

## Vermont Pet Dealer Permit Inspection Checklist

**(Promulgated under authority of 20 V.S.A. Chapter 194 Section 3908)**

*Please note: this document is an excerpt from the Animal Welfare Regulations promulgated by the Vermont Agency of Agriculture, Food and Markets. It is only intended for use by municipal officers providing guidance to Pet Dealer Permit applicants as described in 20 V.S.A. § 3681. Some nonsubstantive changes have been made from the official Regulations in order to improve readability. The Regulations in their entirety may be viewed at: [http://agriculture.vermont.gov/sites/ag/files/pdf/animal\\_health/Animal%20Welfare%20Regulations.pdf](http://agriculture.vermont.gov/sites/ag/files/pdf/animal_health/Animal%20Welfare%20Regulations.pdf)*

Inspection authority is granted through 20 V.S.A., chapter 193, §3682 (a). “The pet dealer’s premises may be inspected upon the issuance of the pet dealer permit or at any time the pet dealer permit is in effect. Inspections may be conducted by a municipal animal control officer, a law enforcement officer as the term is defined in 23 V.S.A. §4(11), or a representative of the Agency of Agriculture, Food & Markets. The inspector may, at his or her discretion and with the approval of the municipality, be accompanied by a veterinarian or an officer or agent of a humane society incorporated in Vermont.”

A copy of the completed checklist must be provided to both the permit holder and the municipality, per 20 V.S.A. § 3682(d).

Report No.	Date/Time:
<b>Pet Dealer Contact Information:</b>	<b>General Animal Information:</b>
Name:  Address:   Phone Number:  Email:	Species/Breed:
<b>Inspector Contact Information:</b>	<b>Accompanying Inspector Contact Information</b>
Name:  Title:  Agency:  Phone Number:  Email:	Name:  Title:  Agency:  Phone Number:  Email:

**SECTION 1.1 DEFINITIONS**

- (a) Act.** Refers to the provision of 20 V.S.A., Chapter 197, "Welfare of Animals" and 20 V.S.A., Sections 3681, 3682 and 3682 as relating to provisions for the inspection of pet dealer premises.
- (e) Standards.** Means the requirement with respect to the humane handling, care, treatment and transportation of animals.
- (f) Non-Conditioned:** Means animals which have not been subjected to special care and treatment for sufficient time to stabilize and, where necessary, to improve their health to make them suitable for sale.

**PART 3- STANDARDS, SUBPART A – SPECIFICATIONS FOR HANDLING, CARE, TREATMENT, AND TRANSPORTATION OF DOGS AND CATS.**

Requirements	Observations made during inspection	Complies		Instructions for compliance
		Yes	No	
<b>SECTION 3.1 FACILITIES, GENERAL</b>				
<b>(a) Structural strength.</b> Housing facilities for dogs or cats shall be structurally sound and shall be maintained in good repair, to protect the animals from injury, to contain the animals, and to restrict the entrance of other animals.				
<b>(b) Water and electric power.</b> Reliable and adequate electric power, if required to comply with other provisions of this subpart, and adequate potable water shall be available.				
<b>(c) Storage.</b> Supplies of food and bedding shall be stored in facilities which adequately protect such supplies against infestation or contamination by vermin. Refrigeration shall be provided for supplies of perishable food.				
<b>(d) Waste disposal.</b> Provision shall be made for the removal and disposal of animal and food wastes, bedding, dead animals, and debris. Disposal facilities shall be so provided and operated as to				

<p>minimize vermin infestation, odors, and disease hazards.</p>				
<p><b>(e) Washrooms and sinks.</b> Facilities, such as washrooms, basins, or sinks, shall be provided to maintain cleanliness among animal caretakers.</p>				
<p><b>(f) Runways.</b> In facilities where dogs and cats are held for relatively short periods of time, such as, but not limited to, boarding kennels and animal shelters, runways shall be paved to facilitate proper cleaning and disinfection between occupants. In facilities where paving is not required by this subparagraph, runways shall be maintained in a sanitary manner at all times with adequate drainage to prevent standing water.</p>				
<p><b>SECTION 3.2 FACILITIES, INDOOR</b></p>				
<p><b>(a) Heating:</b> Indoor housing facilities for dogs or cats shall be sufficiently heated when necessary to protect the dogs or cats from cold, and to provide for their health and comfort. The ambient temperature shall not be allowed to fall below 50° for dogs and cats not acclimated to lower temperature.</p>				
<p><b>(b) Ventilation:</b> Indoor housing facilities for dogs and cats shall be adequately ventilated to provide for the health and comfort of the animals at all times. Such facilities shall be provided with fresh air either by means of windows, doors, vents, or air conditioning and shall be ventilated so as to minimize drafts, odors, and moisture condensation. Auxiliary ventilation, such as exhaust fans and vents or air conditioning, shall be provided when the ambient temperature is 85° or higher.</p>				
<p><b>(c) Lighting:</b> Indoor housing facilities for dogs and cats shall have ample light, by</p>				

natural or artificial means, or both, of good quality and well distributed. Such lighting shall provide uniformly distributed illumination of sufficient light intensity to permit routine inspection and cleaning during the entire working period. Primary enclosures shall be so placed as to protect the dogs and cats from excessive illumination.				
<b>(d) Interior surfaces.</b> The interior building surfaces of indoor housing facilities shall be constructed and maintained so that they are substantially impervious to moisture and may be readily sanitized.				
<b>(e) Drainage:</b> A suitable method shall be provided to rapidly eliminate excess water from indoor housing facilities. If drains are used, they shall be properly constructed and kept in good repair to avoid foul odors therefrom. If closed drainage systems are used, they shall be equipped with traps and so installed as to prevent any backup of sewage onto the floor of the room.				

**SECTION 3.3 FACILITIES, OUTDOOR**

<b>(a) Shelter from sunlight:</b> When sunlight is likely to cause overheating or discomfort, sufficient shade shall be provided to allow all dogs and cats kept outdoors to protect themselves from the direct rays of the sun.				
<b>(b) Shelter from rain or snow:</b> Dogs and cats kept outdoors shall be provided with access to shelter to allow them to remain dry during rain or snow.				
<b>(c) Shelter from cold:</b> Shelter shall be provided for all dogs and cats kept outdoors when the atmospheric temperature falls below 50°. Sufficient clean bedding material or other means of protection for the weather elements shall be provided when the ambient temperature falls below that temperature to which a dog or cat is				

acclimated..				
<b>(d) Drainage:</b> A suitable method shall be provided to rapidly eliminate excess water				
<b>SECTION 3.4 PRIMARY ENCLOSURES</b>				
<b>(a) General – (1) Requirements for Primary Enclosures for Dogs and Cats</b>				
<b>(i)</b> Primary enclosures shall be structurally sound and maintained in good repair to protect the dogs and cats from injury, to contain them, and to keep predators out.				
<b>(ii)</b> Primary enclosures shall be constructed and maintained so as to enable the dogs and cats to remain dry and clean.				
<b>(iii)</b> Primary enclosures shall be constructed and maintained so that dogs or cats contained therein have convenient access to clean food and water as required in this subpart.				
<b>(iv)</b> The floors of the primary enclosures shall be constructed so as to protect the dogs' and cats' feet and legs from injury.				
<b>(a) General - (2) Additional Requirement for Primary Enclosures Housing Cats</b>				
<b>(i)</b> In all enclosures having a solid floor, sufficient clean litter shall be provided to contain excreta.				
<b>(ii)</b> Each primary enclosure shall be provided with a solid resting surface or surfaces which, in the aggregate, shall be of adequate size to comfortably hold all occupants of the primary enclosure at the same time. Such resting surface or surfaces shall be elevated in primary enclosures housing 2 or more cats.				

<b>(b) Space Requirements</b>				
<p><b>(1) Dogs and Cats:</b> Primary enclosures shall be constructed and maintained so as to provide sufficient space to allow each dog and cat to turn about freely and to easily stand, sit and lie in a comfortable normal position.</p>				
<p><b>(2) Dogs:</b>  <b>(i)</b> In addition to the provisions of subparagraph (1) of this paragraph, each dog housed in any primary enclosure shall be provided a minimum square footage of floor space equal to the mathematical square of the sum of the length of the dog in inches, as measured from the tip of its nose to the base of its tail, plus 6 inches, expressed in square feet. Not more than 12 adult nonconditioned dogs shall be housed in the same primary enclosure.</p>				
<p><b>(ii) Dog House with Chains:</b> if dog houses with chains are used as primary enclosures for dogs kept outdoors, the chains used shall be so placed or attached that they cannot become entangled with the chains of other dogs or any other objects. Such chains shall be of a type commonly used for the size dog involved and equipped with snap hooks and shall be attached to the dog by means of a well fitted collar. Such chains shall be at least four times the length of the dog as measured from the tip of its nose to the base of its tail and shall allow the dog convenient access to the dog house.</p>				
<p><b>(3) Cats:</b> In addition to the provisions of subchapter (1) of this paragraph each adult cat housed in any primary enclosure shall be provided a minimum of 2 and 1/2 square feet of floor space. Not more than 12 adult non-conditioned cats shall be housed in the same primary enclosure.</p>				

**SECTION 3.5 ANIMAL HEALTH AND HUSBANDRY STANDARDS**

**(a)** Dogs and cats shall be fed at least once each day except as otherwise might be required to provide adequate veterinary care. The food shall be free from contamination, wholesome, palatable, and of sufficient quantity and nutritive value to meet the normal daily requirements for the condition and size of the dog or cat.

**(b)** Food receptacles shall be accessible to all dogs and cats and shall be located so as to minimize contamination by excreta. Feeding pans shall be durable and kept clean. Disposable food receptacles may be used but must be discarded after each feeding. Self feeders may be used for the feeding of dry food, and they shall be sanitized regularly to prevent molding, deterioration or caking of feed.

**SECTION 3.6 WATERING**

If potable water is not accessible to the dogs and cats at all times, potable liquids shall be offered to such animals at least twice daily for periods of not less than 1 hour, except as might otherwise be required to provide adequate veterinary care. Watering receptacles shall be kept clean.

## SECTION 3.7 SANITATION

<p><b>(a) Cleaning of primary enclosures:</b> Excreta shall be removed from primary enclosures as often as necessary to prevent contamination of the dogs or cats contained therein and to reduce disease hazards and odors. When a hosing or flushing method is used for cleaning a primary enclosure, any dog contained therein shall be removed from such enclosure during the cleaning process, and adequate measures shall be taken to protect the animals in other such enclosures from being contaminated with water and other wastes.</p>				
<p><b>(b) Sanitization of primary enclosures:</b> <b>(1)</b> Prior to the introduction of non-conditioned dogs or cats into empty primary enclosures previously occupied, such enclosures shall be sanitized in the manner provided in subparagraph (3) of this paragraph.</p>				
<p><b>(b) (2)</b> Primary enclosures for dogs and cats shall be sanitized often enough to prevent an accumulation of debris or excreta, or a disease hazard: Provided, however, that such enclosures shall be sanitized at least once every week in a manner provided in subparagraph (3) of this paragraph.</p>				
<p><b>(b) (3)</b> Cages, rooms, and hard-surface pens or runs shall be sanitized by washing them with hot water (180°F) soap or detergent as in a mechanical cage washer, or by washing all soiled surfaces with a detergent solution followed by a safe and effective disinfectant, or by cleaning all soiled surfaces with live steam.</p>				
<p><b>(c) Housekeeping:</b> Premises (buildings and grounds) shall be kept clean and in good repair in order to protect the animals from injury and to facilitate the prescribed husbandry practices set forth in this subpart.</p>				

Premises shall remain free of accumulations of trash.				
<b>(d) Pest control:</b> An effective program for the control of insects, ectoparasites, and avian and mammalian pests shall be established and maintained.				
<b>SECTION 3.8 EMPLOYEES</b>				
A sufficient number of employees shall be utilized to maintain the prescribed level of husbandry practices set forth in this subpart. Such practices shall be under the supervision of an animal caretaker who has a background in animal husbandry or care.				
<b>SECTION 3.9 CLASSIFICATION AND SEPARATION</b>				
Animals housed in the same primary enclosure shall be maintained in compatible groups, with the following additional recommendations:				
<b>(a)</b> Females in season (estrus) shall not be housed in the same primary enclosure with males, except for breeding purposes.				
<b>(b)</b> Any dog or cat exhibiting a vicious disposition shall be housed individually in a primary enclosure.				
<b>(c)</b> Puppies or kittens shall not be housed in the same primary enclosure with adult dogs or cats other than their dams.				
<b>(d)</b> Dogs shall not be housed in the same primary enclosure with cats, nor shall dogs or cats be housed in the same primary enclosure with any other species of animals.				
<b>(e)</b> Dogs and cats under quarantine or treatment for a communicable disease shall be separated from other dogs or cats and other susceptible species of animals in such a manner as to minimize dissemination of such disease.				

**SECTION 3.10 VETERINARY CARE**

**(a)** Each dog and cat shall be observed daily by the animal caretaker in charge, or by someone under his direct supervision. Sick or diseased, injured, lame or blind dogs or cats shall be provided with veterinary care or humanely disposed of.

Additional Notes:

General Instructions for compliance:

Time to comply:

Follow-up inspection required/date:

Date/Signature of responsible care provider:

Date/Signature of inspector: