

# APPLICATION FOR ANIMAL EVENT PERMIT

City of Minneapolis

Class C

MCO 63.130

Please Print

DATE OF APPLICATION: \_\_\_\_\_ ACTIVITY NUMBER: \_\_\_\_\_

(To be generated by Animal Care and Control)

## APPLICANT PERMIT INFORMATION

Permission is requested to: \_\_\_\_\_

Request is for: Dates: \_\_\_\_\_ Time: \_\_\_\_\_ Dates: \_\_\_\_\_ Time: \_\_\_\_\_

Event Location(s) (address): \_\_\_\_\_

### Information of Vendor Providing Animals:

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_ Vendor Fax Number: \_\_\_\_\_

### All owners and operators:

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Information of Applicant:

APPLICANT NAME (PRINT): \_\_\_\_\_

Applicant Mailing Address (Street, City & Zip): \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Applicant Fax #: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

### All owners and operators:

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fee Paid: \_\_\_\_\_

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**RECOMMENDATION**

Name of Department: Minneapolis Animal Care and Control Phone: 311 or 612-673-6222 Fax: 612-673-6255

Staff Recommendation:  Approve  Deny

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Attachments: \_\_\_\_\_ Notice To All Equine Owners \_\_\_\_\_ MDH Handwashing Station Recommendations

**\$2184.00 Application Fee: Make check payable to: Minneapolis Finance Department**  
**Return application and filing fee to: Animal Control, 212 17th Avenue North, Minneapolis, MN 55411**

**Please be sure to include the questionnaire and responses as well as a copy of the insurance certificate with each application.**

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*This questionnaire should be completed by the vendor providing the animals. Recommendation for approval will be based on payment in full, inclusion of the insurance certificate, written responses to the following questions, and future submission of Animal and Safety Plan Information Requirements Sheet and related documents.*

1. Specific types and numbers of animals to be exhibited and or present in the City of Minneapolis for the requested event.
2. Types of acts and activities being presented involving animals; specify types of animals involved in each act or activity.
3. Description of insurance coverage for the requested event; covering potential accidents with the animals and the public. Include a copy of the insurance certificate.
4. For all owners and/or operators of the applicant and/or vendor, provide complete history of all citations, convictions, and/or sustained violations of any federal, state, or local regulation pertaining to circuses or cruelty, abuse or neglect of animals.

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5. For all owners and/or operators of the applicant and/or vendor, provide complete list of all complaints, fines, and violations issued by the USDA over the past 2 years. (Include copies of all USDA Inspections for the Vendor and/or Applicant over the past 2 years.)
  
  
6. Schedule of locations the animals will be at for the 90 days prior to the planned event.
  
  
  
  
  
7. USDA license #.

The responses to the proceeding seven topics must be submitted in writing and signed by the responsible individual(s) at least 90 days prior to the requested event. In addition, at a minimum of 60 days prior to the requested event, the applicant and /or vendor must provide all documents and information requested in the accompanying Animal and Safety Plan Information Requirements sheet.

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**Animal and Safety Plan Information Requirements Sheet**

The following information is required to be submitted a minimum of 60 days prior to the requested event.

- 1) Names and/or Identification of each animal that will be involved in the requested event as well as any other animals not involved in the event but will be present in the City of Minneapolis. Include the date the animal was acquired.
- 2) Two years of the following records for each of the animals.
  - a. All veterinarian and/or medical records. Records must include: age, weight, height/length, and gender of animal.
  - b. All training records.
  - c. All transporting records.
  - d. All breeding records.
- 3) Event Safety Plan must encompass the following:
  - a. Addresses safety of the public, employees, and the animals.
  - b. Covers public safety and public health issues.
  - c. Method of restraint and/or confinement for each animal.
  - d. Supervision provided for each animal.
  - e. Specific action plan for situations in which the animal is no longer under the control of their trainer/handler. The action plan should cover situations that occur when the animal is or is not performing, methods of communication during the situations, and the location, availability, trained operators, and type of tools intended to resolve the situations.
  - f. Notarized statements from the owners and/or operators of all premises the animals will be performing, housed, and/or exhibited indicating that the applicants/vendors safety plan is acceptable and coordinated with the safety plan of the owners and/or operators of the premises.

MCO 63.130 Class C Permit Requirements.

(M) Minneapolis Animal Care and Control may deny an application for a traveling animal exhibition permit for any of the following reasons:

- (1) Failure to comply with or supply any information or access requested and/or required; or
- (2) Falsification of any information required; or
- (3) Previous or current violations of any provisions of this chapter; or
- (4) Previous or current citations, violations of any local, state, or federal law relating to cruelty to animals, public safety or animal exhibition permits.

MCO 63.130 Class C Permit Requirements.

(P) In the event of a permit denial by Minneapolis Animal Care and Control, the applicant may, upon written request, have the denial reviewed by the public safety and regulatory services committee of the city council no less than thirty (30) days prior to the scheduled or planned event in the city. The committee shall make a recommendation concerning the application to the full city council at the conclusion of the hearing. If the denial is affirmed by the city council, the applicant may seek such judicial review as permitted by law.