



RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
 DIVISION OF AGRICULTURE
 235 Promenade Street, Room 370
 Providence, Rhode Island 02908

DEM Use Only:

Number: _____ / _____
 Approved By: _____
 Date: _____

APPLICATION FOR A PET SHOP LICENSE (revised June 2018)

- NEW Application:** Attach written proof from local Municipal zoning office confirming local ordinance permits PET SHOP License at intended location.
- RENEWAL Application:** If NO changes since last year's approval, fill out Page One in its entirety, sign and date ALL pages and submit with fee.

NOTE: Incomplete Applications will be rejected and returned. Fillable PDF Form can be filled out and then printed and submitted via fax, postal mail, or scanned and emailed. Send Fee as indicated on Page five. Keep a copy for your records.

FACILITY INFORMATION:

Name of PET SHOP: _____

Street Address: _____

Town / City: _____ State: _____ Zip Code: _____

Telephone: _____ FAX: _____

Email: _____ Website: _____

Mail Address (if diff. from facility location): _____

Town / City: _____ State: _____ Zip Code: _____

Business Hours (If not open to public, indicate hours available for inspection*):

Sun: _____ to _____ Mon: _____ to _____ Tues: _____ to _____
 Wed: _____ to _____ Thu: _____ to _____ Fri: _____ to _____ Sat: _____ to _____

After Hours Telephone / Emergency Contact: _____

*Facility complaints may require inspection outside of provided hours.

OWNER / APPLICANT INFORMATION:

Name: _____

Home Address: _____

Town / City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Mail Address (if diff. from above): _____

Town / City: _____ State: _____ Zip Code: _____

OPERATIONAL PLAN

EMPLOYEES

Please list all current employees and/or volunteers. Use additional pages as necessary.

NAME

TITLE

TYPES OF ANIMALS TO BE SOLD

	# ANIMALS (Capacity of Facility)	# PERMANENT CAGES	# RUNS
CANINES	_____	_____	_____
FELINES	_____	_____	_____
SM. MAMMALS	_____	_____	_____
REPTILES	_____	_____	_____
BIRDS	_____	_____	_____
FISH	_____	_____	_____
OTHER _____	_____	_____	_____

ISOLATION ROOMS, RUNS OR CAGES: *(please list number and type)*

SOURCE(S)* For ANIMALS SOLD:

SPECIES of ANIMAL / DISTRIBUTOR(s) / BROKER(s) Name / USDA License # / Address / Phone Number

Canines: _____

Felines: _____

Small Mammals: _____

Reptiles: _____

Birds: _____

Fish: _____

Other: _____

* *For animals acquired from both in-state and out-of-state dealers/brokers/individuals/etc.*

* *Use additional pages as necessary*

* *Update as necessary*

ATTACH A DETAILED FLOOR PLAN* OF PET SHOP

This diagram should include ALL of the following, as applies:

Main Entrance	Food storage
Interior and exterior doors	Medical treatment room(s) (if applicable)
Front desk or reception area	Windows and vents
Location of RABIES Notification Logs	Heating and/or cooling system
Location of Cleaning Logs	Waste receptacles (covered)
Indoor and outdoor runs or cages (including dimensions)	Drainage systems
Isolation or quarantine cages/runs/rooms	Location of sprinklers or fire extinguishers
Refrigerator and/or freezer (if any Meds)	Posted emergency evacuation plan or map

*Can be hand-drawn on 8x11 (must be legible)

REGULATIONS

RULES AND REGULATIONS GOVERNING ANIMAL CARE FACILITIES

<http://sos.ri.gov/documents/archives/regdocs/released/pdf/DEM/9165.pdf>

RULES & REGULATIONS GOVERNING THE PREVENTION, CONTROL AND SUPPRESSION OF RABIES WITHIN THE STATE OF RHODE ISLAND (2016)

<http://sos.ri.gov/documents/archives/regdocs/released/pdf/DEM/9639.pdf>

FISH AND WILDLIFE / R.I. FERRET REGULATIONS

<http://sos.ri.gov/documents/archives/regdocs/released/pdf/DEM/8901.pdf>

RULES AND REGULATIONS GOVERNING THE IMPORTATION OF DOMESTIC ANIMALS

<http://sos.ri.gov/documents/archives/regdocs/released/pdf/DEM/9057.pdf>

RULES AND REGULATIONS GOVERNING IMPORTATION AND POSSESSION OF WILD ANIMALS (2016)

<http://www.dem.ri.gov/pubs/regs/regs/agric/wildanml16.pdf>

RHODE ISLAND GENERAL LAWS

State of Rhode Island General Laws / TITLE 4 - Animals and Animal Husbandry

<http://www.rilin.state.ri.us/Statutes/TITLE4/INDEX.HTM>

Relevant Chapters:

- [CHAPTER 4-1 Cruelty to Animals](#)
- [CHAPTER 4-4 Animal Diseases in General](#)
- [CHAPTER 4-11 Psittacine Birds](#)
- [CHAPTER 4-13 Dogs](#)
- [CHAPTER 4-19 Animal Care](#) (changes enacted July 16, 2016)
- [CHAPTER 4-22 Cat Identification Program](#)

RHODE ISLAND GENERAL LAWS (Continued)

- [CHAPTER 4-24 Permit Program for Cats](#)
- [CHAPTER 4-25 Pet Warranties – Dogs](#)

:Per 4-25 Pet Warranties – Dogs RIGL § 4-25-9. Notice, all Pet Stores that sell Puppies Must post the following: URL: <http://www.dem.ri.gov/programs/agriculture/documents/dogsign.pdf>

NOTE: “Such notice shall be in one hundred (100) point type” (When printing, do not “Fit to page”)

State of Rhode Island General Laws / TITLE 20 - Fish and Wildlife

- [CHAPTER 20-1 General Provisions](#)
- [CHAPTER 20-16 Fur-bearing Animals](#)
- [CHAPTER 20-37 Endangered Species of Animals and Plants](#)

LOG FORMS / EXOTIC APPLICATION / Other Links

NOTICE TO NEW OWNERS OF RABIES VACCINATION “Rabies Log” per 4-13-31
<http://www.dem.ri.gov/programs/agriculture/documents/rabieslog.pdf>

FERRET LOG (To notify adopting party of Spay/Neuter / Rabies Vaccination / Permit requirement)
<http://www.dem.ri.gov/programs/agriculture/documents/ferretlog.pdf>

PSITTACINE BIRD LOG (per RI General Laws 4-11)
<http://www.dem.ri.gov/programs/agriculture/documents/psittacinelog.pdf>

POSSESSION PERMIT APPLICATION FOR AN EXOTIC WILD ANIMAL
(Application and fee required for *each* Specimen)
<http://www.dem.ri.gov/programs/agriculture/documents/exoticapp.pdf>

The State of Rhode Island Manual for Rabies Management and Protocols (2016)
<http://www.dem.ri.gov/programs/agriculture/documents/rabiesprot2016.pdf>

RI DEM Website- <http://www.dem.ri.gov/>

**Review above listed information as pertains to Pet Shops.
Download and print forms as needed.**

**NOTE: PET SHOP Licenses expire June 30th of each year.
It is the responsibility of the licensee to renew annually. No reminder will be sent.**

Additionally:

*** Use additional paper to list any additional employees, etc.**

- * *Complete form in its entirety (incomplete Applications will be returned until completed)*
- * *Include a \$100.00 fee, made payable to The State of Rhode Island*
- * *Call DEM / Div. Of Agriculture /Animal Health Section with inquiries @ 401-222-2781*
- * *Sign, date and return application to:*

**The RI Department of Environmental Management
 Division of Agriculture / Animal Health Section
 235 Promenade St. / Rm. 370
 Providence, RI 02908-5767**

OPERATIONAL PLAN

Any proposed change in the approved Operational Plan, including but not limited to the maximum number of animals, housing of animals, types of animals sold, source(s) of animals, and configuration of the facility will require submission of an amended Operational Plan that must be reviewed and approved by DEM/Animal Health prior to the change being executed.

MANAGER/ DIRECTOR (or equivalent) is responsible for employees being informed of and understanding the laws and regulations listed above and can attest that to the best of their knowledge, no employee has ever been convicted of animal cruelty or mistreatment.

*****Sign and Date bottom of each page*****

Signature below indicates knowledge and understanding of the laws, regulations, forms and requirements listed above. Pet Shop owner is responsible for employees being informed and understanding all laws, regulations, forms and requirements listed above.

Indicate Title(s) if different than those indicated.

Signature of Owner/Applicant: _____

PRINT Name and Title: _____ Date: _____

Signature of Co-Owner/Applicant: _____

PRINT Name and Title: _____ Date: _____

Signature of Facility MANAGER: _____

PRINT Name and Title: _____ Date: _____

PET SHOP APPLICATION revised June 2018