



INGHAM COUNTY
ANIMAL CONTROL & SHELTER

Our mission: Serve the community, provide compassionate treatment and care, and strive for the best possible outcome for all.

KENNEL LICENSE INSPECTION APPLICATION

Pursuant to Michigan Law and the Ingham County Animal Control Ordinance, all kennels operating in Ingham County must be licensed annually by the Ingham County Treasurer and undergo an annual inspection which is performed by an Ingham County Animal Control officer.

Instructions: Return this form along with payment of the inspection fee to Ingham County Animal Control. Payment can be made by mail with cash or check. Credit card payments for inspection fees may be made in-person at the shelter or when the officer arrives for inspection. **License fees are paid to the Ingham County Treasurer’s Office after a successful inspection.**

INSPECTION AND LICENSE FEES

Capacity	Inspection Fee	License Fee
10 or fewer	\$155	\$10
More than 10	\$180	\$25

COMPLETE ALL OF THE FOLLOWING INFORMATION

Applicant Information	
Name: _____	
Address: _____ City: _____ State: _____ Zip: _____	
Phone Number: _____ Email address: _____	
Kennel Information	
Business Name: _____	
Address: _____ City: _____ State: _____ Zip: _____	
Phone Number: _____ Email address: _____	
Operating Hours: _____	
Capacity limit of facility: <input type="checkbox"/> 10 or less dogs <input type="checkbox"/> More than 10 dogs	
Services performed (Check all that apply): <input type="checkbox"/> Sale of Animals <input type="checkbox"/> Breeding <input type="checkbox"/> Boarding <input type="checkbox"/> Training	
Kennel Inspection	
Kennel inspections are performed by an Ingham County Animal Control Officer twice each year. Once at the time of application, and another inspection throughout the licensing period. All inspections are unannounced and take 30 to 60 minutes to complete. Officers will attempt to perform an inspection during the day and time specified below. You will receive a copy of the kennel inspection results after the inspection.	
What days (excluding Sunday) are best for an officer to perform an inspection? _____	
What time of day between 9:00 A.M. and 7:00 P.M are best for an officer to perform an inspection? _____	
Animal Control Use Only Received date: _____ Officer assigned to: _____	
Inspection fee paid prior to inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No Received by: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Chk <input type="checkbox"/> CC Amt: _____	