



DOG KENNEL LICENSE APPLICATION FACT SHEET

Who must obtain this license?

- **BOARDING KENNELS:** The owner or operator of an establishment other than a pound or animal shelter where animals not owned by the proprietor are sheltered, fed, and watered in return for a fee is required to have a boarding kennel license.
- **BREEDING KENNELS:** A breeder or exhibitor of thoroughbred dogs who keeps dogs for breeding and stud purposes is required to have a breeding kennel license.

If you operate a boarding kennel and a breeding kennel, you must obtain a license for each one.

License fee: The license fee is \$25 for a boarding kennel and \$25 for a breeding kennel. The license expires on April 1 and must be renewed each year.

Requirements for license applications:

- *Tax certificate.* The applicant must submit written certification from the Richmond Tax Collector that neither the applicant nor the property owner is in arrears on payment of any municipal taxes or fees.
- *Good Standing.* Corporate applicants must submit a certificate of good standing issued by the R.I. Secretary of State's Office.
- *DEM license:* Boarding kennels must be licensed by the R.I. Department of Environmental Management.

Requirements for holding a license:

- Dogs in breeding kennels are to be kept only for breeding and stud purposes.
- If a dog is kept in a licensed breeding kennel, the dog also must be licensed by the town, but there is no fee for the dog's license.

NOTE: This summary is for the convenience of applicants. For all the legal requirements of this license or permit, you should consult the applicable state statute and town ordinance.

DOG KENNEL LICENSE

Town Clerk's License Application Checklist

Applicant:

Date of Application:

AFFIDAVIT OF COMPLIANCE <i>(Signed and Notarized)</i>	
TAXES: Richmond Tax Collector's certificate that taxes are current.	
CORPORATE: R.I. Secretary of State's Office Certificate of Good Standing <i>(if kennel is owned or maintained by a corporation)</i>	
ZONING: Zoning certificate (existing uses) or zoning determination (proposed uses) <i>for new locations only</i>	
LICENSE FEE: <input type="checkbox"/> Boarding kennel – \$25 <input type="checkbox"/> Breeding kennel – \$25	



APPLICATION for a MUNICIPAL LICENSE

DATE OF APPLICATION	<input type="checkbox"/> New License	<input type="checkbox"/> Renewal
NAME OF INDIVIDUAL OR BUSINESS TO HOLD THIS LICENSE		
THE APPLICANT IS <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATION <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> JOINT VENTURE		
APPLICANT'S BUSINESS MAILING ADDRESS Street or P.O. Box		
City or Town	State	Zip Code
Business telephone number(s)		E-mail address:
INDIVIDUAL MAKING THIS APPLICATION: Name		
Street		
City or town	State	Zip Code
Telephone number(s)		
BUSINESS LOCATION in Richmond Street address		
Tax Assessor's Plat and Lot number		
<p>The undersigned, being duly sworn, upon oath does depose and say:</p> <ol style="list-style-type: none"> 1. I am an authorized representative of this business. 2. The information on both pages of this application is true and correct. 3. This business is in compliance with all applicable town ordinances and regulations, state statutes and regulations, and federal statutes and regulations. 4. I have reviewed the checklist of documents that are required to obtain this license. I will be able to produce the required documents, or prove I have requested them, before the Town Council meeting at which this application will be considered. 		
SIGNATURE _____		
PRINT NAME _____		
Sworn and subscribed to before me at _____, County of _____, State of Rhode Island, this _____ day of _____, 20 _____.		
_____ Notary Public Print name: My commission expires / /		

DOG BOARDING or BREEDING KENNEL LICENSE APPLICATION

Kennel owner:
Kennel keeper:
TYPE OF KENNEL: <input type="checkbox"/> Boarding (sheltering, feeding, and watering dogs not owned by the proprietor in return for a fee) <input type="checkbox"/> Breeding (keeping purebred dogs for breeding, stud, and exhibition purposes)
LOCATION OF KENNEL: Street address
Tax Assessor's Plat and Lot number
<i>If the kennel is a breeding kennel, number of dogs to be kept:</i>

OFFICE USE ONLY

Date of Town Council approval:	Date license issued:
Fee paid:	Date license expires:
License issued by:	

AFFIDAVIT OF COMPLIANCE

I _____ applicant for a _____ for
(Printed Name) (Type of License)

_____ do hereby make affidavit and say that to the best of
(Name of Business)

my knowledge and belief, the applicant is in compliance with all laws and regulations of the

United States, and the State of Rhode Island and is in compliance with all the ordinances of the

Town of Richmond.

Applicant Signature

STATE OF RHODE ISLAND
COUNTY OF _____

Subscribed and sworn to before me on this _____ day of _____ 20 .

Notary Public
My commission Expires: