

## Applying for a Dog Kennel License

Pursuant to MA General Law Chapter 140 Section 137A, you must obtain a license before operating a dog kennel in Somerville. Several types of kennels require licensure:

Commercial boarding or training kennel, an establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal; provided, however, that "commercial boarding or training kennel" shall not include an animal shelter or animal control facility, a pet shop licensed under section 39A of chapter 129, a grooming facility operated solely for the purpose of grooming and not for overnight boarding or an individual who temporarily, and not in the normal course of business, boards or cares for animals owned by others.

Commercial breeder kennel, an establishment, other than a personal kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers or pet shops in return for consideration.

Domestic charitable corporation kennel, a facility operated, owned or maintained by a domestic charitable corporation registered with the department or an animal welfare society or other nonprofit organization incorporated for the purpose of providing for and promoting the welfare, protection and humane treatment of animals, including a veterinary hospital or clinic operated by a licensed veterinarian, which operates consistent with such purposes while providing veterinary treatment and care.

Personal kennel, a pack or collection of more than 4 dogs, 3 months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further, that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not for profit.

Veterinary kennel, a veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment or care; provided, however, that "veterinary kennel" shall not include a hospital or clinic used solely to house dogs that have undergone veterinary treatment or observation or will do so only for the period of time necessary to accomplish that veterinary care.

**NOTE:** Any owner or keeper of less than four dogs three months old or over who does not maintain a kennel may elect to secure a kennel license in lieu of licensing such dogs individually.

### **TERM:**

- The license expires on December 31 and is awarded for no more than one year.

### **APPLICATION CONDITIONS:**

- You must apply online.
- The premises must be suitable pursuant to the zoning code.
- The premises must be satisfactorily inspected by the Animal Control Officer.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

### **FEE:**

- \$50.00 nonrefundable application fee.
- \$60.00 per dog annual license fee, paid after the application is approved.

### **ADDITIONAL DOCUMENTS REQUIRED:**

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- Lease or other documentation of your access to the proposed premises.

### **HOW TO APPLY:**

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citi~~serve~~serve** logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Dog Kennel."
- Enter your Business Name.

- At “Is this application for a new or existing business location?”:
  - Select “A new business location” if this is your first application in CitizenServe.
    - Enter the Somerville address of your proposed business, and click “FIND ADDRESS.
    - If CitizenServe doesn’t identify your address, select “USE THIS ADDRESS.”
  - OR
  - Select “An additional license for an existing business” if your business is licensed in Citizenserve.
    - At “License #” select a license you’ve received before.
- Answer the remaining questions.
- At Contacts, select a contact you’ve already entered, or, if you want the license mailed to a different address, select “Enter a new contact” and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

#### **QUESTIONS?**

- If you have questions, contact the City Clerk at [cityclerk@somervillema.gov](mailto:cityclerk@somervillema.gov).