



**State of Maine Animal Welfare Program
28 State House Station
Augusta, ME 04333-0028**

Municipal Kennel Licensing Instructions for Kennel Owners

Below is the checklist of items Municipal Kennel owners must complete and submit to their Town Office for a municipal kennel license, whether seeking a new license or a renewal.

- INSPECTION:** Contact your Municipality to Schedule your Kennel Inspection. Your local Animal Control Officer must complete an annual inspection **before** a Municipal Kennel License can be issued. Your municipality may require you to submit the full Municipal Kennel License application packet and fees before scheduling this inspection.

If you also have a Breeding or Boarding facility license issued by the Department of Agriculture, you may submit an facility inspection report completed by the Maine Animal Welfare Program within the last 12 months in lieu of the Animal Control Officer inspection.

- APPLICATION:** Complete the Municipal Kennel License Application in full. You can find the link here https://www.maine.gov/dacf/ahw/animal_welfare/municipality/index.shtml
- RABIES CERTIFICATES:** Include a valid rabies certificate for each dog aged 4 months or older (photocopy is acceptable)
- FEES:** Include the proper fee for your kennel size, multiple licenses may be required. Fees are \$42 for each license (\$42 for 5-10 dogs, \$84 for 11-20 dogs, and \$126 for 21-30 dogs). Check with your municipality regarding the preferred payment method.
LATE FEES: If you submit after January 31st, there is a statutorily imposed late fee of \$25 PER LICENSE (\$25 for 5-10 dogs, \$50 for 11-20 dogs, \$75 for 21-30 dogs, etc.). The municipality cannot waive late fees.

Your license will not be issued until your town office receives the Inspection Form.



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Municipal Kennel Licensing Instructions for Municipal Offices

Checklist for Municipalities for issuing a Municipal Kennel License

- INSPECTION:** Your Animal Control Officer must complete an annual inspection with a satisfactory/pass result before a Municipal Kennel License may be issued. *Your municipality may require the submission of the full Municipal Kennel License application packet and fees before scheduling this inspection, or you may have the ACO provide the inspection first and have the owner submit a copy of that inspection form with the packet.*

If the kennel also has a Breeding or Boarding facility license issued by the Department of Agriculture, you may accept a PASS/SATISFACTORY state inspection report completed within the last 12 months in lieu of the Animal Control Officer inspection.

- APPLICATION:** The application for a municipal kennel license can be found here https://www.maine.gov/dacf/ahw/animal_welfare/municipality/index.shtml
- RABIES CERTIFICATES:** A valid rabies certificate for each dog aged 4 months or older listed on the application must be included with the application form (photocopy is acceptable)
- FEES:** The correct fee for the kennel size must be paid. Multiple licenses may be required. Fees are \$42 for each license (\$42 for 5-10 dogs, \$84 for 11-20 dogs, and \$126 for 21-30 dogs).
LATE FEES: If a renewal application is received after January 31st, there is a statutorily imposed late fee of \$25 PER LICENSE (\$25 for 5-10 dogs, \$50 for 11-20 dogs, \$75 for 21-30 dogs, etc.). The municipality cannot waive late fees.

Licenses may not be issued until all items are received.

- ENTER THE INFORMATION INTO THE MAINE DOG LICENSING DATABASE:** Follow the step-by-step instructions in the “State of Maine Dog Licensing Database Training: Issuing Municipal Kennel Licenses”
https://www.maine.gov/dacf/ahw/animal_welfare/municipality/index.shtml
- MAIL** the license and tags to the applicant.

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MUNICIPAL KENNEL LICENSE APPLICATION

Complete and return to the Municipal Office in which the Kennel is located.

New **Renewal**

Name: _____ Kennel License: _____
Mailing Address: _____ Kennel Address: _____
City: _____ ZIP _____ City: _____ ZIP _____
Home Phone: _____ Kennel Phone: _____

Please complete and sign this application and return it to your Municipality's Town Office with the correct fee.

Pursuant to Maine statutes, a person must obtain a Municipal Kennel License where a person has 5 or more dogs kept under the same ownership for the purpose of breeding, hunting, show, training, field trials, sledding, competition, or exhibition purposes. M.R.S. §3923-C.

An appointment will be scheduled for an Animal Control Officer to inspect the kennel premises upon receipt of this Municipal Kennel License application, accompanying documents and fee. A license will not be issued until a satisfactory inspection form has been presented to the Municipality.

PLEASE ANSWER THE FOLLOWING QUESTIONS AND INITIAL EACH RESPONSE

1. ___ I/We assume complete responsibility for the kennel at the premises for which I/we are applying for a License.
2. ___ I/We certify that the number of dogs over 3 months of age on the kennel premises is _____
3. ___ I/We certify that the dogs kept are kept for the purpose of:

___ Breeding	___ Hunting	___ Show
___ Training	___ Field Trials	___ Sledding
___ Competition	___ Exhibition	
4. ___ I/We certify that all dogs over the age of three (3) months that are kept, harbored, or maintained on the premises of the above-named kennel have been properly vaccinated against rabies by a licensed veterinarian.
5. ___ I/We certify that I/We are submitting a valid **copy of the rabies vaccination certificate for each dog with this application.**
6. ___ I/We understand that a person who fails to obtain a kennel license annually by January 31 is subject to a penalty of twenty-five dollars per license in addition to the annual license fees.
7. ___ I/We understand that the Municipal Kennel License does not authorize the operation of any type of business and is solely used to license multiple dogs used for one or more of the specific purposes listed above.
8. ___ I/We understand and agree that if breeding takes place, a State of Maine Breeding Facility License may be required, or in the case of less than one litter in a 12-month period, a State of Maine Vendors License is required, and will be obtained from the State of Maine Animal Welfare Program.
9. ___ I/We understand that we must comply with Chapter 701 Rules Governing Animal Welfare, and certify that I/We have reviewed those rules posted here https://www.maine.gov/dacf/ahw/animal_welfare/statutes_rules.shtml

I/We certify that all of the information I/We have provided is true and accurate under penalty of law.

Applicant Signature _____ Date: _____

Applicant Signature _____ Date: _____

For Official Use Only:

Number of Rabies Vaccination Certificates for each dog attached: _____

Initials Clerk Verifying validity of Rabies Certificates: _____

Copy of Satisfactory/PASS inspection form received _____

Total Payment Received _____ Kennel Tag Number(s) assigned _____

Municipal Kennel
INSPECTION REPORT RATING

_____ Inspection
 _____ Reinspection Date _____ _____ Satisfactory
 _____ Complaint Time _____ _____ Unsatisfactory: C-critical; G- general
 Business Name _____ Owner/Manager _____
 Physical Address _____ City _____
 County _____ Zip _____ Phone # _____
 Dogs housed: _____ Kennel building _____ Inside House _____ Outdoor pens/doghouses _____
 Agriculture Rules and Regulations

	S	U	C	G		S	U	C	G		S	U	C	G
Section I					F. Sanitation					Section II A, B, C Housing/Exercise				
B. Licenses														
1. Renewal/Status					1. Waste facilities Cleaned					1. Structurally sound				
2. Posted					2. Cleaning/disinfecting					2. Cages over others				
C. Records					3. Animal removed					3. Litters in quiet area				
1. Official CVI's					G. Food					4. Pups <2weeks warm				
2. Received From					1. Stored properly					5. Removed 2x/24hour				
3. Person Receiving					2. Fed 2x/ day					6. Separate exercise area				
4. Vacc/ Med. Treat.					3. Lactating females					7. Cages – dry place				
5. Mortality Records					4. Pups/kittens fed 3x /day					8. Easy access for cleaning, care				
6. Vet Services					5. Clean water									
7. Euthanasia Records					6. Weekends/holidays					Section II D Outside facilities				
D. Primary Structure					H. Disease Control					1. Doghouses				
1. Structurally Sound					1. Sick separated					2. Entrance to doghouse				
2. Water, heat & Electric					2. Program					3. Chain / Collar				
E. Temperature Control					I. Noise					4,6. Chain length				
1. Inside Min. Temp.					1. Minimized					5. Multiple animals				
2. Outside Shade					J. Ventilation									
					1. Odors not detectable									
					K. Lighting									
					1. Min. 8hours/day									
					L. Special Instructions									
					1. Provide instructions									
					M. Health at Time of Release									
					1. Unfit for sale									
					N. Unlawful Sale									
					1. Completed 7 th week									

Summary & Explanation of Violation(s)

Violation	Critical	General	Correction Needed

(Animal Control Officer)

(Owner/Manager)

(Date)