



**Community Development Licensing**  
14600 Minnetonka Blvd  
Minnetonka MN 55345  
(952)939-8274  
Email: [fgolden@minnetonkamn.gov](mailto:fgolden@minnetonkamn.gov)

To: Applicant for Pet Shop License

From: Fiona Golden, Licensing Coordinator

Attached are the license application forms for Pet Shop License and a copy of Minnetonka City Code §825 regarding this type of business.

Please complete the following attached forms and return to the above address:

1. Minnetonka Application Form
2. Minnesota Business Tax Identification form
3. Workers' Compensation Insurance form
4. License fee. Make checks payable to the City of Minnetonka.

The fee for a Pet Shop is \$100.00. The licensing year is January 1 through December 31, and the licensing fee is not pro-rated.

If you have any questions or need my assistance, please call at (952) 939-8274.



COMMUNITY DEVELOPMENT-LICENSING  
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# PET SHOP LICENSE Application

**ESTABLISHMENT INFORMATION**

Name			
Address			
City, State, Zip			
Establishment Phone Number			
Manager		Manager Email	
Types and quantity of animals on premises			

**LICENSEE INFORMATION (must be a corporation, partnership, or individual who owns)**

Name			
Address			
City, State, Zip			
Owner Phone Number		Owner Email	

**BILLING INFORMATION – send all notices, renewals, & licenses to the following:**

Name			
Attention			
Address			
City, State, Zip			
Phone Number		Contact Email	
FEE – Checks payable to the City of Minnetonka			

**I, THE UNDERSIGNED, AGREE TO COMPLY WITH ALL REQUIREMENTS OF THE CITY CODE OF THE CITY OF MINNETONKA NECESSARY FOR OBTAINING THIS LICENSE. NOW, THEREFORE, I HEREBY MAKE APPLICATION TO OPERATE THE ABOVE NAMED ESTABLISHMENT SUBJECT TO ALL CONDITIONS AND PROVISIONS OF THESE ORDINANCES.**

_____ Authorized Signature	_____ Print name
_____ Date	_____ Print title

# Certificate of Compliance

## Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

**Print in ink or type**

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number	Alternate telephone number
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Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)

DBA ("doing business as" or "also known as" an assumed name), if applicable

Business address (must be physical street address, no P.O. boxes)	City	State	ZIP code
County	Email address		

**You must complete number 1 or 2 below.**

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

**1.  I have a workers' compensation insurance policy.**

Insurance company name (not the insurance agent)		
Policy number	Effective date	Expiration date

**I am self-insured for workers' compensation.** (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see [www.mn.gov/commerce/industries/insurance/licensing/self-insurance](http://www.mn.gov/commerce/industries/insurance/licensing/self-insurance).)

**2. I am not required to have workers' compensation insurance because:**

- I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)
- I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

**Print name**

Applicant signature (required)	Title	Date
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If you have questions about completing this form or to request this form in Braille, large print or audio, call (651) 284-5032 or 1-800-342-5354.

## **MINNESOTA BUSINESS TAX IDENTIFICATION LAW**

Pursuant to Minnesota Statute 270C.72 (Tax Clearance; Issuance of Licenses), Subd.4, the licensing authority is required to provide, upon request of the Minnesota Commissioner of Revenue, either the applicant's Minnesota business tax identification number with the business name and address – or the social security number of the primary officer, along with their complete name, home address, and home phone number.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding, or motor vehicle excise taxes.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.

<b>NAME UNDER WHICH THE MN TAX ID IS FILED (<u>licensee</u> name)</b>			<b>Type of license applying for:</b>		
			<b>Pet Shop</b>		
<b>Licensee: Address</b>	<b>L City</b>	<b>L State</b>	<b>L Zip</b>	<b>L Phone</b>	
<b>Establishment: Name</b>			<b>Minnetonka License Number</b> (completed by Minnetonka)		
<b>Establishment: Address</b>	<b>E City</b>	<b>E State</b>	<b>E Zip</b>	<b>E Phone</b>	
<b>Minnesota Tax Identification Number</b>		<b>Federal Tax Identification Number</b>			

Be sure to sign and date at bottom of form.

### **INSTRUCTIONS FOR BOXES BELOW:**

1. If all boxes above are completed, including both the Minnesota and Federal Tax numbers, no additional information is required by the MN Department of Revenue below.
2. However, if all boxes above are not completed, Minnesota law requires personal information about the primary owner or primary officer. In this case you must complete all boxes below, including the owner or primary officer's social security number, home address, and home phone. (NOTE: If the business and home address are the same, please check the box indicating this.)

<b>Applicant's (person's) name (LAST, first, middle initial)</b>		<b>Social Security Number</b>	
<b>Home address</b>	<b>Home City, State, Zip code</b>	<b>Home Phone number</b>	
<input type="checkbox"/> <b>Check if address is for both home &amp; business</b>			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION 825. PET SHOPS AND CONTROL OF DISEASED ANIMALS.**

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### **825.005. Definitions.**

Unless the context clearly indicates otherwise, the words below are defined for the purpose of this section as follows.

1. "Department" means the Minnetonka community development department.
2. "Pet shop" means a place kept or maintained for the exhibition, sale or purchase of live dogs, cats, hamsters, or other small animals, or birds, reptiles, or fish.

### **825.010. License Required.**

A person must not operate a pet shop in the city unless the business is currently licensed under this section.

### **825.015. Application.**

1. A person wishing to operate a pet shop must file a written application for a pet shop license with the department.
2. The application must contain:
  - a. the required license fee set forth in chapter 710;
  - b. the applicant's full name and place of residence;
  - c. the location of the pet shop;
  - d. the full name and address of the people who own the pet shop location;
  - e. the number and types of animals proposed to be handled on the licensed premises; and
  - f. other reasonable information that the city may require.
3. In addition, the applicant must submit a current detailed plan and description of the premises and structures where the pet shop is to be operated. If the application is for a renewal license and no changes in the premises and structures have been made or are contemplated, no new plan or description is required. However, the completeness and accuracy of the existing plan must be certified.
4. The license applicant is subject to the requirements of chapter 700 of this code, except section 700.015(2).
5. Upon review of the application and plans by the department and health authority, the department director may grant or deny the license.

### **825.020. Expiration Date.**

The expiration date of all pet shop licenses is December 31 of each year.

### **825.025. Diseased Animals.**

1. A person must not bring into a pet shop or into the city, or have in his/her possession, an animal afflicted with infectious or contagious disease. Such diseased animals must be destroyed in a humane manner unless the disease is curable and the animal is under the care and treatment of a licensed veterinarian.
2. A person must not bring into a pet shop or into the city, have in his/her possession, or sell an animal that is capable of transmitting rabies to humans or other animals and that cannot be inoculated to prevent rabies.

### **825.030. Conditions of License.**

The following requirements apply to the premises used for a pet shop under a pet shop license issued by the city:

1. The structures, areas, appurtenances, floors, walls and ceilings must be designed to facilitate frequent and easy cleaning and must be kept clean, sanitary and in good repair.
2. Floors must be constructed of non-absorbent and easily cleanable materials.
3. Adequate and safe sewer and water connections, plumbing, and plumbing fixtures must be provided. All plumbing fixtures must be kept clean, sanitary and in good repair.
4. A room of sufficient size for storing the janitorial supplies and equipment used to maintain the premises in a sanitary manner must be provided. The room must contain an approved sink with hot and cold running water under pressure.
5. Rooms must be illuminated with a minimum of 20 foot candles of light.
6. Rooms must be mechanically ventilated with a minimum of 15 air changes per hour. A negative pressure must be maintained to prevent odors and organisms from entering the adjacent businesses or departments. Provisions must be made for pre-heated replacement air.
7. Doors, windows and other openings must be screened from May 1 to October 1.
8. Cages, pens, benches, boxes or receptacles in which the animals are confined must be of metal or equal construction, must be clean, sanitary and in good repair, and must be of sufficient size to humanely confine the animals. Cages and pens must be mounted on casters or six inch metal legs to facilitate cleaning.
9. Show or display cases, windows, counters and shelves used in handling the animals must be kept clean, sanitary, free from dust and dirt, and in good repair.
10. Utensils used in the preparation of food and the feeding of the animals must be kept clean, sanitary and in good repair. Utensils may not be used if they are badly worn, rusted or corroded, or in a condition so that they cannot be rendered clean and sanitary.
11. Animals must be handled and treated in a humane manner. Licensees, their employees and agents may not deprive the animals of necessary food, water or shelter or perform, authorize or permit an act of cruelty to the animals or an act tending to produce cruelty.
12. Animals must be kept entirely within an enclosed building, and no animal may be kept or maintained outside.
13. Animals must be kept in a manner that prevents contact with the public.
14. Animals subject to distemper and infectious hepatitis must have been inoculated before delivery to the pet shop, by a veterinarian licensed to practice in the state of Minnesota. Monkeys must have a yearly tuberculin test.
15. Animals subject to distemper and infectious hepatitis must be individually caged to reduce the spread of disease to healthy animals.
16. Delivery vehicles must be kept clean.
17. Refuse and other wastes must be removed frequently and stored and disposed in accordance with this code.

### **825.035. Exceptions.**

1. The provisions of this section do not apply to persons or places selling only frogs, fish, worms or reptiles for use as live bait for fishing.
2. The provisions of this section do not apply to veterinary hospitals or kennels where only occasional sales are made.