



City of San Antonio Animal Care Services

4710 State Highway 151
San Antonio, TX 78227

www.saacs.net
www.SALicenseyourpet.com

(210) 207-4PET



Excess Animal Permit

EXCESS ANIMAL PERMIT: \$25.00

APPLICANTS COMPLETE LEGAL NAME: _____

ADDRESS: _____ ZIP: _____

TELEPHONE NUMBER: _____ EMAIL: _____

ADDRESS WHERE ANIMAL(S) WILL BE HOUSED: _____

	Age	Sex M/F/S/N	Species	Breed	Coloring	Name	Rabies Vacc. Date	License # (Livestock id type)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

APPLICANT CERTIFICATION

I certify that the information provided in this application is true and correct and that any false statement may result in the denial or future revocation of the Animal Permit, if approved. I also agree to abide by all Conditions of approval and municipal code requirements if this application is approved. I further understand that any violation of the San Antonio Municipal Code and/or to the Animal Permit conditions of approval shall constitute grounds for the revocation of an approved Animal Permit.

Applicant
Signature _____ Date _____

NOTE: By signing this application, you are certifying that all requirements have been met.

PERMIT FEES

EXCESS ANIMAL PERMIT:\$25.00 (1 yr permit) and Inspection and subsequent re-inspection Fee: \$25.00

MUST BE PAID IN FULL. NO REFUNDS ARE PROVIDED

RECCOMENDATION

APPROVED DENIED PERMIT NO.: _____

Comments: _____

Officer's Signature: _____

FINAL ACTION

Approved by: _____

Effective Date: _____

PLEASE READ COMPLETELY AND OBTAIN THIS PORTION

Excess Animal Permit – The following are REQUIRED to obtain permit: current rabies certificate(s) for each animal, proof of license for each animal, proof that each animal has either been spayed or neutered, photographs of each animal, and written permission by the property owners if property not owned by applicant.

- (a) The total number of domestic fowl and livestock allowed at a residence is five (5) which may include:
 - (1) Up to three (3) domestic fowl, and
 - (2) Up to two (2) animals from the following classes of livestock:
 - a. Equines;
 - b. Bovines;
 - c. Sheep;
 - d. Goats; and
 - e. Llamas.
- (b) All livestock must be enclosed in a pen the nearest point being at least one hundred (100) feet from any dwelling or business building owned or occupied by any person other than the owner. All domestic fowl must be kept in an enclosure. An owner must comply with the following with regard to domestic fowl and livestock:
 - (1) The owner must have adequate facilities to house the livestock and domestic fowl and ensure adequate sanitation.
 - (2) The livestock and domestic fowl must be kept housed or confined in a manner that does not allow them to create a nuisance.
 - (3) Sanitation must be addressed in a manner that prevents the attraction of pests.
- (c) If an owner desires to exceed the maximum number of domestic fowl or livestock specified in subsection (a), an owner must make an application for an excess animal permit with the department which shall be valid for one (1) year. The criteria for evaluating the application for an excess animal permit shall be those listed in subsection (b). In addition, all domestic fowl must be kept in an enclosure not less than fifty (50) feet from any business or dwelling occupied by any person other than the owner. The facilities shall be subject to inspection by the department.
- (d) A maximum number of eight (8) cats or five (5) dogs, or an aggregate number of eight (8) is permitted at a residence. In order to have more dogs and/or cats than this chapter allows at a residence, an owner must apply for an excess animal permit which shall be valid for one (1) year. The criteria used to evaluate the granting of a dog or cat permit are as follows:
 - (1) All dogs and cats for which a permit is required must be sterilized, unless the dog (s) or cat (s) qualifies for a certified medical exception by a licensed veterinarian or is under four (4) months old.
 - (2) All dogs and cats must be currently vaccinated for rabies.
 - (3) All dogs and cats must be currently licensed by the city.
 - (4) The dogs and/or cats must not be housed exclusively outside.
 - (5) All dogs and cats must have a photograph of each animal attached to an animal profile sheet that will be kept on record as verification of the animals allowed in the permit. Rescuers registered with the department shall be exempt from the photograph and profile sheet requirement.
 - (6) If the owner of the dogs and/or cats is not the owner of the property, the permission of the property owner must be obtained before a permit application will be processed.
 - (7) A check will be made to determine if there are any previous valid complaints. A previous valid complaint can be grounds for the denial of a permit request.
 - (8) The requestor must have adequate property or facilities to ensure the dogs and/or cats do not disturb any neighbors. The facilities shall be subject to inspection by the department.
- (e) The total number of rabbits allowed at a residence is ten (10). An owner must comply with the following with regard to rabbits:
 - (1) The owner must have adequate facilities to house the rabbits and ensure adequate sanitation.
 - (2) The rabbits must be kept housed or confined in a manner that does not allow them to create a nuisance.

(3) Sanitation must be addressed in a manner that prevents the attraction of pests.

If an owner desires to exceed the maximum number of rabbits specified above (ten (10) rabbits), an owner must make an application for an excess animal permit with the department which shall be valid for one (1) year. The criteria for evaluating the application for an excess animal permit shall be those listed above in subsections (1), (2) and (3). The facilities shall be subject to inspection by the department. The maximum amount of rabbits allowed with an excess animal permit is twenty-five (25).

(f) Any owner, caretaker, or other person who keeps any non-poisonous snake over three (3) feet and/or fifteen (15) pounds, in addition to complying with all federal and state laws, regulations, and permit regulations affecting such snake, shall:

(1) Keep the snake at all times in a cage or enclosure of such size and construction and in a manner as to preclude the possibility of escape. Such enclosure shall be of such size as to permit the snake reasonable freedom of movement;

(2) Keep the snake in such a manner so as not to threaten or annoy any person of normal sensitivity; and

(3) Prevent unauthorized access to the snake through adequate safeguards.

(g) Once a permit is granted, the permittee must obey all rules pertaining to pet ownership within the city and the state. Any valid violation under this chapter, including exceeding the number of animals allowed on the original permit is grounds for revocation of the permit by the department.

(h) If a permit is revoked, the permittee will have thirty (30) days to come into compliance with existing numbers limits.

(i) An owner who is denied a permit or whose permit is revoked has the right to appeal the denial or revocation by submitting written notice to the director within fifteen (15) working days of the denial or revocation. Upon the timely receipt of such written notice, the director or his designee shall schedule an animal permit hearing. The owner shall be notified of said hearing by certified mail, return receipt requested. If the hearing is not conducted with fifteen (15) working days of date the notice of appeal is received, the director shall issue the requested permit or reinstate the revoked permit. Failure of the owner of the animal to appear at the permit hearing shall result in a final denial or revocation with no further appeal. The owner may be represented by counsel.

(j) The animal permit hearing officer shall determine whether, by a preponderance of the evidence, a permit should not be denied or revoked based upon evidence, affidavits, and testimony presented at the time of the hearing by the owner, witnesses to any incident which may be germane to such a determination, department personnel, police or any other person possessing information pertinent to such determination. The owner may cross examine witnesses. A record of the hearing shall be kept. The animal permit hearing officer shall issue written factual findings and a determination as to whether the permit denial or revocation should be reversed within five (5) working days after the animal permit hearing. The owner shall be notified of the animal permit hearing officer's findings and determination by certified mail, return receipt requested.

(k) If the animal permit hearing officer does not reverse the permit denial or revocation, the owner has the right to appeal the determination to municipal court by submitting written notice to the director within five (5) working days of receiving the animal permit hearing officer's determination. Failure to appeal within the time allotted shall result in the animal permit hearing officer's determination as final.

(l) A municipal court judge shall sit as the administrative appeal hearing officer. The administrative appeal hearing officer shall apply a pure substantial evidence review of the animal permit determination. The administrative appeal hearing officer shall consider only the factual record made at the animal permit hearing and decide if the determination of the animal permit hearing officer is reasonably supported by substantial evidence. In addition, the administrative appeal hearing officer is permitted to consider whether the animal permit hearing satisfied the requirements of due process. The administrative appeal hearing officer shall prepare a written memorandum of findings and declare the animal permit hearing officer's determination either affirmed or reversed.

(m) The result of the administrative appeal hearing is final.

Upon inspection; *if*

- **Approved- you will have 5 days to pay your permit fee. FEE: \$ 25.00**
Payment needs to be made at:
Animal Care Services Department
4710 State Hwy. 151 San Antonio, TX 78227
- **Approved with contingency- Minor requirements need to be met by date indicated by Animal Care Officer. Another inspection will be provided (No additional fee applies).**
- **Denied- if denied, you are required to come into compliance with the City Ordinance or penalties apply. A new application/fee will need to be submitted to Animal Care Services.**