

Pet Shop Application

Please fill out the following application and mail the completed, signed application along with the check or money order for the \$75.00 license fee made payable to NCDA&CS. Please mail the application and check for license fee together to avoid unnecessary processing delays.

If you mail your application through the United States Postal Service, please use the following address:

Attn: Meghan Ray/AWS
1030 Mail Service Center
Raleigh, NC 27699

If you send your application through UPS or Fed Ex, please use the address:

Attn: Meghan Ray/AWS
2 W. Edenton St.
Raleigh NC 27601

Every facility must renew their license each year. Applications may be sent starting April 1st and are due by June 15th.

If you are a new facility, you may use the check list below to make sure you have completed all the pre-application items. These should be completed prior to submitting your application.

Checklist for New Facilities

- 1) Have you checked with local city, county zoning, permitting and environmental services to ensure you're following all applicable laws and regulations?
- 2) Have you read, and do you understand the Animal Welfare Act and its Administrative Codes?
- 3) Have you had any contact with an agent of the Animal Welfare Section?
- 4) If this is a new business, please allow at least 4 weeks for AWS to receive and review your application and schedule the pre-licensing/registration inspection before opening the business. You are welcome to contact the AWS Inspector for your county while you are in the planning phase. This step has saved a lot of businesses a lot of money by avoiding costly mistakes in the selection of surfaces with which the animals have contact.

Changes to Existing Facilities

If this is an existing business making a change, then let us know when the change takes effect. Please notify your inspector of the impending change(s).

We encourage you to keep an original copy of your application. The application needs to be in a PDF format. We cannot accept photographs of an application. Please put all the information in the boxes provided as extra, attached pages cannot be accepted. Please do not attach protocols.

North Carolina Department of Agriculture & Consumer Services

Animal Welfare Section/Veterinary Division

Mail application and check/money order made payable to NCDA&CS Attn: Meghan Ray/AWS

Only USPS
1030 Mail Service Center
Raleigh NC 27699

FedEx or UPS
2 West Edenton St.
Raleigh NC 27601

License Application/Renewal Application to Operate as the Following

New License

Pet Shop (\$75)

Renew License

Public Auction (\$75)

Facility License #

Name of Facility

Physical Address

City

State

Zip

Business Email

Mailing Address if Different

Mailing Address

City

State

Zip

Owner Information

Name of Owner

Owners Address

City

State

Zip

Phone Number

Email

Signature Owner/Agent

Date

Information about the Facility

Hours Open to Public

Days Open to the Public

Cleaning Hours: (cleaning required at least twice daily)

Monday

Tuesday

Wednesday

If more than twice daily, please indicate

Thursday

Friday

Saturday

Additional cleaning time in the comment box
of section 1 on the next page.

Sunday

Time of 1st Cleaning

of Dog Enclosures

Maximum # of Dogs on-site

Time of 2nd Cleaning

of Cat Enclosures

Maximum # of Cats on-site

Annual Program of Veterinary Care

PURPOSE: This form is to be used for documenting the program of veterinary care in facilities licensed/certified under the Animal Welfare Act. [02 NCAC 52J .0210] A written Program of Veterinary Care to include disease control and prevention, vaccination, euthanasia, and adequate veterinary care shall be established with the assistance of a licensed veterinarian. (This veterinarian is not necessarily the one providing veterinary care on the animals.) If space is inadequate, use the back of this page or attach additional page(s). This form must be signed by the owner or manager of the facility and the veterinarian.

Veterinarians Information

Name of Veterinary Practice

Name of Veterinarian

Veterinarians License #

Address

City

State

Zip

- 1) Enclosure & exercise areas for dogs/cats must be properly cleaned a minimum of two times per day.
[02 NCAC 52J .0207(a)]

Is your facility cleaned a minimum of twice daily (including weekends/holidays)? Yes No

Describe your procedures for disinfecting the following: primary enclosures, exercise areas, food & water bowls, litter boxes and bedding (if provided)

Signature Owner/Agent

Date

Modified December 12th, 2025

- 2) All animals in a licensed or registered facility must be in compliance with the North Carolina rabies law, NCGS § 130A, Article 6, Part 6. [02 NCAC 52J .0210(h)]

Does your facility ensure that all dogs & cats 4 months of age & older remain current with rabies vaccinations? Yes No

List any vaccinations that you require for dogs & cats.

- 3) A complete record of veterinary care is required. [02 NCAC 52J .0101(5)]

Full written disclosure of the medical condition of the animal & all veterinary medical treatments provided to the animal shall be given to the new owner. [02 NCAC 52J .0210(g)] All animals records must be retained a minimum of 1 year after release of the animal. [02 NCAC 52J .0103]

Does your facility retain or plan to retain (new facilities) all animals records for at least 1 year after the release of an animal? Yes No

- 4) All facilities must designate an isolation area for animals being treated or observed for communicable diseases. This applies to incoming animals as well as animals that become ill or injured during their stay at the facility. [02 NCAC 52J .0209(6)]

Does your facility have a designated area for the isolation of animals that are ill or injured during their stay? Yes No

Briefly describe your procedure for the isolation of incoming ill or injured animals as well as animals that become ill or injured during their stay at the facility.

Signature Owner/Agent

Date

Modified December 12th, 2025

- 5) Diseased, injured, infirmed or deformed animals shall be sold or adopted only under the policy set forth in the "Program of Veterinary Care" [02 NCAC 52J .0210(f)]

Does your facility sell, adopt or transfer any diseased, injured, infirmed or deformed dogs or cats?

Yes No

If you answered yes, please detail the protocol for the sale or adoption of diseased, injured, infirmed or deformed animals, including any health guarantees or refunds as well as the procedure for providing a full written disclosure.

- 6) Detail your protocols for providing emergency veterinary care including emergency care during & after normal hours of operation. [02 NCAC 52J .0210(a)]

- 7) I certify that the facility named above has implemented this program of veterinary care & that the veterinarian named above assisted in its development.

Owner/Authorized Agent Initials

- 8) All facilities must develop & maintain a plan of action for the continuity of care & evacuation of animals in the event of a natural or manmade disaster. [02 NCAC 52J .201(r)]

Does your facility have an emergency disaster plan? Yes No

If no, please be advised that AWS will consider your failure to have and/or implement an emergency disaster plan as an aggravating factor in evaluating any violation that may occur during an emergency/disaster that is the result of or exacerbated by this failure.

- 9) As owner or authorized agent, I affirm that all information included in this application is true & accurate representation of policies, procedures, & actual practices of this facility.

Owner/Authorized Agent Initials

Signature Owner/Agent

Date

- 10) As owner or authorized agent, I have read and agree to comply with the NC Animal Welfare Act & the regulations pursuant thereto. I agree to cooperate as required by law with inspections & investigations conducted by personnel of the Animal Welfare Section, Veterinary Division, of the NC Department of Agriculture & Consumer Services.

Owner/Authorized Agent Initials

- 11) The person signing this application represents & warrants that they have full authority & representative capacity to execute this application in the capacities indicated herein, & that this agreement constitutes the valid & binding obligations of all parties.

Owner/Authorized Agent Initials

- 12) I will notify the Animal Welfare Section, should there be any significant changes to the practices & information contained in this application. [02 NCAC 52J .0105(2)(3)]

Owner/Authorized Agent Initials

Notice

A license is not transferable. "When there is a transfer of ownership, management or operation of a business... (they) shall have 10 days from such sale or transfer to secure license...A licensee shall promptly notify the director of any change in the name, address, management or substantial control of their business or operations." [NCGS 19A-31]. (Forms for these changes may be found on our website www.ncaws.com under AWS Forms)

If applying for a license/registration before March 31st, you will need to apply for renewal in June.

Signature Owner/Agent

Date

Modified December 12th, 2025