



## **Animal Occupancy Permit Requirements**

The City of Branson Ordinance requires that all establishments with animal exhibitions must apply for an annual animal occupancy permit. A one-time only pre-inspection fee of \$350 for new establishment/remodel or \$200 for existing establishment/new owner must be submitted with the animal occupancy permit request for new exhibits. Upon meeting all the animal occupancy permit requirements, an annual permit fee of \$300 for “wild animal” exhibits or \$100 for all other animal exhibits will be obtained upon the final inspection and the issue of the annual permit.

A reinspection fee (excluding temporary event permits) of \$100 will be obtained after routine inspection or complaint with action.

Temporary Animal Establishment Event Permits are \$25 for a maximum of 4 days.

The animal occupancy permits must be obtained for all domestic and non-domestic animals, to include dogs, cats, exotics, farm animals, equine, wild life, birds, fish, reptiles, indigenous and non-indigenous animals, etc.

**Prior** to obtaining an animal occupancy permit, the following documents must be submitted, as they apply in writing to the Taney County Health Department Animal Control to be kept on file as record.

1. A complete list and inventory of all animals being exhibited and/or housed at the requesting establishment's facility **MUST** be submitted to the Taney County Animal Control prior to any permit being issued.
2. A copy of the USDA Animal Welfare Permit, to include a copy of the facility inspection report signed by the USDA Inspector for all animals regulated by USDA **MUST** be provided.
3. A copy of the Missouri Department of Agriculture Animal Welfare Permit, to include a copy of the facility inspection report signed by the MDA Inspector for all animals regulated by MDA **MUST** be provided.
4. A copy of the most current Health Certificate, not to exceed 30 days old, for each animal. If any animals are medically altered in way, medical documentation of the altering procedures **MUST** be submitted prior to the inspection process along with the practicing Veterinarians contact information.
5. For equine, a copy of the most current coggins test with negative results, not to exceed 12 months, for each animal. (A coggins test is **NOT** a health certificate)
6. A copy of all Conservation and/or required U.S. Fish and Wildlife permits for any and all captive wildlife, indigenous and non-indigenous, to include: (point of origin documentation), must be submitted for all animals in the possession of the exhibitor.

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7. An individual form of identification for each animal i.e. ear tag, tattoo, microchip, brand, leg band, collar band, cage card, kennel card, Ect.

8. A detailed plan, including a drawing/layout or design of the facility the animals are to be housed in, if the animals are to be transported to and from the facility, that information must be submitted also, or a copy of the city of Branson zoning and building permit, stating the facility and/or property is authorized for animal occupancy.

9. The name, address, phone number, to include a 24 Hr emergency phone number, of the individual responsible for the Health and Welfare of the animal while within the city limits of Branson, Mo.

10. A current (NON-expired), copy of the Fire Code Inspection for the establishment where the animals are being housed and/or exhibited.

11. If animals are being housed in a mobile housing unit that said mobile unit **MUST** meet and pass all DOT safety requirements for the transportation of animals and that documentation must be submitted prior to obtaining any permit. All mobile animal housing units **MUST** be in compliance with all City of Branson Codes, Ordinances and Promulgated regulations, statutes and guidelines.

12. The name, address, and phone number of the licensed Veterinarian responsible for the emergency medical care of the animals at the facility requesting the permit, to include a 24 Hr emergency call number.

13. If the animals are being exhibited in a tent, a copy of the City of Branson Tent Permit and inspection document must be provided to Animal Control & Investigations.

14. If any animals are to be handled by any person(s), other than the owner of said animal(s), a hand washing/sanitizing station is required on site and will be required to be used by all persons handling/touching any animals.

15. All changes to animal status I.e.: new animals, sale of animals, deceased animals, etc., must be reported to animal control.

16. If any animal is replaced with another and **NO** documentation is submitted, the current permit will be revoked and the facility will be in violation of City of Branson Ordinance.

17. If discrepancies in any documentation submitted are found, **NO** animal occupancy permit shall be issued.

**No animals can be exhibited or used in any show or establishment without the above requirements being completed. Any animal found without the proper documentation are subject to impound and held for recovery by the owner's expense. Any establishment or animal exhibitors found in violation are subject to being cited.**

Once these documents are submitted to the Taney County Animal Control, an inspection of the requesting establishment's facility and the location where the animals are being housed and cared for will be scheduled.

The Animal Occupancy Permits are establishment location specific. If for any reason any animals are transported to a new location, for any reason, a new occupancy permit and a new inspection must first be obtained.

Animal Occupancy Permits are valid from May First (1) each year and run for one year. **Yearly inspections Are required to obtaining an annual permit.** Establishments with animal(s) housed and on exhibit, that does not have current permits, are in violation of city ordinance and are subject to the penalties of the ordinance.

All City Codes, Ordinances and Promulgated regulations, statutes and guidelines shall be followed at all times.

All questions should be directed to the Taney County Health Department Animal Control at 417-334-4544 Push the pound key (#) then Ext 230 or Ext 234. Fax 417-336-9604

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**PERMIT APPLICATION INFORMATION**  
**(ALL FIELDS MUST BE PROVIDED)**

Date of Application: \_\_\_\_\_

Brief Description of Animal Exhibit: \_\_\_\_\_

\_\_\_\_\_

The request is for animal occupancy from: \_\_\_\_\_ to: \_\_\_\_\_

Establishment Name: \_\_\_\_\_

Animal Exhibitor's Name: \_\_\_\_\_

Location (address): \_\_\_\_\_

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

Licensed organization providing the animals: \_\_\_\_\_

Address of organization providing the animals: \_\_\_\_\_

Number of animals for this permit: \_\_\_\_\_

\_\_\_\_\_

Species of animals for this permit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(By signing below you have agreed and read all conditions of this document)**

Applicant Signature: \_\_\_\_\_

All questions must be directed to Taney County Health Department Animal Control @ (417) 334-4544  
Fax Number: (417) 336-9604

**Please complete the above questionnaire and submit with payment and all required documentation. All required documentation must be submitted thirty (30) Days prior to occupancy to ensure Code compliance.**

Inspector approval: \_\_\_\_\_ Date: \_\_\_\_\_

**COB Ordinance, Sec.46-61.- Fee schedule; payment of fees.**

**Animal establishment:**

**1. Commercial**

- a. Pre-open inspection fee (new establishments).....\$350 for “wild animal” exhibits and \$200 for all others
- b. Permit fee..... \$300 for “wild animal” exhibits and \$100 for all others
- c. Reinspection fee of \$100 after inspection or complaint with action

**2. Temporary animal establishment/event permit fee (maximum four days).....\$25.00**

**Payment due date.** The annual permit fees required by subsection (a) of this section shall be paid on or before May 1 of each year. For new establishments opened after November 1, the permit fee only shall be prorated. There shall be no prorating for public swimming pool, spa, or theme park permit fees. Impound fees shall be paid to the Taney County Health Department.