

Pet Shop Online Application Requirements

** A new online process for business licensing applications and renewals has been implemented. The online application process and form is available on the City website <https://www.brampton.ca/EN/Business/Licensing/Pages/Stationary-Licence-Requirements.aspx> Requests for licences and renewals will only be accepted through the online application process.**



Requirements for obtaining the above licence:

- 1. **Licence Application Form**
Business and Owner information to be entered online.
 - 2. **Zoning Approval** - application will be forwarded to our zoning division for review of location of the business. Please provide complete address of business
 - 3. **Certificate of Insurance**
The insurance form must be completed and signed by your insurer showing evidence of \$2,000,000 (minimum) Commercial General Liability. It is the business owner's responsibility to upload insurance certificate on online application.
 - 4. **Animal Services Approval -905-458-5800 ext. 63192**
You must call to arrange for an inspection by Animal Services. Prior to the issuance of a licence written approval from Animal Services must be received. Please note there may be an additional fee for an Animal Services Inspection.
 - 5. **Business Registration (MASTER BUSINESS LICENCE) and/or Articles of Incorporation**
(master business licence is required when a business is operating as a different name from the corporation, unless the business is a franchise)
 - 6. **Fee** - \$239.00 ** Once your application is reviewed, a link to the payment Option will be sent to the email provided on application.
- **Expiry Date** – May 31st of every year

Once your application has been reviewed and approved your payment will be processed and your licence will be mailed out.

SCHEDULE 20 TO BY-LAW # 332-2013

RELATING TO PET SHOPS

1. In this Schedule:

“Animal” means all non-human species, and includes birds;

“Pet Shop” means a building, structure or part thereof where Animals or birds for use as pets are sold or kept for sale.
2. A Pet Shop that includes for sale only live fish, is exempted from the requirement to obtain a Licence under this Schedule.
3. An Application for a Licence and at the discretion of the Licence Issuer for a Licence renewal shall be accompanied by a letter of approval from the Animal Services Section.
4. Every Person licensed under this Schedule shall:
 - (a) Obtain a separate Licence for each Pet Shop that is under the same ownership;
 - (b) Comply with the provisions of the *Ontario Society for the Prevention of Cruelty to Animals Act*, R.S.O. 1990, c.O.36, as amended;
 - (c) At all times maintain the premises in a sanitary, well-ventilated, clean condition;
 - (d) Ensure the facility or operation’s floor shall be thoroughly cleaned at least once every day or more often as may be necessary to keep the floor in a clean and sanitary condition;
 - (e) Keep all Animals in sanitary, well-bedded, well-lighted, clean quarters and kept at a temperature appropriate for the health requirements of the species of Animals housed therein;
 - (f) Locate all cages, tanks, containers or other enclosures in which Animals are housed in such a way as to provide maximum comfort to satisfy the known and established needs for the particular species so housed and shall be provided with safeguards to prevent extreme environmental changes;
 - (g) Prevent undue direct physical contact with the Animals by the general public;
 - (h) Where the quarters used for the housing of any Animal form part of or are physically attached to a building used for human habitation or to which the public has access, ensure that such quarters have a concrete or other impermeable floor with a drain opening hooked to a sanitary system, and such floor shall be thoroughly washed with water at least once each day, or more often than once if necessary in order to keep the floor clean;
 - (i) Ensure that every cage or other container used for the keeping or housing of any Animal:
 - (i) is of adequate size to permit the Animal to stand normally to its full height, to turn around, and to lie down in a fully extended position; and
 - (ii) has a floor of either solid or wire mesh construction or any combination thereof, provided that:
 - (1) all spaces in wire mesh shall be smaller than the pads of the foot of any Animal confined therein;
 - (2) any such wire mesh shall be of a thickness and design adequate to prevent injury to any such animal; and
 - (3) such floor shall be of sufficient strength to support the weight of any such Animal;
 - (j) Equip all cages or containers with receptacles for food and for water, so mounted or situated that they cannot be easily overturned or contaminated;
 - (k) Provide water to every Animal in sufficient quantity to maintain at all times a potable supply available to the Animal;
 - (l) Provide food in accordance with the particular food requirements of each type or species of Animal;
 - (m) Provide adequate light in the premises that is appropriate for the species kept there;
 - (n) Provide a cage of a dimension to enable all birds to have sufficient perch space to permit full extension of their wings in every direction;
 - (o) Ensure that all persons responsible for the care, feeding or cleaning of Animals are adequately instructed and supervised in the handling and care of all such Animals;
 - (p) Ensure that any Animal showing signs of sickness or disease is examined and treated immediately by a veterinarian and that the Animal is kept in a quarantine area until a veterinarian certifies that the Animal is in good health;

- (q) Give to the purchaser on any sale or disposition of an Animal, a receipt showing the name and address of the vendor and the purchaser, the date of sale, the sale price, the breed or crossbreed, sex, age and description, including colour and placing of markings, if any, of the Animal;
 - (r) Keep and maintain in good condition a register, in which shall be entered:
 - (i) A record of each Animal purchased or otherwise obtained; each entry shall be made at the time each Animal comes into the Licensee's possession and shall include the date of purchase, a full description of the Animal, together with the name, address and telephone number of the Person from whom it was purchased or otherwise obtained;
 - (ii) A record of each Animal sold and shall include the date of sale, a full description of the Animal, together with the name, address and telephone number of the Person to whom the Animal was sold;
 - (iii) Inform purchasers that their personal information is being collected and that this personal information will only be used, if necessary, for law enforcement purposes;
 - (s) Ensure that the register in subsection 3 (r) is open to inspection by the Licence Issuer and Inspector at any time during business hours and be made available to be removed at any time by the Licence Issuer, Inspector and Peel Police Services for use in any Court or law enforcement proceeding; and
 - (t) Ensure that while the register in subsection 3 (r) is removed, a record of entries continues to be made.
5. No Person licensed under this Schedule shall:
- (a) Sell any Animal prohibited by any by-law of the City and without limiting the effect of this subsection, shall not sell or permit the sale of any chick, duckling, live poultry or other livestock;
 - (b) Keep animals in crowded quarters or cages;
 - (c) Sell or display any diseased Animal;
 - (d) Sell, permit to be sold, offer for sale or give away, any dog or cat under the age of 8 weeks; or
 - (e) Confine or display incompatible Animals in the same cage.
6. No Licence shall be required for the following operations:
- (a) An animal shelter operated by or on behalf of a public authority;
 - (b) A veterinary hospital/clinic;
 - (c) A publicly funded educational institute; or
 - (d) Any facility in which Animals are placed for care pursuant to the *Animals for Research Act* R.S.O. 1990, c. A.22, as amended.
7. Where an Inspector properly inspecting a licensed premises determines that an Animal appears to require medical attention, the Inspector may order the Licensee to immediately take the Animal to a qualified veterinarian.
8. If grooming services are provided at the premises, a Pet Grooming Facility Licence is not required but the Licensee must comply with the provisions of the Pet Grooming Facility Licence Schedule.
9. Any of the following infections shall render an Animal unfit for sale or release:
- (a) infectious diseases such as distemper, hepatitis, rabies or other similar diseases;
 - (b) nutritional deficiencies, including rickets or emaciation;
 - (c) fractures or congenital abnormalities affecting the general health of the animal.
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