



ANIMAL PERMIT APPLICATION
MUNICIPAL CODE CHAPTER 9.08
FOWL, LIVESTOCK, UNDOMESTICATED ANIMALS

APPLICANT NAME _____

ADDRESS _____

PRIMARY PHONE NUMBER _____ EMAIL _____

Upon receipt of your application, the Code Enforcement Officer will contact you to schedule an inspection.
For additional information regarding inspections or requirements, please contact the City Clerk's Office at (650)877-8518.

APPLICATION TO KEEP CERTAIN ANIMALS ON PREMISES
Provide the number, description, and location of animals to be kept on premises.

Number of animal(s)	Description of animal(s)	Location of animal(s) on premises

Notice to Code Enforcement Officer

NOTICE IS HEREBY GIVEN in accordance with Municipal Code Chapter 9.08, of the foregoing application, with the request that you inspect the premises and submit your findings within **fifteen (15) days**.

Deputy City Clerk, or designee

Date

Code Enforcement Officer's Inspection

- ☐ The premises are maintained in a clean and sanitary condition conforming to the requirements of Municipal Code Chapter 9.08.070.
- ☐ The premises do not meet the requirements.
- ☐ The keeping of animals and birds listed on the application would constitute a public nuisance.
- ☐ The keeping of animals and birds listed on the application would jeopardize the health of persons or expose persons or other animals to bodily injury if the animals or birds listed on the application were to escape their enclosure and run or fly at large.

COMMENTS:

Code Enforcement Officer

Date

Permit

- ☐ In Accordance with the Municipal Code Chapter 9.08 and the Code Enforcement Officer's Inspection Report, the permit applied for is hereby issued for the period of _____ to _____. The Ordinance requires that this permit be renewed annually.
- ☐ In accordance with Municipal Code Chapter 9.08 and the Code Enforcement Officer's Report, the permit applied for is hereby denied. The applicant may appeal this determination by following the procedure set forth in Section 9.08.060 of Municipal Code Chapter 9.08, the full text of which is printed on the reverse side of this form.

City Clerk

Date

SECTION 9.08.020. PERMIT-REQUIREMENT

No person, firm, or corporation shall keep or allow to be kept on his or its premises within the City any live chickens, geese, ducks, turkeys, pigeons, doves, squabs, peacocks, pheasants, or similar fowl; nor any hares, rabbits, monkeys, cows, cattle, steer, horses, goats, sheep, or similar animals; nor any lions, snakes or other animals which are normally wild and only uniquely a pet, except as herein otherwise provided.

SECTION 9.08.030. PERMIT APPLICATION – CONTENTS

A. Every person, firm, or corporation keeping any of the animals or birds enumerated in the preceding section shall first make application to the City Clerk for and be issued a permit by the City.

All applications for such permits shall be in writing and shall give the following information.

1. Name of applicant
 2. Address of applicant
 3. Number and kinds of animals or birds kept or proposed to be kept by the applicant and the location of their keeping.
- B. Immediately upon receipt of any such application, the City Clerk shall notify the Code Enforcement Officer, who shall inspect the premises and submit his findings to the City Clerk within **fifteen (15) days** after being notified to inspect. If the Code Enforcement Officer finds that the premises where said animals or birds are proposed to be kept is maintained in a clean and sanitary condition and they conform to the other requirements of this Ordinance, the City Clerk shall issue a permit for the keeping of said animals and birds. Such a permit shall be renewed annually.
- C. If the Code Enforcement Officer finds that the premises inspected does not meet the requirements of this Ordinance, or that the keeping of the animals and birds listed on the application would constitute a public nuisance, or if said animals or birds would jeopardize the health of persons or expose persons or other animals to bodily injury if the animals or birds listed on the application were to escape their enclosure and run or fly at large, the City Clerk shall not issue a permit.
- D. The Code Enforcement Officer's determination, recommending that the permit be denied, shall be subject to an appeal to the City Council. Notice of such appeal shall be filed with the City Clerk within ten (10) days after denial of said permit. Upon failure to file such notice within a ten (10) day period, the determination of the Code Enforcement Officer shall be final and conclusive.
- E. A unique pet shall be defined, for the purpose of this Ordinance, as any bird, fowl, reptile, or animal which normally lives in a wild habitat and is a curiosity to the local community when kept in captivity in said community, whether wild or domestic at the time of its keeping. The Code Enforcement Officer shall make the initial determination as to the uniqueness of said birds, fowls, reptiles, or animals. Said determination shall be subject to appeal to the City Council. Notice of such appeal shall be filed with the City Clerk within ten (10) days after the Code Enforcement Officer's initial determination.

SECTION 9.08.060. PERMIT-APPEAL PROCEDURE

The Code Enforcement Officer's determination recommending that the permit be denied shall be subject to an appeal to the city manager. Notice of such appeal shall be filed with the city clerk within ten days after the denial of the permit. If notice is not filed within the ten-day period, the determination of the health officer shall be final and conclusive.

SECTION 9.08.070. ENCLOSURE REQUIRED

- A. No person shall allow or permit any animal, hereinabove mentioned in Section 9.08.020, to run, crawl or fly at large. Said animals shall be confined to an escape-proof enclosure, cage, house, coop with runway, or aviary. When not so confined, said animals shall be kept under direct physical control by their owner or keeper by means of a leash, tether or bridle, and they shall not be allowed or permitted by said owner or keeper to constitute a public nuisance by interfering with the comfortable enjoyment of life or property by any considerable number of persons.
- B. Said enclosures, houses, coops, or runways and aviaries shall at all times be maintained in a clean and sanitary condition by said owner or keeper, shall be cleaned once a week, or oftener if necessary, and shall at all times be kept free of offensive- odors.
- C. No part of any such enclosure, cage, house, coop, runway or aviary shall be less than forty (40) feet from any street, nor less than ten (10) feet from the side lines of any adjacent lot, and no such enclosure, cage, house, coop, runway or aviary shall be less than forty (40) feet from any dwelling or place of business unless such dwelling or place of business is occupied by the person, company or corporation owning or renting the property upon which the same is situated and maintaining the animals herein above mentioned, except as provided in the following section where the space and distance requirement are greater.