



WESTMINSTER

## PET SHOP BUSINESS LICENSE

City Clerk's Office  
4800 West 92nd Avenue  
Westminster, CO 80031

[licensing@westminsterco.gov](mailto:licensing@westminsterco.gov)  
[www.westminsterco.gov](http://www.westminsterco.gov)  
303.658.2161

To apply for your license, you must first complete a business and sales tax license application in our online portal. To do so, please visit <http://etaxwestminster.gentaxpc.net> and click on "Complete an Online License Application" under the Registration heading.

Once logged into the portal, go to the Manage Specialty Licenses section and select "Apply for a New Specialty License."

License fees are determined by the type of license required:

1. **Class A** Pet Shop License: Does not allow for the sale of exotic animals. The fee is \$25 per year.
2. **Class B** Pet Shop License: Allows for the sale of exotic animals. The fee is \$500 per year and a \$10,000 bond is required.

Licenses expire on December 31<sup>st</sup> of each year. An Animal Control Officer will inspect the premises yearly.

A copy of the City's ordinance pertaining to Pet Shops is also included below for your review.

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## 6-7-11. Pet Shops.

- (A) It shall be a civil infraction to own or operate a pet shop without having obtained a valid class "A" or class "B" pet shop license from the City.
- (1) A CLASS "A" license shall not entitle the licensee to sell or offer for sale any exotic animals. A pet shop with a CLASS "A" license shall be confined in a building that is totally enclosed, and all pet shop animals shall be confined exclusively within that building. The pet shop may not have outside runs or pens and none of the pet shop animals may be harbored outside the building at any time for any reason.
- (2) A class "B" license shall entitle the licensee to sell or offer for sale any exotic animals. At the request of the City, a pet shop with a class "B" license shall board any impounded exotic animals. Reimbursement for board of such animals shall be at the rates established in this chapter. Impounded animals shall be clearly identified and kept separate from other pet shop animals. The licensee shall provide written notice to the animal management officer of any release or disposition of any impounded animal. A class "B" pet shop may have an outside run or pen to be used solely for harboring reptiles, so long as the outside run or pen is fully enclosed and secure. Prior to issuance of a class "B" license, the applicant shall provide a bond, issued to the City by a qualified corporate surety licensed to do business in the State of Colorado in a penal sum not less than \$10,000.00, conditioned upon the faithful boarding of impounded animals pursuant to this chapter and regulations issued by the Chief of Police.
- (B) *Licenses; Issuance; Renewal Requirements:* Pet shop licenses shall expire on the 31st day of December of each year. No pet shop license shall be issued until an inspection certificate has been issued by the Animal Management Officer or his designee. All applicants for a pet shop license within the City, if required to be licensed by the State of Colorado Agency or Department responsible for such licenses, must have a valid license issued by said Agency or Department to qualify for licensing by the City. The possession of a state license, however, shall not in itself assure that a city license will be granted to anyone. Standards and regulations affecting pet shops may be adopted by the City that are more restrictive than applicable state standards.
- (C) *Revocation or Suspension of Licenses:* The City Manager may suspend or revoke the license of any person operating a pet shop licensed under this section that is in violation of any provision of this chapter, zoning law, health law or any other applicable law of the City or of the State of Colorado, or who maintains the pet shop in such a manner as to be detrimental to the health, safety or welfare of persons residing in the immediate vicinity or detrimental to the health, safety, and welfare of animals being kept by the licensee. Such suspension or revocation shall follow the procedures established in Title V, Chapter 1 of this Code.
- (D) *Care of Animals:* It shall be unlawful for any person who operates a pet shop to fail to maintain the facilities in a sanitary condition, to fail to provide proper heating and ventilation, space appropriate to the size, weight and species of animal, adequate nutrition, humane care and treatment for all animals in his care, and to fail to take reasonable care to release for sale, trade or adoption only those animals that are free of disease or injuries.
- (E) Any person who violates subsection (A) shall, upon conviction, be guilty of a civil infraction and liable for a fine of up to \$500.00. Any person who violates subsection (D) shall, upon conviction, be guilty of a criminal offense, and shall be punished by a fine or confinement as specified under Section 1-8-1.

(1463 1890 1973 3288; Ord. No. 4139, § 1, 8-8-2022; Ord. No. 4207, § 5, 7-24-2023)