



**City of Tulsa  
License Center  
175 E. 2<sup>nd</sup> Street, Ste. 255  
Tulsa, Ok 74103  
(918) 596-7640**

## **HOW TO OBTAIN A COMMERCIAL ANIMAL ESTABLISHMENT LICENSE (CLASS B)**

1. Complete the attached application form. The application must be notarized.
2. To qualify for a commercial animal establishment license you must meet the following provisions:
  - For animals not on the premises, no registration papers may be kept on the premises, except those when attached to a contract of sale.
  - Vaccination and other medical care of such animals shall be current and the purchaser shall receive complete health records.
  - The establishment shall provide written documentation of each animal's origin, including the Breeder's name and the state where the animal was born, to the purchaser at the time of sale.
3. The application must be accompanied by a check, money order, cashier's check, or cash in the amount of \$20.00 for the permit. An application processing fee of \$20.00 shall be assessed for the initial application.
4. A background check encompassing the past ten (10) years will be conducted to ascertain if the applicant has been convicted of animal abuse or cruelty charges in the time. Conviction of animal abuse or cruelty shall be grounds for denial or revocation of a Commercial Animal Establishment permit.
5. You will be notified of acceptance or denial within 30 days of the application date. If the Commercial Animal Establishment (type B) permit is denied, you will be notified of the reason(s) for denial.

Application can be mailed to:           City of Tulsa/Finance Dept  
  PO Box 451  
  Tulsa OK 74101

Please enclose the following information:

- Sales tax permit
- Application (notarized)
- Appropriate fee   (\$40.00 for initial application) (\$20.00 for renewal application)

COMMERCIAL ANIMAL ESTABLISHMENT APPLICATION  
(TYPE B)

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Establishment \_\_\_\_\_

Address of Establishment \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Driver's License number \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_-

Oklahoma Sales Tax Permit number \_\_\_\_\_

Have you been convicted in the past ten (10) years of any offense related to illegal commercial breeding; brokering; dog fighting; a nuisance or neglect offense as specified under Title 2, Chapter 100 of the Tulsa Revised Ordinances a violation of the Oklahoma Wildlife Conservation Code or Regulations; or two(2) or more violations of failing to prevent any dog or cat owned, possessed, kept or harbored from running or being at large as defined by city ordinances? \_\_\_\_\_

If yes, please explain the circumstances for each conviction:

\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT**

I, \_\_\_\_\_, being duly sworn and of lawful age, attest the foregoing information is true and correct and that all appropriate parties have completed it.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

State of Oklahoma  
County of \_\_\_\_\_

Signed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 2000

My Commission expires \_\_\_\_\_ - \_\_\_\_\_

NOTARY PUBLIC

## **Tulsa Revised Ordinance, Title 2 – Animals**

**Commercial Animal Establishment (Type A)** shall mean any stable or boarding facility, grooming or bathing facility, veterinarian clinic or boarding facility, carriage horse or pony service, or sentry or guard dog service.

**Commercial Animal Establishment (Type B)** shall mean any business keeping animals in stock for retail or wholesale trade which shall include, but not limited to, wholesale distributors, pet stores, stockyards, slaughter houses and hatcheries.

### **SECTION 110. COMMERCIAL ANIMAL ESTABLISHMENTS**

A. Each commercial animal establishment, of any type, shall keep and maintain its animals and all pens, cages, tanks or other holding facilities in which animals are kept in such a manner as to prevent a nuisance or health hazard to humans and to avoid injury and minimize illness to such animals. All holding areas shall be disinfected periodically to reduce disease pathogens.

B. All animals housed in any commercial animal establishment shall have a wholesome, adequate diet and potable water consistent with the requirements and habits of the animal's species, type, size, age and condition and available shelter with adequate ventilation and protection from the elements. Such animal showing evidence of disease or injury shall be immediately isolated and shall receive treatment by a licensed veterinarian or euthanized by same. Euthanasia of any domestic animal shall be performed by a licensed veterinarian. The reason and the procedure used for such euthanasia shall be documented. Upon receipt of a signed report or complaint alleging animal abuse or other conditions not in compliance with this section at any commercial animal establishment, an investigation shall be made by Animal Control. Its findings shall be documented and appropriate action taken.

C. **Commercial Animal Establishments (Type B).** No registration papers for animals not on the premises may be kept on the premises, except those attached to a contract of sale. Vaccination and other medical care of such animals shall be current and the purchaser shall receive complete health records. The establishment shall provide written documentation of each animal's origin, including the breeder's name and the state where the animal was born, to the purchaser at the time of sale. All operators of a Type B commercial animal establishment shall apply to the Director of Finance for a permit to operate such establishment in the City of Tulsa. No Type B commercial animal establishment shall sell animals in the City without the permit. The Director of Finance shall perform a background check encompassing the past ten (10) years, to ascertain if the applicant has been convicted of animal abuse or cruelty charges in that time. Conviction of animal abuse or cruelty shall be grounds for denial or revocation of a commercial animal establishment permit. The permit fee shall be Twenty Dollars (\$20.00) annually. An application processing fee of Twenty Dollars (\$20.00) shall be assessed for the first application.