



Licensing & Permits
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FREQUENTLY ASKED QUESTIONS | CHICKEN KEEPER LICENSE

How do I start the process for a Chicken Keeper License?

Contact the Building Department for the Supplemental Statements for Chicken Keeper License form.

Then follow the following steps.

Step 1. You will begin with a site plan illustration showing:

- a. Property lines of the entire site
- b. Distance between proposed coop and run
- c. Distance and size of all on-site structures and distances to neighboring property lines and neighboring dwellings
- d. Material type and height of screening fence, chicken coop and run
- e. Distance from any adjacent streams, tributaries, ditches, stormwater management facilities, storm drainage areas, or stormwater easements

Step 2. Contact Planning and Zoning to verify the size of your lot and zoning.

Step 3. Contact the Building Department to review the site plan for setback requirements and intent of the ordinance for rodent proof construction.

Step 4. Contact your adjacent neighbors (owners of adjoining the subject property along the lot line or separated by an alley or easement) you will need letters from them stating it is acceptable for you to have chickens.

Step 5. If your property is rented you will need a letter of approval from your landlord.

Step 6. Review electrical and heating requirements. The heating element to be utilized inside the chicken coop and description of the conditions expected in the chicken coop. The heating and electrical must adhere to the following.

- a. All electrical shall comply with the City of Williston Fire and Building codes. All electrical work shall be completed by a licensed electrician.
- b. Electrical receptable must have GFI protection.
- c. Extension cords shall not be used as an alternative to permanent wiring.
- d. Light fixtures must have fully enclosed lamps.
- e. Receptables must have dust resistance covers.
- f. All appliances must be listed by a qualified testing laboratory and must be

intended for the installed use in this chapter.

Step 7. You are now ready to build your chicken coop and run.

See the following information from ordinance 1155 below:

- 1) Except as set forth in this section, *chicken* coops and runs, as accessory structures, must comply with the setback requirements set forth herein. Chicken coops and chicken runs may not be located within the front or side yard and are subject to a ten (10) foot setback from any adjacent premises. All *chicken* coops must be a minimum of four (4) square feet per *chicken* in size, may not exceed ten (10) square feet per *chicken* in size. Attached fenced-in *chicken* runs must have a minimum of 10 square feet per *chicken*, including the *chicken* coop and may not exceed 20 square feet per *chicken* and fencing may not exceed six (6) feet in total height from adjacent ground level. *Chicken* runs must be enclosed with wood or woven wire materials or a combination thereof. To the extent the setback provisions of any other ordinance conflict with the setback or other provisions of this section, the setback or other provisions herein shall apply.
- 2) *Chicken* coops must either be:
 - (i) Elevated with a clear open space of at least twenty-four (24) inches between the ground surface and framing/floor of the coop; or,
 - (ii) The coop floor, foundation and footings must be constructed using rodent resistant construction.
- 3) *Chicken* coops are not allowed to be located in any part of a home or garage that is attached to a home. A *chicken* coop may be attached to a detached garage, detached shed or other structure that is not attached to a dwelling or any other structure that includes sleeping, cooking, eating or sanitation facilities, or any combination thereof, and so long as there is a physical separation between the *chicken* coop and run and the space used and occupied for non-*chicken*-keeping-related purposes.
- 4) Chickens must be secured in a *chicken* coop from sunset to sunrise each day, but no later than 10:00pm and no earlier than 6:00am.
- 5) With respect to *chickens* owned or kept pursuant to a permit issued pursuant to this article, the slaughter and breeding of *chickens* on any premises within the city is prohibited.
- 6) Additional provisions:
 - a. *Chicken* feed must be kept in metal predator proof containers.
 - b. Chicken coop must be constructed with weather appropriate materials and electrical.
 - c. *Chicken* manure cannot be placed in yard compost piles.

- d. Straw and other bedding must be stored indoors and used bedding planned for discard must be stored in a metal, non-combustible container. Straw and other bedding must be changed once per month.

Step 8. Once your coop is completed you will need to call and schedule inspections with the following departments.

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| Building Department: | 701-577-8115 |
| Fire Department | 701-609-7687 |

Step 9. Read Ordinance 1155 and agree to the terms of the Ordinance. Acknowledge that by signing your Chicken Keeper Supplemental Statements form.

Step 10. Bring your completed Chicken Keeper Supplemental Statements form and the documentation that is required with it to Sherry Kinsella at City Hall 22 E. Broadway. She will provide you with the much shorter Chicken Keeper License upon completion of that form and \$25 license fee you will be considered an applicant.

- After completing this process your application will go out for approval.
- Then you will be put on the next upcoming City Commission meeting's consent agenda.
- Once that meeting is completed and you are approved you will have your Chicken Keeper License mailed to you at the address on your application.
- **Your license is good for one year and will end December 31st of that year with your renewal for the upcoming year coming due November 30th.**