



For Staff Use Date Received: Payment Received:
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**APPLICATION FOR COMMERCIAL AND NON-COMMERCIAL  
KENNELING LICENSES**

Instructions: Please submit the completed and signed application, along with additional required documentation and payment, to the City Clerk’s office, PO Box 122, Victor ID 83455 or drop it off at Victor City Hall at 32 Elm Street. Once a complete application is received, it will be processed within 14 business days unless additional inspections are required. Please note that incomplete or incorrect applications may result in a delay or refusal of issuance of the license. The license must be renewed annually.

All dogs must be licensed annually through the county vet office or city hall.

Any questions? Please call the clerk’s department at 208-787-2940 or email [michelles@victorcityidaho.com](mailto:michelles@victorcityidaho.com).

GENERAL INFORMATION		
Type of Application (New Business, Renewal, New Location/Owner, Remodel, Other):		
Business Legal Name:		
Trade Name (doing business as):		
Business Phone Number:	Business Email Address:	
Property Address:		
City:	State:	Zip Code:
Mailing Address:		
City:	State:	Zip Code:
Describe breed, sex and number of dogs:		
Total Square Footage of Space:	Non Commercial:	Commerical:
Will the Space be Remodeled or Expanded: Yes/No		
CONTACT INFORMATION		
Name of Member(s), Partner(s), Officers(s)/Applicant (Please complete for each member):		
Emergency Phone:	Email:	
Mailing Address:		
City:	State:	Zip Code:
Emergency Phone:	Email:	
Mailing Address:		
City:	State:	Zip Code:
Fees		
Commercial- Please submit payment in the amount of \$100 for the initial application which is for a one year term expiring December 31st each year. The annual fee is \$50. Annual Dog License Fee will apply.		
Non-Commercial- Please Submit payment in the amount of \$30.00 for application which is for a one year term expiring December 31st each year. The annual renewal fee is \$30.00. Annual Dog License Fee will apply.		

**Additional Required Documentation**

Please attach the following documentation depending on the nature of your business:

- Copies of any state occupational licenses or permits
- Tax ID permits- Must be filed with that state and certificate must be submitted
- Basic site map showing drop off/ delivery (if applicable), parking provided by the applicant, location of enclosed dumpster, and any other accommodations as required for the site.
- Health District 7 permits and licenses
- Copy of dog licenses issued through the county, vet office or city hall

I hereby acknowledge that I have completed this application accurately and understand that all information is subject to verification. I understand that approval of this application does not imply that any additional reviews, authorizations, or permits have been granted by the City of Victor and that additional reviews, authorizations, permits, and approvals may be required. I further attest that I will operate the business in compliance with all federal, state, and local laws.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL CHECKLIST - OFFICE USE ONLY**

Zoning District \_\_\_\_\_ Zone Confirmed by \_\_\_\_\_ Date \_\_\_\_\_  
Building Dept. \_\_\_\_\_ Planning Dept. \_\_\_\_\_ Fire Dept. \_\_\_\_\_ Public works \_\_\_\_\_  
Additional Inspections: \_\_\_\_\_

Business License No. \_\_\_\_\_  
Local Option Sales Tax Permit No. \_\_\_\_\_  
IworQ No. \_\_\_\_\_  
Approved: Yes \_\_\_ No \_\_\_ W/Conditions (Please Attach) \_\_\_\_\_

Number of Dog License issued through City Hall: \_\_\_\_\_