

**COCONINO COUNTY HEALTH AND HUMAN SERVICES  
KEEPING OF ANIMALS  
ORDINANCE 2021-10**

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**COCONINO COUNTY HEALTH AND HUMAN SERVICES  
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CHAPTER 1  
GENERAL PROVISIONS**

<b>SECTION 11-1</b>	<b>GENERAL PROVISIONS</b>
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**SECTION 11-1            GENERAL PROVISIONS**

**REG. 11-1-1            LEGAL AUTHORITY**

The Regulations in this section are adopted pursuant to the authority granted by Arizona Revised Statutes (“ARS”) Sections 36-184 and 11-1009.

**REG. 11-1-2            SCOPE**

The purpose of these Regulations is to regulate kennel, shelter and pet shop establishments in a manner that will protect the public or animal health, safety, and welfare and prevent spread of disease within Coconino County. Although ARS § 11-1009 includes shelters and pet shops within its definition of "kennel," this Ordinance defines shelters and pet shops separately from the statutory definition of "kennel."

**REG. 11-1-3            DEFINITIONS**

The following definitions shall apply throughout this Ordinance, unless a different meaning is clearly indicated by the context or is stated in any of the several chapters:

- A. Animal means all mammals, reptiles, amphibians, birds, and fish.
- B. Chief Health Officer means the Director of the District and/or an authorized agent.
- C. District means the Coconino County Public Health Services District as part of Coconino County Health and Human Services.
- D. Imminent Health Hazard means a hazard may exist because of an emergency such as a fire, flood, extended interruption of electrical or water service, sewage backup, ability to maintain proper temperatures, misuse of poisonous or toxic materials, onset of an apparent communicable disease outbreak or other circumstance that may endanger the health of the animals or public health.
- E. Kennel means any establishment at which dogs and cats are bred or raised for sale, boarded, or cared for, commercially or on a non-profit basis.
- F. Neutered Dog means a male dog where the testicles have been surgically removed.

- G. Permit means a written permit, stamp or seal of approval issued by the District and Coconino County Planning and Zoning.
- H. Person in Charge means the individual present at a kennel, shelter, or pet shop who is responsible for the operation at the time of inspection.
- I. Pet Shop means any establishment where animals generally considered household pets are kept for sale commercially or on a non-profit basis.
- J. Putrescible Waste means waste liable to decay or spoil or become putrid.
- K. Shelter means an establishment that provides care for stray or unwanted animals commercially or on a non-profit basis.
- L. Sheltered Animals means animals that are confined in an area but not limited to such as a kennel, corral, fencing, cages, pens, stalls, stables, yards, and shelters.
- M. Spayed Dog means a female dog where the ovaries have been surgically removed.
- N. Substantive Review Time Frame means the number of days after the completion of the administrative completeness review time frame during which an agency determines whether an application or applicant for a permit meets all substantive criteria required by this Code.
- O. Veterinarian means any veterinarian permitted to practice in this state or any veterinarian employed in this state by a governmental agency.
- P. Veterinary hospital means any establishment operated by a veterinarian permitted to practice in this state that provides clinical facilities and houses animals for dental, medical, or surgical treatment. A veterinary hospital may have adjacent to it or in conjunction with it or as an integral part of it pens, stalls, cages or kennels for quarantine, observation, or boarding.
- Q. Violation means a provision of this regulation that, if noncompliant, is more likely than other violations to contribute to a public health nuisance or impact the welfare or health of animals and is denoted in this regulation. Violations pertain only to permitted facilities.

**REG. 11-1-4 PROHIBITIONS**

No person shall keep or maintain any poisonous reptile or dangerous, carnivorous, wild animal without first having registered/permitted such animal or reptile with Arizona Game and Fish. All such animals or reptiles shall be safely penned or caged and kept in accordance with all requirements of these Regulations.

**REG. 11-1-5 EXEMPTIONS**

Veterinary hospitals are regulated by the Arizona State Veterinary Medical Board and grooming facilities do not provide boarding therefore exempting both from licensing requirements.

**REG. 11-1-6 ANIMAL BITES**

Any animal that bites a person shall be quarantined for a period of not less than ten (10) days pursuant to ARS § 11-1014.

**COCONINO COUNTY HEALTH AND HUMAN SERVICES  
KEEPING OF ANIMALS  
CHAPTER 2  
PERMITS, DOG LICENSING AND PLAN REVIEWS**

<b>SECTION 11-2</b>	<b>PERMIT REQUIRED FOR KENNELS, SHLETERS, PET SHOPS AND DOG LICENSING</b>
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**SECTION 11-2 PERMIT REQUIRED FOR KENNELS, SHELTERS, PET SHOPS AND DOG LICENSING**

**REG. 11-2-1 ISSUANCE OF PERMITS**

No permit to operate a kennel, shelter, or pet shop shall be issued by Coconino County Public Health Services District as part of Coconino County Health and Human Services (The “District”) until a complete plan review has been conducted and approved. Construction shall conform to approved plans.

**REG. 11-2-2 PLAN REVIEW FOR KENNELS, SHELTERS, AND PET SHOPS**

A plan review is required to construct or remodel a kennel, shelter, or pet shop within Coconino County. A plan review is generally not required for a change of ownership. Plan review may be required if significant operational or structural changes are proposed such as any construction that requires a building permit, expansion in wastewater flow, substantial expansion in animal housing. No construction shall commence until the required plans have been approved and an Approval to Construct has been issued.

### **REG. 11-2-3 PLAN REVIEW REQUIREMENTS**

For an application to be approved as administratively complete the following documents/approvals must be submitted:

- A. Zoning approval from the appropriate zoning agency official (i.e., City of Flagstaff, City of Page, City of Williams, Sedona, Fredonia, or unincorporated areas of Coconino County).
- B. Wastewater approval (Sewer or Septic) from Arizona Department of Environmental Quality (ADEQ), The District or the sewer provider, (municipality or Sanitary District).
- C. Verification of an approved water source. This would include verification of a certified well, local municipality water source or county approved water source.
- D. Building Permit Approval for the project (if required) from Coconino County or Municipal (City) Building Department for where the establishment property is located.
- E. Federal and State Approval Lands if a special use permit or some other permission/permit(s) are required contact Property Landlord (i.e., U.S. Forest Service, Bureau of Land Management or State Lands Department).
- F. The District Fee for Plan Review services.
- G. The District Kennel, Shelter, or Pet Shop Plan Review Procedures packet (filled out).
- H. Complete set of Plans (one copy unless you request additional stamped sets returned) which includes:
  1. Site Plan
  2. Floor Plans- define any residential and commercial buildings or use
  3. Plumbing Plans
  4. Mechanical Plans
  5. Finish Schedules
  6. Method of Waste Disposal
  7. Sample of Record Keeping Forms
  8. Capacity of Animal Housing. The applicant shall specify in the application the kind(s) of animal(s) that will be housed and or sold and the maximum capacity of each type of animal that will be accommodated.
  9. The size of suitable kennels, cages, and other structure used for animal housing.
- I. The submittal will be determined as “Administratively Complete” when all required documents are received.
- J. If a submittal is incomplete the applicant will receive a notice of incomplete application stating deficiencies with the submittal. Once the deficient items are re-submitted, the District will deem the application as administratively complete. This written notification will be provided within a maximum of thirty (30) calendar days of the submittal.

**REG. 11-2-4 APPLICATION FOR PLAN REVIEW OF KENNELS, SHELTERS AND PET SHOPS**

Application may be submitted incomplete with the understanding that the rest will be submitted in a timely manner. If the application remains incomplete for more than one hundred and eighty (180) days, the application will be deemed incomplete and deleted from our files, fees submitted will not be returned. The approval of plans and specifications shall lapse and become invalid one year from the date of approval if a substantial portion of the work described in the plans and specifications has not commenced by such anniversary date.

**REG. 11-2-5 PERMIT**

- A. No person shall operate a kennel, shelter, or pet shop without a permit issued by the District and otherwise in accordance with pertinent regulations in this Ordinance.
- B. Any person desiring to conduct an operation which requires a permit shall make written application to the District, submitting a complete application on forms provided by the District.
- C. Payment of the required fee for the operating permit as approved by the Coconino County Board of Supervisors. The current approved fee schedule for the District is available at the offices as well as available on the Coconino County website.
- D. No application for a permit shall be issued until a complete inspection has been conducted and all deficiencies have been corrected. The applicant shall demonstrate to the District compliance with pertinent state, county, and municipal health laws, regulations, and ordinances.
- E. Except as may be otherwise specified in individual regulations in this Ordinance, permits are valid for a specified period from the date of issuance, unless sooner suspended or revoked by the District.
- F. Permits shall be renewed prior to expiration date to continue to operate. An establishment operating after the expiration of the permit is in violation of this Ordinance for operating without a valid permit.

**REG. 11-2-6 PERMIT TIME FRAMES**

Once the submittal is administratively complete, the substantive review will begin. Once the substantive plan review is started, only one written request for additional information may be made to the applicant during the substantive review process. The District will process and make a permitting decision within seven (7) days from when an administratively complete application is received and is therefore exempt from permitting timeframes of ARS § 11-1605(K).

**REG. 11-2-7 PERMIT DECISION**

Upon completion of the substantive review a permitting decision will be made. A decision to approve the request will result in an Approval to Construct being issued. If the decision is to deny the application a denial letter will be issued.

**REG. 11-2-8 APPEAL OF DENIAL OF PERMIT**

- A. The permit holder or another party whose rights were determined by the order may obtain a hearing to appeal with the District within thirty (30) days after receiving the order. The permit holder or other party appealing the order shall serve the notice of appeal upon the District personal delivery, certified mail, or return receipt requested to the office of the District or by any other method reasonably calculated to effect actual notice on the District.
- B. If a notice of appeal is timely filed, the District shall comply with ARS Title 41, Chapter 6, Article 10, the notification and hearing shall comply with ARS Title 41, Chapter 6, Article 10, and any rules promulgated by the Office of Administrative Hearings.
- C. If no written notice of appeal is timely filed, the order shall become final without further proceedings.
- D. The Chief Health Officer shall inspect the permitted facility 24 hours after service of the order to determine whether the permit holder or another party has complied with said order. The permit or license holder shall correct critical items by a date and time agreed to or specified by the District, but no later than 10 calendar days after the inspection. The District may approve a compliance schedule that extends beyond the time limits of this Section if a written schedule of compliance is submitted, and no health hazard exists or will result from allowing an extended schedule for compliance.
- E. If the permit holder fails or refuses to comply with the order after a hearing has upheld the order or after the time to appeal the order has expired, the Chief Health Officer may file an action against the permit holder in the Superior Court of the county in which the violation occurred, requesting that a permanent injunction be issued to restrain the permit holder from engaging in further violations as described in the order.

**REG. 11-2-9 DOG LICENSING REQUIREMENTS**

Dogs three months of age or older that are harbored or maintained within the boundaries of Arizona are required to be licensed within the residing county pursuant to ARS § 11-1008. Dog owners must license their dog within fifteen (15) days of receiving the initial rabies vaccination, and annually thereafter. A Resident who is new to Coconino County that owns a dog, or a new dog owner must purchase a dog license within thirty (30) days of moving into Coconino County or of acquiring a new dog. Licenses are valid for one, two, and three calendar years.

**REG. 11-2-10 LATE FEES**

A late fee is charged to accounts that are more than ninety (90) days delinquent as approved by Coconino County Board of Supervisors. The current approved fee schedule for the District is available at the offices as well as available on the Coconino County website.



**REG. 11-2-11 PART-TIME RESIDENTS**

Coconino County Animal Management is the dog licensing agent for unincorporated Coconino County and the City of Flagstaff. Part time residents staying in Coconino County for a consecutive 90-day period or longer are required to obtain a Coconino County dog license for their dog.

**REG. 11-2-12 VACCINATION FOR RABIES REQUIRED**

All dogs must be vaccinated against rabies and licensed pursuant to ARS § 11-1010.

**REG. 11-2-13 VIOLATION**

Failure to license a dog and maintain a current rabies vaccination is a class 2 misdemeanor. A citation to owners will be issued if a dog is not licensed or current on rabies vaccination.

**COCONINO COUNTY HEALTH AND HUMAN SERVICES  
KEEPING OF ANIMALS  
CHAPTER 3  
SANITATION, WASTE, AND FACILITIES**

<b>SECTION 11-3</b>	<b>SANITARY REQUIREMENTS</b>
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**SECTION 11-3            SANITARY REQUIREMENTS**

**REG. 11-3-1            ANIMAL WASTE**

Animal feces shall be removed from pens, stables, yards, cages, and other enclosures to allow the animal to reside in a clean and healthy environment. Feces shall be handled or disposed of in an approved manner.

**REG. 11-3-2            FEEDING**

Clean feed troughs, containers or tanks shall be provided for the feeding of all food fed to animals and such feeding shall be done exclusively in containers or on impervious platform.

**REG. 11-3-3            WATER CONTAINERS**

Clean watering troughs, bowls or tanks shall be provided and maintained.

**REG. 11-3-4            LIGHT AND VENTILATION**

- A. All premises where animals are kept shall be adequately lighted with at least 10-foot candles of light or to a level specific to the type of species being kept. Lighting with at least 20-foot candles of light shall be provided in all bathing, grooming and toilet areas. At least 10-foot candles of lighting shall be provided in all other areas of the establishment.

- B. All premises where animals are kept shall be properly ventilated and all windows shall be screened. A separate area for quarantined animals shall be provided and shall have a separate ventilation system or provide reduced or negative pressure by use of exhaust which is not used for recirculation in other parts of the facility. Any exhaust outlet from the quarantine area shall not be discharged near the intake for a ventilation system.

**REG. 11-3-5 SINK AND DRAINAGE**

All plumbing shall be connected to a municipal sewer or an approved septic system. Facilities shall have separate properly plumbed sewer-connected sinks readily accessible to those portions of the premises where animals are kept. Adequate supplies of hot and cold running water shall be provided. Plumbing issues that may prohibit the proper cleaning and care of animal and facility shall be corrected within a timely manner but shall not surpass seven (7) days.

**REG. 11-3-6 TOILET AND HAND WASHING FACILITIES**

Adequate and convenient toilet facilities, approved by The District, shall be provided for employees. All toilet rooms shall have smooth and easily cleanable walls and ceilings, adequate ventilation to the outside air. Hand wash facilities shall be located in or immediately adjacent to the toilet room. Each lavatory shall be provided with hot and cold water tempered by means of a mixing valve or combination faucet. Any self-closing, slow closing or metering faucet used shall be designed to provide a flow of water for at least 15 seconds without the need to reactivate the faucet. Toilet or hand wash sinks shall not be used for the cleaning of or disposal of animal wastes.

**REG. 11-3-7 ANIMAL HOUSING**

- A. Kennel, shelter, or pet shop cages in which animals are kept shall be constructed of durable non-porous materials which may be readily cleaned and disinfected with approved solutions, or by other approved means.
- B. Cages shall be designed and constructed so that all parts are easily cleanable.
- C. Interior and exterior doors to animal housing areas shall close securely.
- D. Animals shall be housed in appropriately sized and suitable kennels, cages and other structure used for animal housing. Birds shall be housed at least 12 inches above the floor.
- E. A kennel, shelter, or pet shop shall not exceed the operating capacity as approved by the Chief Health Officer.
- F. Kennels, shelters, and pet shops shall provide a separate area for sick animals and animals that need to be quarantined away from the general population.
- G. Kennels, shelters, and pet shops shall keep sick animals in a separate area with separate ventilation that is not being circulated back into the general population area to prevent the spread of diseases to the healthy animal population.
- H. All permitted facilities shall develop a written plan on how they will house, handle, and treat any sick animal. The plan will also specify procedures for

quarantining of animals. This plan shall be available to the Chief Health Officer upon request.

- I. For kennel operations that allow co-mingling of animals, the following requirements shall apply:
  1. Kennel staff shall obtain written permission from animal owners/guardians allowing their animals to participate in co-mingling. Copies shall be made available to the Chief Health Officer upon request.
  2. Kennel staff shall provide continuous line of sight monitoring of co-mingled animals during normal business hours to ensure adverse conditions do not occur.
  3. All co-mingled animals shall be current on rabies vaccinations. Copies and or proof of vaccination shall be made available to the Chief Health Officer while the animal is in residence.
  4. Animals receiving medical care and quarantined animals shall not be co-mingled.
  5. Shelters and pet shops are exempt from the above restrictions set forth in this Section.

**REG. 11-3-8                    OUTDOOR FACILITIES**

Outdoor facilities at a kennel, shelter, or pet store shall:

- A. Be constructed to provide shelter from excessive sunlight, rain, snow, or other elements. In addition, such facilities shall be constructed to provide sufficient space for the proper exercise and movement of each animal contained therein.
- B. Be constructed to provide drainage to prevent the accumulation of water, mud, debris, excreta, or other materials and shall be designed to facilitate the removal of animal and food waste.
- C. Be constructed with adequate wall or fences to contain the animals kept therein and to prevent entrance of other animals.

**REG. 11-3-9                    MAINTENANCE**

All animal care premises, implements, cages and appurtenances shall be kept clean, sanitary, and free of animal feces or other health hazards. Dogs or puppies shall be removed from kennels during the cleaning process. No kennel shall be sprayed down while dogs, puppies, cats, or kittens are inside the kennel unless the removal places an individual in danger of being bitten.

**REG. 11-3-10                  LIMITATIONS**

- A. No portion of a kennel, shelter, or pet shop in which animals are kept, caged, or boarded shall be used for human habitation.
- B. Food for human consumption shall not be prepared, served, or stored in the same room in which animals are kept, caged, or boarded.
- C. No animal food shall be prepared, stored, or served in the employee break room in which food for human consumption is being prepared, stored, or served.

**REG. 11-3-11 METHOD OF DISPOSAL**

All putrescible material, garbage, excreta, refuse or dead animals shall be stored in durable, fly tight containers and disposed of at least once a week, and in an approved manner. Dead animals over 10 pounds shall be disposed of using a disposal plan approved by the District.

**REG. 11-3-12 RECORDS**

- A. Each pet shop shall keep a record of every animal received, purchased, showing origin, to whom the animal was sold together with an accurate description of the animal including age, sex, and breed, where applicable.
- B. Each pet shop shall keep a record of all dogs and cats which died.
- C. Each kennel shall keep a record of every animal boarded or kept on the premises showing owner, contact information, description of the animal, sex and age, dates of boarding, other animals boarded with and if medication was provided and administered. Records shall be stored and available for at least ninety (90) days.
- D. Each kennel shall keep a record of every animal boarded or kept on the premises showing proof of current rabies vaccination (ARS § 11-1010).
- E. Each shelter shall keep a record of every animal received, adopted, fostered, or humanely euthanized. An accurate description of every animal including age, sex, breed, disposition, and medical treatment. A schedule for medications will be kept on the kennel of the animal with employees' initials, date, and time of when medications are administered. A current rabies vaccination is required or must be prepaid at the time of adoption pursuant to ARS § 11-1008.
- F. Every incidence of disease known or suspected to be a communicable disease outbreak or other circumstance that may endanger the health of the animals or public health shall be reported to the Chief Health Officer by a veterinarian. Records shall be made available for inspection by the District in accordance with the law.

**REG. 11-3-13 VETERINARIAN**

This Ordinance shall not pertain to a permitted veterinarian in the practice of their profession.

**REG. 11-3-14 VETERINARY CONTACT**

All kennels, shelters, and pet shops shall have a veterinarian they can contact and obtain emergency care for sick or injured animals during regular business hours and after hours.

**COCONINO COUNTY HEALTH AND HUMAN SERVICES  
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<b>SECTION 11-4</b>	<b>INSPECTIONS, VARIANCES AND RESPONSIBILITIES</b>
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REG. 11-4-5	ENFORCEMENT

**SECTION 11-4        INSPECTIONS, VARIANCES AND RESPONSIBILITIES**

**REG. 11-4-1        INSPECTIONS**

- A. Frequency. The Chief Health Officer shall inspect any kennel, shelter, or pet shop establishment as often as may be necessary to assure compliance with these regulations, but not less than one inspection per year. A copy of the inspection report shall be furnished to the owner, lessee, or operator of the kennel, shelter or pet shop establishment, indicating the degree of compliance or non-compliance with provisions to these regulations. Failure to correct any discrepancy noted within the time limit specified shall be cause for denial, revocation, or suspension of the permit to operate.
- B. Reasonable Time After Due Notice. After the Chief Health Officer presents official credentials and provides notice of purpose and intent to conduct an inspection, the person in charge shall allow the Chief Health Officer to determine if the permitted facility is in compliance with this Ordinance. The person in charge shall allow access to the facility, allow an inspection, and provide information and records specified in this Ordinance and to which the Chief Health Officer is entitled according to law.
- C. Specifying Time Frame for Corrections. The Chief Health Officer shall specify the violation correction time frame on the inspection report.
- D. Issuing Report and Obtaining Acknowledgment of Receipt. At the conclusion of the inspection, the Chief Health Officer shall provide a copy of the completed inspection report to the permit holder or person in charge and request a signed acknowledgment of receipt according to law.
- E. Refusal to Sign Acknowledgment. The Chief Health Officer shall inform the person in charge, who declines to sign an acknowledgment of receipt of inspectional findings as specified in this Ordinance, of the following:
  - 1. An acknowledgment of receipt is not an agreement with findings.
  - 2. A refusal to sign an acknowledgment of receipt will not affect the permit holder's obligation to correct the violations noted in the inspection report

- within the time frames specified.
3. A refusal to sign an acknowledgment of receipt is noted in the inspection report and conveyed to the District historical record for the kennel, shelter, or pet shop.
  4. A final request that the person in charge sign an acknowledgment receipt of inspectional findings will be made.
- F. Public Information. The District shall treat the inspection report as a public document and shall make it available for disclosure to a person who requests it as provided by law.
- G. Ceasing Operations and Reporting.
1. A permit holder shall immediately discontinue operations and notify the District if an imminent health hazard may exist because of an emergency such as a fire, flood, extended interruption of electrical or water service, sewage backup, ability to maintain proper temperatures misuse of poisonous or toxic materials, onset of an apparent communicable disease outbreak, or other circumstance that may endanger the health of the animals or public health.
  2. A permit holder need not discontinue operations in an area of an establishment that is unaffected by the imminent health hazard.
- H. Resumption of Operations. If operations are discontinued the permit holder shall obtain approval from the Chief Health Officer before resuming operations.
- I. Time Frame for Correction of Violations.
1. The permit holder shall correct violations by a date and time agreed to or specified by the Chief Health Officer but no later than ten (10) calendar days after the inspection. The Chief Health Officer may approve a compliance schedule that extends beyond the time limits of this section if a written schedule of compliance is submitted, and no health exists or will result from allowing an extended schedule for compliance.
  2. The Chief Health Officer shall not provide a permit holder an opportunity to correct violations after the date of inspection if the Chief Health Officer determines that the deficiencies are:
    - i. Committed intentionally.
    - ii. Not correctable within a reasonable time.
    - iii. Evidence of a pattern of noncompliance; or
    - iv. A risk to any person/animal; the public health, safety, or welfare, or the environment.
  3. If the Chief Health Officer allows the permit holder an opportunity to correct violations or deviations after the date of inspection, the Chief Health Officer shall inspect the kennel, shelter, or pet shop establishment after the deadline for correction. If the Chief Health Officer determines that the violations or deviations have not been corrected, the Chief Health Officer may take enforcement action authorized by law based upon those violations or deviations.
  4. A decision made by the Chief Health Officer under this section of the code

is not an appealable agency action as defined by ARS §§ 11-1603(G) and 41-1092.

- J. Verification and Documentation of Correction. At the time of inspection, if a correction of a violation or deviation is observed, the Chief Health Officer shall enter the violation and information about the corrective action on the inspection report.
- K. Time Frame for Correction of Violations.
  - 1. The permit holder shall correct violations by a date and time agreed to or specified by the Chief Health Officer but no later than ninety (90) calendar days after the inspection.
  - 2. The Chief Health Officer may approve a compliance schedule that extends beyond the time limits specified in this Section if a written schedule of compliance is submitted by the permit holder and no health hazard exists or will result from allowing an extended compliance schedule.

**REG. 11-4-2 MODIFICATIONS AND VARIANCES**

- A. The Chief Health Officer may grant a variance by modifying or waiving the requirements of this code if, in the opinion of the Chief Health Officer, a health hazard will not result from the variance. If a variance is granted, the Chief Health Officer shall retain the information in its records for the kennel, shelter, or pet shop establishment.
- B. Documentation of Proposed Variance and Justification. Before a variance is approved, the following shall be provided to the District:
  - 1. A statement of the proposed variance citing relevant code section numbers.
  - 2. The rationale and analysis for how potential public health hazards will be alternatively addressed by the proposal.
- C. Conformance with Approved Procedures. If the Chief Health Officer grants a variance, the permit or permit holder shall:
  - 1. Comply with the plans and procedures that are submitted and approved.
  - 2. Provide to the Chief Health Officer, upon request, records that demonstrate the following are routinely employed and maintained:
    - i. Verification of the effectiveness of the operation or process; and
    - ii. Necessary corrective actions if there is failure.

**REG. 11-4-3 RESPONSIBILITIES OF THE PERMIT HOLDER**

- A. Upon acceptance and retention of the issued permit, the permit holder shall:
  - 1. Post the permit in the facility that is conspicuous to consumers.
  - 2. Comply with the provisions of this Ordinance including the conditions of a granted variance and approved plans.
  - 3. Immediately discontinue operations and notify the District if an imminent health hazard may exist.
  - 4. Allow representatives of the District access to the kennel, shelter, or pet shop establishment.



5. Replace existing facilities and equipment with those that comply with this Ordinance if facilities and equipment when they no longer operate or are a hazard to animal health or human health or no longer comply with the criteria upon which facilities and equipment were accepted.
6. Comply with the District's time frames for corrective actions specified in inspection reports, notices, orders, warnings, and other directives issued by the District regarding the permitted facility.
7. Accept notices issued and served by the District according to law.
8. Be subject to the administrative, civil, injunctive, and criminal remedies authorized by law for failure to comply with this Ordinance or a directive given by the District, including time frames for corrective actions.

**REG. 11-4-4                      RESPONSIBILITIES OF THE CHIEF HEALTH OFFICER**

- A. The Chief Health Officer shall provide a copy of this Ordinance to the permit holder when a permit is first issued or provide a location where an electronic copy can be accessed so the permit holder is notified of compliance requirements.
- B. Failure to provide the information in this section does not prevent the District from taking authorized action or seeking remedies if the permit holder fails to comply with this Ordinance or an order, warning, or directive from the Chief Health Officer.

**REG. 11-4-5                      ENFORCEMENT**

A person violating sections of this Ordinance may be found guilty of a Class 2 misdemeanor.