

Kennel Handbook



Glossary of Terms

Board: Minnesota Board of Animal Health

Kennel: Any place, building, tract of land, abode, or vehicle wherein or whereupon dogs or cats are kept, congregated, or confined, if the dogs or cats were obtained from municipalities, pounds, auctions, or by advertising for unwanted dogs or cats, or dogs or cats strayed, abandoned, or stolen. “Kennel” does not include a pound owned and operated by any political subdivision of the state or a person’s home where dogs or cats are kept as pets (Minn. Stat. §347.31 Subd. 2).

Premises: Any building, structure, shelter, or land wherein or whereon dogs or cats are kept or confined (Minn. Stat. §347.31 Subd. 3).

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Minnesota Kennel Licensing Requirements

A kennel is a facility that accepts impounded, stray, abandoned, or owner-surrendered cats and dogs. This includes humane societies, rescue organizations and impound facilities. Any person who operates a kennel where dogs or cats are kept, congregated or confined, must be licensed with the Board of Animal Health if the dogs or cats were obtained from municipalities, pounds, auctions, or by advertising for unwanted dogs or cats, or dogs or cats strayed, abandoned, or stolen (Minnesota Statutes Chapter 347.34).

Please contact the Board at companion.animal@state.mn.us or 651-201-6824 if you or someone you know is interested in operating a kennel, or qualifies as a kennel.

Licensing requirements under Minnesota statute do not apply to:

- 1) A pound owned and operated by any political subdivision of the state.
- 2) A person's home where dogs or cats are kept as pets.
- 3) A veterinarian licensed to practice in the state of Minnesota who keeps, congregates, or confines dogs or cats in the normal pursuit of the practice of veterinary medicine.
- 4) Training and boarding facilities.
- 5) Animal day care facilities.
- 6) Groomers.
- 7) Personally owned pets.

Contact city and county officials to ensure compliance with local ordinances.

Annual Licensing Requirements

- **Fee:** All licensed kennels are required to pay a fee of \$15 by January 1 of the licensing year. The annual fee can be paid by mailing a check or money order to the Board or online at www.bah.state.mn.us/kennel-fee-payment.
- **Inspection:** Each kennel facility must be inspected by an agent of the Board at least once each year to verify compliance with Minnesota statutes and rules.
- **Veterinary Visit:** The veterinarian must visit the facility as often as necessary to supervise the program of veterinary care, with a minimum of an annual visit.

Kennel Premises and Facilities

All licensed kennels must meet the following requirements:

- All housing facilities must be structurally sound and maintained in good repair.
- All animals must be housed in an indoor facility.
 - The facility must be maintained at a temperature of not less than 50 degrees Fahrenheit.
 - Auxiliary ventilation, such as exhaust fans, vents, and air conditioning, must be used when the ambient temperature exceeds 85 degrees Fahrenheit at floor level.
 - Animals may be provided temporary access to outdoor runs and exercise areas when appropriate for the species, breed, and weather conditions.
- All housing facilities must be adequately ventilated. Drafts, odors, and moisture condensation must be minimized.
- All housing facilities must have at least eight hours of illumination, either natural or artificial, sufficient to permit routine inspection and cleaning.
- Waste disposal facilities must be provided and managed to minimize vermin infestation, odors, and disease hazards.
- Adequate storage and refrigeration must be provided and managed to protect food supplies against contamination and deterioration.
 - Open bags of food must be stored in vermin-proof containers.
- The premises, housing facilities, exercise areas, and confinement areas must be cleaned and disinfected as often as necessary to maintain a clean and sanitary condition.
 - Animal confinement areas must be cleaned at least once daily.
 - Measures must be taken to protect animals from being splattered with water or feces and from exposure to harmful chemicals during cleaning.
 - Bedding, if used, must be kept clean and dry.
 - Outdoor runs and exercise areas must be kept clean.
 - Soiled base material must be replaced as necessary.

Animal Identification

Each dog and cat in a kennel must be uniquely identified. The following means of identification are acceptable:

- A numbered tag affixed to the neck by the means of a collar.
- Identification attached to the cage.
- Microchip (the facility must maintain a working microchip reader).
- Other means approved by the Board (contact your inspector).

Holding Period for Impounded or Stray Animals

An impounded or stray animal must be held for redemption by the owner for at least five regular business days or for a longer time as specified by statute or municipal ordinance.

This period may be waived under the following circumstances:

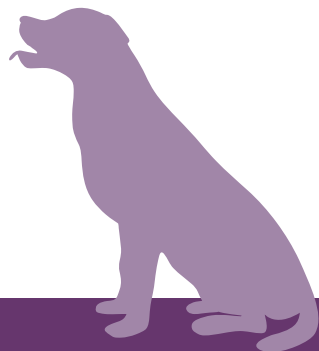
Upon a proper determination by a licensed veterinarian, an impounded or stray animal may be immediately euthanized if the animal is physically suffering and is beyond cure through reasonable care and treatment.

An impounded or stray animal that has bitten a human may be euthanized and tested for rabies before the required five-day holding period if requested by the Minnesota Department of Health.

Advertising

All advertising by any person, firm, or corporation licensed shall include the number of the current license issued to such licensee.

Licensed kennels may also use a Board approved logo in place of their license number when advertising. Advertising includes all social media pages, websites, flyers, and adopting events.



Applying for a Kennel License

The licensing process requires a kennel to submit an application and pay a \$15 licensing fee to the Board. After an application has been submitted and fee paid, an agent of the Board will conduct an initial inspection of the premises to determine if the kennel complies with program requirements.

During the initial inspection, an agent of the Board will review:

- Facilities.
- Standards of care.
- Animal identification.
- Written Program of Veterinary Care.
- Records.



New Kennel Checklist

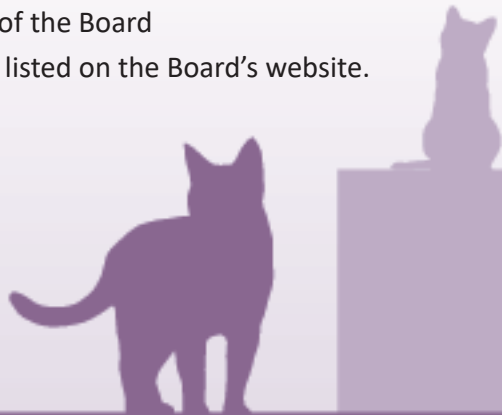
The following must be completed prior to a kennel license being issued by the Board:

- ✓ Complete and submit license application.
 - Can be submitted by mail or on the Board's website.
- ✓ Pay license fee.
 - Check or money order can be submitted by mail.
 - Payment can be made on the Board's website.
- ✓ Develop a Written Program of Veterinary Care (a template is available on the Board's website).
 - A kennel must establish and maintain a program of disease control and prevention, euthanasia, and adequate veterinary care under the supervision of a licensed veterinarian.
 - A Written Program of Veterinary Care, signed and dated by the veterinarian and kennel manager, must be kept on file at the kennel and available for review by the Board upon request.
 - The Program of Veterinary Care must be reviewed by the kennel manager and veterinarian annually and updated as needed.
 - The veterinarian must visit the facility as often as necessary to supervise the program, with a minimum of an annual visit.
 - Sick or injured animals must receive veterinary care promptly.
- ✓ Review program requirements.
 - Program requirements can be reviewed on the Board's website.
- ✓ Pass an inspection by an agent of the Board
 - Inspection requirements are listed on the Board's website.

Website: www.mn.gov/bah

Mailing Address:

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