



**Establishment No.**  
**Permit No.**

## Animal Occupancy Permit Requirements Inspection Check List

- A complete list and inventory of all animals being exhibited and/or housed at the requesting establishment's facility **MUST** be submitted to the City of Branson Animal Control prior to any permit being issued.

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- A copy of the USDA Animal Welfare Permit, to include a copy of the facility inspection report signed by the USDA Inspector for all animals regulated by USDA **MUST** be provided.

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- A copy of the most current Health Certificate, not to exceed 30 days old, for each animal. If any animals are medically altered in way, medical documentation of the altering procedures **MUST** be submitted prior to the inspection process along with the practicing Veterinarians contact information.

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- For equine**, a copy of the most current coggins test with negative results, not to exceed 12 months, for each animal. (A coggins test is **NOT** a health certificate)

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- A copy of all **Conservation and/or required U.S. Fish and Wildlife permits** for any and all captive wildlife, indigenous and non-indigenous, to include: (point of origin documentation), must be submitted for all animals in the possession of the exhibitor.

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- An individual form of identification for each animal i.e. ear tag, tattoo, microchip, brand, leg band, collar band, cage card, kennel card, Ect.

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- A detailed plan, including a drawing/layout or design of the facility the animals are to be housed in, if the animals are to be transported to and from the facility, that information must be submitted also, or a copy of the city of Branson zoning and building permit, stating the facility and/or property is authorized for animal occupancy.

- The name, address, phone number, to include a 24 Hr emergency phone number, of the individual responsible for the Health and Welfare of the animal while within the city limits of Branson, Mo.

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- A current (**NON-expired**), copy of the Fire Code Inspection for the establishment where the animals are being housed and/or exhibited.

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- If animals are being housed in a mobile housing unit that said mobile unit **MUST** meet and pass all DOT safety requirements for the transportation of animals and that documentation must be submitted prior to obtaining any permit. All mobile animal housing units **MUST** be in compliance with all City of Branson Codes, Ordinances and Promulgated regulations, statutes and guidelines.

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- The name, address, and phone number of the licensed Veterinarian responsible for the emergency medical care of the animals at the facility requesting the permit, to include a 24 Hr emergency call number.

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- If the animals are being exhibited in a tent, a copy of the City of Branson Tent Permit and inspection document must be provided to the City of Branson Animal Control.

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- If any animals are to be handled by any person(s), other than the owner of said animal(s), a hand washing/sanitizing station is required on site and will be required to be used by all persons handling/touching any animals.

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- A copy of a current City of Branson Business License.

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**NOTE:**

All items on this list **MUST** be checked off and all documents attached to the establishment folder.

If **NO** documentation is submitted, the current permit will be revoked and the facility will be in violation of City of Branson Ordinance.

If discrepancies in any documentation submitted are found, **NO** animal occupancy permit shall be issued.

**No animals can be exhibited or used in any show or establishment without the above requirements being completed. Any animal found without the proper documentation are subject to impound and held for recovery by the owner's expense. Any establishment or animal exhibitors found in violation are subject to being cited.**

Animal Occupancy Permits are valid from May First (1) each year and run for one year. **Yearly inspections Are required to obtaining an annual permit.** Establishments with animal(s) on exhibit, that do not have current permits, are in violation of city ordinance and are subject to the penalties of the ordinance. All City Codes, Ordinances and Promulgated regulations, statutes and guidelines shall be followed at all times.

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

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**Person receiving documentation Signature:**