



Animal Occupancy Permit Requirements

The City of Branson Ordinance requires that all establishments with animal exhibitions must apply for an annual animal occupancy permit. A one-time only pre-inspection fee of \$350.00 must be submitted with the animal occupancy permit request for new exhibits. Upon meeting all the animal occupancy permit requirements, an annual permit fee of \$100.00 will be obtained upon the final inspection and the issue of the annual permit.

The animal occupancy permits must be obtained for all domestic and non-domestic animals, to include dogs, cats, exotics, farm animals, equine, wild life, birds, fish, reptiles, indigenous and non-indigenous animals, etc.

Prior to obtaining an animal occupancy permit, the following documents must be submitted, in writing to the City of Branson Animal Control to be kept on file as record.

1. 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.
2. 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.
3. A copy of the Missouri Department of Agriculture Animal Welfare Permit, to include a copy of the facility inspection report signed by the MDA Inspector for all animals regulated by MDA **MUST** be provided.
4. 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.
5. 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)
6. 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.
7. An individual form of identification for each animal i.e. ear tag, tattoo, microchip, brand, leg band, collar band, cage card, kennel card, Ect.

8. 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.
9. 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.
10. A current (NON-expired), copy of the Fire Code Inspection for the establishment where the animals are being housed and/or exhibited.
11. 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.
12. 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.
13. 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.
14. 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.
15. All changes to animal status I.e.: new animals, sale of animals, deceased animals, etc., must be reported to animal control.
16. If any animal is replaced with another and **NO** documentation is submitted, the current permit will be revoked and the facility will be in violation of City of Branson Ordinance.
17. 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.

Once these documents are submitted to the City of Branson Animal Control, an inspection of the requesting establishment's facility and the location where the animals are being housed and cared for will be scheduled. The Animal Occupancy Permits are establishment location specific. If for any reason any animals are transported to a new location, for any reason, a new occupancy permit and a new inspection must first be obtained.

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) housed and 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.

COB Ordinance, Sec. 46-61. - Fee schedule; payment of fees.

Animal establishment:

1. Commercial

- a. Pre-open inspection fees
 - a. New Construction/Remodel.....\$350.00
 - b. Existing Establishment/New Owner.....\$200.00
- b. Permit fees
 - a. Housing Wild Animals Permit....\$300.00
 - b. Housing All Other Animals Permit.....\$100.00

Reinspection (excluding temporary permits) for each reinspection after routine inspection or complaint with action.....\$100.00

2. Temporary animal establishment permit fee (maximum four days).....\$25.00

- a. Non-Profit Animal Organizations are exempt of this fee, but must provide proof of 501©3 status.

(2) Animal impound fees.

- a. Impound fee.....\$80.00 per animal for up to 7 days.
- b. Additional holding fee....\$10 Per Day after 7 days.
- c. Rabies Vaccination....\$30.00 per animal (Owners must show proof of rabies vaccination at time of redemption for each animal or a rabies vaccination will be provided for each animal at the owner's expense. Applies ONLY to city of Branson residents.)

Payment due date. The annual permit fees required by subsection (a) of this section shall be paid on or before May 1 of each year. For new establishments opened after November 1, the permit fee only shall be prorated. Impound fees shall be paid to the City of Branson.



**CITY OF BRANSON ANIMAL CONTROL
PERMIT APPLICATION INFORMATION**

Complete the questionnaire below and submit with all required documentation. All required documentation must be submitted thirty (30) days prior to occupancy to ensure code compliance.

Date of Application _____

Name of Event _____

Event Location _____

Date and Times of Event: Begin Date _____ Begin Time _____

End Date _____ End Time _____

Applicant Name _____

Applicant Address _____
Street Number and Name City State Zip

Phone Number _____ Fax Number _____

E-Mail Address _____

Licensed Organization Providing Animals _____

Organization Address _____

Number of Animals for Permit _____

Species of Animals for Permit _____

Applicant Signature _____

Animal Control Signature _____

All questions must be directed to the City of Branson Animal Control at (417)334-3300 Fax (417)334-5530