

About the Animal Care License ([MCC 4-384](#))

An Animal Care license is required for the following activities:

- **Animal Care Facility** - any person engaged in the business of grooming, boarding, breeding, training for a fee, letting for hire other than guard dogs, or providing day care for any dog or cat.
- **Humane Society** - any not-for-profit corporation chartered under the laws of the State of Illinois for the object of animal welfare.
- **Veterinary Hospital** - any establishment maintained and operated by a veterinarian for the diagnosis, vaccination, treatment or surgery of diseases and injuries of animals.
- **Permanent Animal Exhibition** - any public or private animal exhibition staged within the City, with or without charge to viewers, including but not limited to zoos, circuses, rodeos, dog shows, cat shows, livestock exhibitions, horse shows, other shows or exhibitions utilizing or displaying animals, or the display of any animal for purposes of advertising or promotion with a *duration exceeding 30 consecutive days*.

A Temporary Animal Exhibition permit ([MCC 7-12-185](#)), issued by the [Chicago Commission on Animal Care and Control \(CACC\)](#), is required for the following activity:

- **Temporary Animal Exhibition** - any public or private animal exhibition staged within the City, with or without charge to viewers, including but not limited to zoos, circuses, rodeos, dog shows, cat shows, livestock exhibitions, horse shows, other shows or exhibitions utilizing or displaying animals, or the display of any animal for purposes of advertising or promotion with a *duration of 30 consecutive days or less*.

Pre-Application Checklist

The following activities must be completed **BEFORE** applying for any business license.

- ✓ [Check your Zoning designation](#). Verify that your proposed business activities are allowed at your potential business location.
 - DO NOT enter into any financial commitments (i.e. Commercial lease, Construction/build-out) unless you are certain that you are in the proper zoning district that allows the proposed business activity.
 - DO NOT assume the previous owner's zoning designation applies.
- ✓ [Register your business with ALL of the appropriate government agencies](#).
- ✓ [Check state or federal laws and requirements](#).

How do I apply?

You may apply for a license by going online at www.cityofchicago.org/bacp, and then click on [Apply for a License](#), or in person at the Department of Business Affairs and Consumer Protection (BACP) office in City Hall, 121 North LaSalle Street, Room 800. An appointment is recommended and can be made by calling (312) 74-GOBIZ / (312) 744-6249, or by going online at www.cityofchicago.org/bacp, and then click on [Schedule An Appointment With A Business Consultant](#).

STEP 1: LICENSE APPLICATION

- A separate license shall be required for each separate business location.
- All activities and services to be provided must be described on the application.
- Animal Care license application fee: **\$275.00** per location. Fee is based on a two-year term.

Standard application requirements and documentation may be found in our [License Application Requirements Information](#) web page.

STEP 2: ZONING REVIEW

Every business license, location expansion and change of location application requires review and approval from the Zoning Unit of the Department of Housing and Economic Development.

The City of Chicago is divided into distinct zoning districts that reflect the diversity of business and neighborhood uses. Each zoning district has different regulations regarding the types of business activities that are permitted.

During a review, the Zoning representative looks at the following:

- Proper classification of the business activity/ies.
- If the business activity/ies is/are allowed in a specific district.
- Compliance with parking, landscape and building requirements.
- Proper building permits have been applied for/issued.

STEP 3: INSPECTION AND PERMITS

An inspection of your business location is required, and is scheduled within 5-10 business days of license application fee(s) payment.

BUSINESS ACTIVITY	ONSITE INSPECTION TYPE
	Animal Care and Control
Animal Care Facility	✓
Humane Society	✓
Veterinary Hospital	✓
Permanent Animal Exhibition	✓
Temporary Animal Exhibition	✓

The **Chicago Department of Animal Care and Control** – an animal control officer shall insure compliance with the applicable provisions of this code and any applicable rule or regulation promulgated by the commission. In the case of veterinary hospitals, inspections shall be conducted by a veterinarian.

General care standards

Every animal care facility, guard dog service, pet shop, grooming facility, humane society, and veterinary hospital shall:

- Provide the animals with potable water, at all times, and adequate nutrition appropriate for the species;
- Provide, at all times, litter pans for cats. The pans shall be cleaned and sanitized as necessary, but not less than once per day;
- Maintain a record of the name, address, telephone number and emergency contact information of the owner for every animal in its care.

- Refer to [MMC 4-384](#) for specific care standards of Animal Care Facilities, Kennels, Cages, Grooming and Guard Dog activities.

STEP 4: SIGNAGE AND USE OF THE PUBLIC WAY

In addition to issuing business licenses, BACP, through its Public Way Use (PWU) unit, is the department which handles general Grants of Privilege for the use of the public way. These permit applications are necessary when a business owner wishes to hang a sign, awning, or anything above, on or below the public way.

- a. Prior to hanging or constructing any sign that hangs over the public way, the applicant must file a Sign Permit Application with BACP. This detailed process includes obtaining additional permits from DOB as well as approval from the City Council. Because a sign contractor must be licensed with the City in order to obtain a sign construction permit, please see the [list of approved sign contractors](#).
- b. For temporary use of the public way (such as the temporary obstruction of a sidewalk or street for installation or construction work), contractors must obtain a Public Right of Way Use Permit from the Chicago Department of Transportation. Information about this permitting process is available at the [Regulations for Construction in the Public Way](#) web page.

For additional information, please go to our [Public Way Use](#) web page.