

7-12-185 Temporary animal exhibitions – permit required.

(a) For purposes of this section, the term “temporary animal exhibition” shall be defined as set forth in Section 4-384-010.

(b) No person shall operate a temporary animal exhibition without first having obtained an animal exhibition permit.

(c) An application for an animal exhibition permit shall be made on a form prescribed by the executive director, and shall be accompanied by a non-refundable application fee as set forth in Section [4-5-010](#). The application shall contain:

(1) The name and business address of the applicant and any other associated information that the executive director may require, including any disclosures pertaining to ownership or control of the applicant;

(2) A description of the proposed exhibition, including location, dates of operation, the species and numbers of animals included, and any animal tricks, behaviors or other activities intended as part of the exhibition;

(3) Proof of insurance with amounts and coverages set by the executive director, following consultation with the City's risk manager; and

(4) Such other information as the executive director may reasonably require.

(d) Upon being satisfied that a permit application is complete and meets the requirements of this section, and that the proposed exhibition will not endanger the public or create an imminent hazard to the health of the animals included in such exhibition, the executive director shall issue the permit. The permit shall be valid only for the exhibition as described on the application. If the executive director denies the permit, he shall inform the applicant in writing, stating the reasons for the denial.

(e) (1) Any person found to be operating a temporary animal exhibition without the permit required by this section, or in violation of the terms of a permit issued pursuant to this section, shall be subject to a fine of not less than \$100.00 nor more than \$1,000.00 for each offense, or summary closure of the exhibition, or both a fine and summary closure. A separate violation shall be deemed to have occurred for each day of noncompliance.

(2) If the executive director determines that any violations are limited in scope or egregiousness such that they can be corrected by the permittee, the executive director may mandate that the permittee complete corrective action by a date certain, or, if summary closure is imposed, as a precondition to re-opening the exhibition. Provided, however, that summary closure of a temporary animal exhibition shall only be authorized if an inspection by the department results in a finding of an imminent hazard to the health of animals included in such exhibition. Corrective action may be imposed in conjunction with a fine.

(f) (1) Any applicant who believes that his application for a permit is wrongfully denied, or any permittee whose exhibition has been summarily closed pursuant to this section, may file an appeal with the department of administrative hearings within five business days of the date of the notice of the executive director's denial or the closure. If no appeal is filed within said five-day period, the executive director's action shall be deemed final.

Upon the filing of such appeal, the department of administrative hearings shall cause a hearing to be held within five business days and based upon the evidence contained in the record of such hearing, either affirm or reverse the decision of the executive director.

Any final decision of the department of administrative hearings shall be subject to judicial review in accordance with applicable law.

(2) If under the circumstances there is not sufficient time to file the appeal in accordance with the procedure set forth in this subsection, the decision by the executive director shall be deemed a final decision subject to judicial review in accordance with applicable law.

(Added Coun. J. 5-9-12, p. 27485, § 154)



Temporary Animal Exhibition Permit Application



Type of Application Temporary Animal Exhibition Change of location

*PLEASE NOTE THAT THIS PERMIT IS FOR ANIMAL EXHIBITIONS 30 DAYS OR LESS AND APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE THE EXHIBITION

Date of Exhibit

Entity Information

Type of Business Sole Proprietor Partnership LLC Corporation Non-Profit Trust Other _____

Legal Name of Business

The exact "legal name" as it appears in the official business formation documentation.

For Sole Proprietors, this is the full name of the business owner as it appears on the Sole Proprietor's government-issued photo ID.

"Doing Business As" Name

The exact "Doing Business As" (DBA) name as it appears in the official business formation documentation.

Sole Proprietors or Partnerships conducting business in Illinois under an assumed name (a name other than your own) are required to file for an Assumed Name Certificate with the Cook County Clerk's office at 50 W. Washington St., East Concourse (Lower) Level - 27, (312) 603-5652, or @ www.cookcountyclerk.com > Vital Records > Assumed Business Name Registration.

▼ A State of Illinois File Number is **REQUIRED** for all (Illinois and Non-Illinois based) LPs, LLPs, LLCs, Corporations, and Non-Profit Corps.

State of Illinois File #

Assigned by the Illinois Secretary of State at 69 W. Washington St., Suite 1240, (312) 793-3380, or @ www.cyberdriveillinois.com/departments/business_services/

▼ A Federal Employer Identification Number (EIN) is **REQUIRED** for all business entity types except for Sole Proprietorships.

Employer Identification # -

Assigned by the Internal Revenue Service at 230 S. Dearborn St., (312) 566-4912 or (800) 829-4933, or @ www.irs.gov/businesses > Employer ID Numbers (EINs)

▼ An Account ID Number is **REQUIRED** for **ALL** business entity types that conduct business in the state of Illinois or with Illinois customers.

(formerly IBT #) IDOR Account ID # -

Assigned by the Illinois Department of Revenue at 100 W. Randolph St., (800) 732-8866, or @ http://tax.illinois.gov/Businesses/index.htm > Business Registration

PUBLIC WAY Permit # (IF APPLICABLE)

Exhibition Activity and Location

Exhibition Activity

List your animals and activities to be offered.

Exhibition Site Address

Provide the full business location address where the exhibition and/or activities occur. If applicable, provide the extended address (e.g. 100-102 N. Main St.).

Street Number(s)	N/S/E/W	Street Name	Ave./St.	Ste./Apt. #	Floor #
City		State		ZIP Code	

Square footage used by the business: **SQ. FT.** Amount of employees at this site:

Primary Veterinarian

Name Phone Number

Emergency Contact

First Name

Contact Phone

- -

Fax

- -

Contact E-mail Address

Owner and Officer Information

- Sole Proprietors are required to provide information about the **Individual** who owns the business.
- Partnerships & Limited Partnerships are required to provide information about all the **Partners** of the organization.
- Limited Liability Companies are required to provide information about the organization's **Members**, and any other **shareholder(s)** with a major beneficial interest.
- Corporations are required to provide information about the organization's **President, Secretary**, and any other **shareholder(s)** with a beneficial interest.
- Non-Profit Corporations are required to provide information about the organization's **President and Secretary**.

Proof of identification may be required to complete the actual application.

Ownership %	Title <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Managing Member <input type="checkbox"/> Other:
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First Name	Middle Name	Last Name
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Current Residential Address	Suite/Apt. #	City	State	ZIP Code
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Home Phone ()	Social Security Number - -	Date of Birth / /	Email Address
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Ownership %	Title <input type="checkbox"/> Secretary <input type="checkbox"/> Partner <input type="checkbox"/> Managing Member <input type="checkbox"/> Other:
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First Name	Middle Name	Last Name
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Current Residential Address	Suite/Apt. #	City	State	ZIP Code
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Home Phone ()	Social Security Number - -	Date of Birth / /	Email Address
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Ownership %	Title <input type="checkbox"/> Vice President <input type="checkbox"/> Member <input type="checkbox"/> Other:
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First Name	Middle Name	Last Name
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Current Residential Address	Suite/Apt. #	City	State	ZIP Code
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Home Phone ()	Social Security Number - -	Date of Birth / /	Email Address
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Ownership %	Title <input type="checkbox"/> Treasurer <input type="checkbox"/> Member <input type="checkbox"/> Other:
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First Name	Middle Name	Last Name
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Current Residential Address	Suite/Apt. #	City	State	ZIP Code
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Home Phone ()	Social Security Number - -	Date of Birth / /	Email Address
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Ownership %	Title <input type="checkbox"/> Shareholder <input type="checkbox"/> Other:
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First Name	Middle Name	Last Name
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Current Residential Address	Suite/Apt. #	City	State	ZIP Code
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Home Phone ()	Social Security Number - -	Date of Birth / /	Email Address
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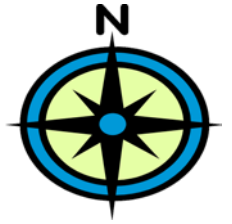
EXHIBITION SITE PLAN

Event: _____

Address: _____

City, State, Zip Code: _____

Owner/Operator: _____





COMMISSION ON ANIMAL CARE AND CONTROL
CITY OF CHICAGO

TEMPORARY ANIMAL EXHIBITION PERMIT

1. Permit only applies to exhibitions 30 days or less.
2. Permit Application fee is \$275.
3. Send application and fee to:
Chicago Animal Care and Control
Attn; Temporary Animal Exhibition Permit
2741 S Western Ave.
Chicago, Il 60608
4. Permit requirement is effective January 1, 2013.
5. Temporary Animal Exhibition Permit is separate permit from other permits and/or licenses required by the City. Ex Building Permits, Public Way Permits, etc. For more information visit the following website:
http://www.cityofchicago.org/city/en/svcs/iwantto.apply_for.html
6. Applicants should submit application 30 days prior to the exhibition.
7. Applicants should notify CACC of changes to the original application as soon as the changes are decided or 15 days prior to the event whichever is sooner. Changes in dates, animals exhibited, location, set up, plans, etc.
8. Health, vaccine records and shipping documents are required for all animals in the exhibition and must be included with the application.
9. A copy of valid exhibitor's license issued by the USDA is also required and must be included with the application.
10. Proof of Insurance is required and must be included with the application.
11. The City reserves the right to inspect the exhibition.