



JB Pritzker, Governor
Jerry Costello II, Acting Director

Bureau of Animal Health and Welfare

State Fairgrounds • P.O. Box 19281 • Springfield, IL 62794-9281 • 217/782-4944 • TTY 866/287-2999 • Fax 217/558-6033

Animal Welfare Licensee:

Due to the impact of COVID-19 on daily operations and recent legislative changes made to the Animal Welfare Act, the Department is modifying the license renewal process for 2020. For the last several years, license renewal has been performed electronically. Unfortunately, electronic renewal is not an option this year. Attached to this notice you will find a fillable Animal Welfare License Renewal Application Form. Please complete this form on your computer, print, sign, and send it to the Department with the applicable fee(s). The Renewal Application Form is also available on the Department's website.

Before completing the Renewal Application, please note that several changes to the Animal Welfare Act have taken effect. Please review the summary of these changes below and note how they impact your renewal.

Renewal Fees: Under 225 ILCS 605/21 renewal fees have increased to \$100 for each annual license. Late renewal fees are \$400.

License required for each type of operation: Under 225 ILCS 605/3 a license for each type of operation is now required. Licensees conducting business as multiple entities, must complete a Renewal Application for each business type and pay the applicable renewal fee for each license. A new license number will be created for additional licenses. If you have questions regarding multiple licenses, please reach out to your local inspector or the office to ensure you are correct in determining license types.

Fire Alarm or Staffing Plan Requirement for Kennel Operators: Licensed kennel operators, which are businesses providing boarding services for dogs and cats, must now meet the requirements of 225 ILCS 605/18.2. Proof of compliance must be included with the Renewal Application. The rules pertaining to this requirement are attached to this notice. Please review this addition to the Act and rules before completing the Renewal Application.

Additional Reporting of Statistics: Additional reporting of statistics for animal controls and animal shelters under 225 ILCS 605/7 have been added. 2020 is the first-year licensees are required to report these numbers for the previous calendar year. Please report these required statistics on the renewal form.

Please remember, as a licensee, you are responsible for reviewing the Animal Welfare Act and Regulations and ensuring your business complies with the requirements set forth.

Please don't hesitate to reach out to the Department with any questions or concerns.

Thank you.

TITLE 8: AGRICULTURE AND ANIMALS
CHAPTER I: DEPARTMENT OF AGRICULTURE
SUBCHAPTER b: ANIMALS AND ANIMAL PRODUCTS
(EXCEPT MEAT AND POULTRY INSPECTION ACT REGULATIONS)

PART 25
ANIMAL WELFARE ACT

Section

25.10	Definitions
25.15	Incorporations By Reference
25.20	Buildings and Premises
25.30	General Care of Animals
25.40	Dogs and Other Companion Animals Brought into Illinois (Repealed)
25.45	Importation of Exotic or Non-Domestic Animals; Permit (Repealed)
25.47	Animals Imported Into Illinois
25.50	Shipment of Mammals and Birds
25.60	Health of Animals at Time of Release
25.70	Department May Restrict The Sale of Animals
25.80	Quarantine
25.90	Records
25.100	Consent Statement and Inspection
25.110	Animals Prohibited from Sale
25.115	Guard and Sentry Dogs
25.120	Boarding and Training
25.130	Animal Control Facilities and Animal Shelters
25.140	Foster Homes
25.145	Kennel Operators
25.150	Illinois Diseased Animals Act

AUTHORITY: Implementing and authorized by the Animal Welfare Act [225 ILCS 605] and the Illinois Diseased Animals Act [510 ILCS 50].

SOURCE: Regulations Relating to the Animal Welfare Act, filed May 17, 1974, effective May 27, 1974; amended October 6, 1976, effective October 16, 1976; codified at 5 Ill. Reg. 10438; amended at 7 Ill. Reg. 1724, effective January 28, 1983; amended at 12 Ill. Reg. 8265, effective May 2, 1988; amended at 13 Ill. Reg. 3628, effective March 13, 1989; amended at 18 Ill. Reg. 14898, effective September 26, 1994; amended at 20 Ill. Reg. 265, effective January 1, 1996; amended at 23 Ill. Reg. 9758, effective August 9, 1999; amended at 28 Ill. Reg. 13376, effective October 1, 2004; amended at 30 Ill. Reg. 13124, effective July 24, 2006; amended at 31 Ill. Reg. 6904, effective May 1, 2007; amended at 43 Ill. Reg. 4505, effective March 26, 2019; amended at 44 Ill. Reg. _____, effective _____.

Section 25.10 Definitions

"Act" means the Animal Welfare Act [225 ILCS 605].

"Animal" as used in this Part means any mammal, bird, fish, or reptile offered for sale, trade, or adoption or for which a service is provided by any person licensed under this Act.

"Companion Animal" means an animal that is commonly considered to be, or is considered by the owner to be, a pet. Companion animal includes, but is not limited to, canines, felines and equines. [570 ILCS 70/2.01a]

"Equine Shelter" is an animal shelter as defined in Section 2 of the Act that is only for equines.

"Exotic or non-domesticated animals" means mammals (including non-human primates), reptiles and birds that are not native to North America and are not normally maintained livestock (llamas, ratites, cervids and similar animals are considered livestock under this definition) or native mammals that are not domesticated and normally maintained as pets (i.e., prairie dogs). Not included in this definition are hamsters, guinea pigs and gerbils or any member of the species *felis catus* that have been domesticated or *canis familiaris*.

"Fire Alarm System" means a system automatically activated by a device that detects smoke, heat or fire. The fire alarm system automatically triggers a notification to local emergency responders.

"Fire Sprinkler System" means one of the following systems that automatically trigger a notification to local emergency responders when activated:

Any water-based automatic fire extinguishing system employing fire sprinklers. The sprinkler system shall be designed in accordance with NFPA 13 (Standard for the Installation of Sprinkler Systems (2013)) and NFPA 101 (Life Safety Code (2015)), both available from the National Fire Protection Association, 1 Batterymarch Park, Quincy MA 02169.

"Fire sprinkler system" includes accessory fire pumps and assorted piping, fire standpipes, or underground fire main systems starting at the connection to the water service after the approved backflow device is installed under the requirements of the Illinois Plumbing Code (77 Ill. Adm. Code 890) (Code) and ending at the most remote fire sprinkler; or

Sprinkler heads that are in a loop of the potable water system, as described in Sections 890.1130 and 890.1200 of the Code.

"Staffing Plan" means a plan to staff a kennel operating any time cats or dogs are on the premises. At a minimum, a staffing plan must include the kennel operator's hours of operation, number of staff, names of staff, and the staff's contact information. The staffing plan must show that at least one staff member is on site, alert and available any time dogs or cats are on the premises.

"Qualified Fire Inspector" means a local fire official or a building inspector, working for a unit of local government or fire protection district, who is qualified to inspect buildings for fire safety or building code compliance.

"Work Progress Form" is a form issued by the Department to licensees or applicants notifying them of deficiencies and the improvements required to be made by them within a specified period of time to comply with the Act.

(Source: Amended at 44 Ill. Reg. _____, effective _____)

Section 25.145 Kennel Operators

- a) All kennel operators shall comply with this Part, as applicable, and this Section.
- b) A kennel operator that maintains cats or dogs for boarding must meet one of the following:
 - 1) Be staffed at all times cats or dogs are on the premises. A staffing plan shall be maintained on file with the Department;
 - 2) Have an operational fire sprinkler system in every building where cats or dogs are located. The fire sprinkler system must communicate notifications directly to local emergency responders; or
 - 3) Have an operational fire alarm system in every building where cats and dogs are located. For the purposes of this Section, a fire alarm system includes any of the following:
 - A) A hard-wired fire alarm system that communicates notifications directly to local emergency responders;
 - B) A wireless fire alarm system that communicates notifications directly to local emergency responders;
 - C) A fire alarm system that is monitored by a third-party security service, with an active service contract, when the security service will communicate notifications directly to local emergency responders.
- c) *A qualified fire inspector may inspect a kennel operator that maintains dogs and cats for boarding during the course of performing routine inspections. If, during a routine inspection, a qualified fire inspector determines that the kennel operator does not have a fire alarm system or fire sprinkler system, the inspector may inform the Department. [225 ILCS 605/18.2(c)]*
- d) A kennel operator shall certify in its license application, and annually certify in its license renewal application, one of the following:
 - 1) The kennel is staffed at all times cats or dogs are on the premises. The kennel operator shall provide the Department with a staffing plan;

- 2) The kennel has an operational fire sprinkler system in every building where cats and dogs are located. The kennel operator shall provide:
 - A) a picture and description of the make and model of the system; and
 - B) if the system has been inspected by a qualified fire inspector, a copy of the inspection report; or

- 3) The kennel has an operational fire alarm system in every building where cats and dogs are located. The kennel operator shall provide:
 - A) a picture and description of the make and model of the system; and
 - B) if the system:
 - i) has been inspected by a qualified fire inspector, a copy of the inspection report; and/or
 - ii) is monitored by a third-party security service, a copy of the service contract evidencing that there is third-party monitoring of the system, or a statement evidencing that there is third-party monitoring and the service contract is effective and operational.

(Source: Added at 44 Ill. Reg. _____, effective _____)

LICENSE RENEWAL APPLICATION

(For period July 1, 2020 - June 30, 2021)

ILLINOIS DEPARTMENT OF AGRICULTURE
 Bureau of Animal Health and Welfare
 State Fairgrounds - PO Box 19281
 Springfield, Illinois 62794-9281
 (217) 782-4944
 TTY 866-287-2999

Business Name

Business Owner / Manager

Business Address

City State Zip

Telephone

CHECK CURRENT LICENSE TYPE AS DEFINED BY THE ILLINOIS ANIMAL WELFARE ACT:

Pet Shop Operator Animal Control
 Cat Breeder Animal Shelter
 Dog Dealer Horse Rescue
 Kennel Operator Guard Dog Service
 Dog Breeder Day Care Operator

(For Office Use Only)

Check #: _____ Charge

Check Amount: _____ Online

Date License Issued: _____

Revenue Code: 081 / 080 083 / 082 031 / 030 033 / 032
 034 / 035 084 / 085 089/090 182 / 183

If this facility is no longer in business,  , go to end of form, sign, date, and return the application form.

1. Has the name, address, or telephone number above changed since the last licensing period? Yes No

2. Normal Business Hours 3. Business Telephone 4. Fax Number 5. Business E-mail Address

_____ (____) _____ (____) _____

Business information will be available to the public.

6. Has there been an ownership change during the past year not reported to the Bureau? Yes No

PLEASE NOTE: If yes, this form is **VOID** and business owner must request a new application; however, if the business has had a partnership change by adding or deleting a partner, changes can be noted on the line below.

7. Kennel Operators Only

A kennel operator that maintains dogs or cats for boarding and that is not staffed at all times dogs or cats are on the premises shall be equipped with at least one fire alarm system or fire sprinkler system in operating condition in every building of the kennel operator that is used for the housing of animals. The kennel operator shall certify in its license application and annually certify in its license renewal that either:

(1) its facility has a fire alarm system or a fire sprinkler system, and shall include with the application or license renewal an attached description and picture of the make and model of the system used; or

(2) the kennel is staffed at all times dogs or cats are on the premises, and shall include with the application or license renewal an attached staffing plan. The Department shall include this certification on each application for license or license renewal.

All kennel operators must make certification of one of the statements below and provide the required documentation with this renewal application before a license is issued.

I certify this facility has a fire alarm system or fire sprinkler system in operating condition in every building of the kennel that is used for the housing of animals and have included a description and picture of the make and model of the system used with this license renewal application.

I certify that the kennel is staffed at all times dogs or cats are on the premises, and have included with this license renewal application a staffing plan.

8. Section 25.90 of the Rules and Regulations of the Animal Welfare Act requires that each licensee report to the Department at the time of license renewal the number of dogs, puppies, cats, kittens, and exotic or non-domesticated animals sold for the previous calendar year, (Jan.-Dec.)

Dogs sold _____ Puppies sold _____ Cats sold _____
 Kittens sold _____ Exotic and non-domesticated animals sold* _____

*Exotic or non-domesticated animals include mammals, reptiles, and birds not native to North America and native mammals that are not domesticated and normally maintained as pets. Fish are excluded, as are the following animals born in the United States: hamsters, mice, gerbils, rats, and birds.

9. **Shelters and Animal Control Facilities** must report to the Department at the time of license renewal the intake and outcome statistics listed below for the previous calendar year, (Jan.-Dec.)

Category	Dogs	Cats	Other by Species (Specify below)			
Beginning Inventory (Jan 1)						
Intake						
Surrendered by Owner						
Stray						
Impounded (other than stray)						
Confiscated Under Humane Care for Animals Act						
Transfer from other licensees within the State						
Transferred into or imported from out of the State						
Transferred into or imported from outside the country						
Born in shelter or animal control facility						
Disposition						
Reclamation by owner						
Adopted or sold						
Euthanized						
Euthanized per request of the owner						
Died in custody						
Transferred to another licensee						
Transferred to an out-of-State nonprofit agency						
Animals missing, stolen, or escaped						
Cats returned in field						
Ending Inventory (Dec 31)						

10. NON-PROFIT VERIFICATION:

All animal shelters and animal rescues must provide verification of non-profit status. No license will be renewed without status verification. Methods of verification may include the following:

- EIN used for 501c3 registration: _____
- Non-profit corporation file number from the Secretary of State: _____
- A copy of a "Certificate of Good Standing" issued by the Secretary of State
- A copy of the shelter or rescue's charter for nationally recognized organizations

No animal shelter license will be renewed without non-profit status verification.

11. CERTIFICATION: Failure to check one of the boxes below and sign the application may result in the Department refusing to process your application:

According to the Illinois Administrative Procedures Act, each state agency must require license holders to certify the following:

"I hereby certify, under penalty of perjury, that (please check one)

- "I am not subject to a child support order"
- "I am not more than 30 days delinquent in complying with a child support order"
- "I am more than 30 days delinquent in complying with a child support order"

Failure to so certify may result in denial of the application/renewal; and making a false statement may subject the licensee to contempt of court (5ILCS 10/1 0-65 c)

LICENSE RENEWAL FEE	\$ 100.00
LATE RENEWAL FEE (postmarked after June 30, 2020)	\$400.00
TOTAL ENCLOSED	\$ _____
Make check or money order payable to Illinois Department of Agriculture	

Signature of Authorized Agent

Date

By virtue of signing this application, the applicant grants permission to authorized employees of the Department of Agriculture to inspect the licensed premises during reasonable business hours or at other times deemed necessary by the Department to enforce the laws of the State of Illinois. Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.

IF THIS FACILITY IS NO LONGER IN BUSINESS, PLEASE SIGN, DATE, AND RETURN.

Signature

Date

**APPLICATION WITH FEE MUST BE POSTMARKED OR RECEIVED
BEFORE JULY 1, 2020 TO AVOID LATE RENEWAL FEE**

IMPORTANT NOTICE

This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 225 ILCS 605/1-22. Failure to provide this information shall prevent this form from being processed. This form has been approved by the Forms Management Center.