

## **02 NCAC 52J .0105      LICENSES AND REGISTRATIONS**

All operators of an animal shelter, pet shop, public auction, dealers, and boarding kennels shall have a valid license/registration.

- (1) Licenses and registrations are not transferable.
- (2) In the event of a change of ownership or management of a regulated facility, the facility shall notify the director of the Animal Welfare Section ('AWS') in writing within 10 days of the change. Submission of a new license or registration application and a facility inspection is required within 10 days. A facility inspection by the AWS is required in the event of such a change.
- (3) In the event of a change of name, address, phone, email, or point of contact for the facility, the facility shall notify the director by the Change Form located on the AWS website or other written documentation within 10 days of change.
- (4) Renewal applications for license or registration renewal shall be submitted yearly to the AWS office between April 1st and June 15th. Current application forms are located on the AWS website at <https://www.ncagr.gov/vet/aws>. The contents of the applications shall include the following:
  - (a) the name, physical address, phone number, email address and mailing address for the facility;
  - (b) the name, address, phone number, and email address for the owner of the facility;
  - (c) the hours and days the facility is open to the public;
  - (d) the cleaning hours of the facility;
  - (e) the number of enclosures and the maximum number of animals on site;
  - (f) the description of the facility's program of veterinary care ('PVC') including the disinfection protocols; vaccination protocols including rabies vaccination; the isolation of ill or injured animals; the sale/adoption/transfer of animals; and the provision of routine, emergency and after hours veterinary care;
  - (g) animal shelters shall have the PVC reviewed by a licensed veterinarian as described in 02 NCAC 52J .0210(a) and the application for the animal shelter registration shall contain the veterinarian's signature and contact information;
  - (h) statement of presence of an emergency disaster plan for the facility; and
  - (i) statement of agreement by the owner or authorized agent of the accuracy of the information contained in the application; of the willingness to comply with the rules of this Subchapter and to cooperate as required by law with the Animal Welfare Section inspections and investigations; acknowledgement of authority to execute the application; and agreement to notify the AWS of any significant change in the operation of the facility.

*History Note:*      *Authority G.S. 19A-24;*  
*Eff. September 1, 2022.*