Code	5. City State and Zip Code
6. Telephone No. (home) Business No.	6. Telephone No. (business)

The written Program of Veterinary Care (PVC) must be completed by all Pennsylvania Kennel Class C license holders. The PVC must include: 1) A physical examination and vaccination schedule; 2) A protocol for disease control and prevention; 3) A protocol for pest and parasite control; 4) A protocol for nutrition; and 5) A protocol for euthanasia (Dog Law (3 P.S. § 459-207(h)(5))).

The attending veterinarian shall establish, maintain and supervise physical examination and vaccination schedules; protocols for disease control and prevention; pest and parasite control; as well as nutrition and euthanasia for all dogs on the premises of the licensee / kennel owner. It is preferred that such programs include regularly scheduled visits to the premises by the veterinarian to monitor animal health and animal husbandry practices. A copy of the written PVC shall be maintained in the kennel records. All dogs over 12 weeks of age shall be examined by a veterinarian at least once every six months. During the examination, the veterinarian shall use appropriate methods to prevent, control, diagnose and treat diseases and injuries (Dog Law (3 P.S. § 459-207(i)(8))).

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

Signature of licensee/kennel owner	Date
Signature of veterinarian	Date

**SECTION 2. VACCINATIONS – Specify the frequency of vaccination for the following diseases:**

<b>DISEASE</b>	<b>JUVENILE</b>	<b>ADULT</b>	<b>STORAGE / BRAND / EXPIRATION</b>
<b>Bordetella (kennel cough)</b>			
<b>Distemper</b>			
<b>Parvovirus</b>			
<b>Hepatitis</b>			
<b>Leptospirosis</b>			
<b>Rabies (1 yr or 3 yr)</b>			
<b>Other (specify)</b>			

**SECTION 3. PARASITE AND PEST CONTROL PROGRAM –**

**Describe the frequency of sampling or treatment for the following:**

<p><b>A. Intestinal Parasites (fecals for roundworms, hookworms, whipworms, coccidia, tapeworms, giardia. Include medications used for deworming).</b></p>
<p><b>B. Blood Parasites (Heartworm, Lyme, Ehrlichia, other) Preventative Medications used?</b></p>
<p><b>C. Ectoparasites (Fleas, ticks, ear mites, lice, flies, other) Preventative Medications and/or topicals used?</b></p>
<p><b>D. Rodent Control Program (include products used and/or steps taken to reduce rodent population).</b></p>
<p><b>E. Other</b></p>

#### **SECTION 4. DISEASE PREVENTION AND CONTROL PROTOCOLS**

**Describe protocols for assuring disease prevention and control.**

#### **SECTION 5. NUTRITION**

**Describe nutritional plan for all dogs in kennel – pregnant bitches, puppies and adult breeding dogs, including any supplements used.**

## **SECTION 6. EMERGENCY CARE**

**Describe provisions for emergency, weekend and holiday care.**

## **SECTION 7. EUTHANASIA**

**A. Sick, diseased, injured or lame dogs shall be provided with veterinary care or euthanized. Dogs may be euthanized only by a veterinarian.**

**B. Method(s) of euthanasia**

**SECTION 8. PHYSICAL EXAMINATION** (defined as the 'complete veterinary examination including evaluation of all body systems').

Describe physical examination standard and diagnosis / treatment protocol for abnormal findings.

**Complete Veterinary Examination Findings Chart**

1. **General Appearance**  Healthy BCS \_\_\_\_\_  Dehydrated
2. **Attitude**  BAR  QAR  Depressed  Unable to examine
3. **Oral cavity**  Normal  Abnormal  
Tartar +1 +2 +3 Gingivitis +1 +2 +3
4. **MM**  Normal  Pale  Jaundiced  Tacky
5. **Eyes**  Normal  Abnormal  
Conjunctivitis Mild Moderate Severe OU OD OS
6. **Ears**  Normal  Abnormal AU AS AD  
Otitis Mild Moderate Severe
7. **Cardiovascular**  Normal  Abnormal  Murmur
8. **Respiratory**  Auscults normal  Abnormal
9. **Abdomen**  Palpates normal / non-painful  Abnormal
10. **Neuro / Musculoskeletal**  Normal  Abnormal
11. **PLNs**  Normal  Abnormal
12. **Skin**  Normal  Abnormal

## **SECTION 9. REPRODUCTION**

**Describe breeding practices (scheduled frequency, selection of breeding pairs, control of genetic defects).**