



Pet Shop Inspection Check List

How to Prepare for Your Pre-Operational or Routine Inspection

A *pet shop* is any establishment, store or department of any store that acquires, through purchase, consignment, donation, importation or breeding, live animals including birds, reptiles, amphibians or fish, but excluding livestock and poultry, and sells or offers to sell, adopt or trade the live animals to the public or to retail outlets.

Pet shops receive a pre-operational inspection and one annual inspection from Public Health to ensure the requirements of King County Board of Health Title 8, [Chapter 8.03: Pet Business Regulations](#), as they pertain to pet shops, are being met.

This checklist intended to help owners/operators of a pet shop in King County to prepare for permit inspections.

Facility and Equipment

- Have hot and cold running water available (note: plumbing permits, if needed, are signed off and approved)
- Have functional toilet and handwashing facilities installed
- Provide a utility sink with hot and cold running water for cleaning bowls, dishes, and cat boxes -this should not be a shared sink for employee breaks or the bathroom sink
- Ensure floors and walls are water impervious surfaces and easily cleanable, and floors have adequate drainage
- Designate an isolation area with good ventilation that is physically separated from the rest of the animals for pets that become sick, injured, or are possibly contagious
- Use water-impervious food and water containers
- Have working thermometers in refrigerators and maintain at 41°F or below
- Ensure separate storage of pet food/medicines from food/drink for human consumption
- Dispose all waste, including soiled litter and bedding, and waste water by sanitary means

Animal Enclosures

- Provide and maintain primary enclosures of sufficient size to allow each animal to turn around, exercise normal postural movements, experience or avoid socialization with cage mates, and avoid overcrowding
- Ensure that primary animal enclosures are constructed of materials that are water resistant and can be readily cleaned and disinfected
- Ensure that any wire/slatted flooring provides adequate safety and comfort, has an easily cleaned/disinfected surface underneath, and includes a solid resting surface as needed
- Provide bedding/litter material other than cedar shavings for rodents, rabbits, chinchillas, ferrets and reptiles.
- Provide proper food and potable water to animals, according to the need of the species, and provide cats with a litter pan



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Infection Control

Effective cleaning and disinfection help prevent the spread of diseases. If you need advice on cleaning and disinfection, Public Health can provide resources on procedures, how to read labels on disinfectants, choosing an effective disinfectant, and dilutions.

- Have an [Infection control plan](#) available on site, and followed by all staff, that includes:
 - the schedule for cleaning and disinfection of cages, surfaces and equipment;
 - proper methods for handling and disposal of soiled animal bedding, litter and wastes;
 - disinfectants to be used; and
 - personal protective equipment (PPE) and measures, including gloves, protective clothing, masks, and handwashing to be used by employees
- Make PPE, as described in the infection control plan, available to all employees
- Maintain clean cages, pens, runs, tanks, and habitats and routinely disinfect them as described in the infection control plan
- Do not use vacuums to remove bedding or debris from any animal cages
- Remove from display and sale any ill, contagious, or injured animal into a physically separate isolation area
- Maintain a person in charge that is present at all times that the pet shop is open to the public
- Stock and store cleaning and disinfection supplies away from animals

Safe Handling and Hygiene Signage

- Make available to each animal purchaser/adopter [information about prevention of diseases](#) that may be spread from the animal to people
- Place *Salmonella* warning signs next to amphibian and reptile enclosures (Link to [Salmonella sign](#) for reptiles and amphibians)
 - Place Psittacosis warning signs next to psittacine bird enclosures (Link to [Psittacosis warning sign](#) for psittacine birds)

Permits and Recordkeeping

- Display your Public Health permit
- Maintain records for animals of acquisition and sale/adoption information, and veterinary records - maintain them for not less than 365 days after the date of sale/transfer of the animal
- Verify each dog, cat or ferret four months of age or older is vaccinated against rabies before being offered for sale or adoption and provide the certificate or rabies vaccination issued by a licensed veterinarian
- Report to Public Health each quarter all dogs and cats acquired and sold/adopted in the previous quarter



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If you host a satellite adoption business in your pet shop, have the following information available:

All cats, dogs, and ferrets over 4 months of age should be vaccinated for rabies prior to adoption

Name of rescue/shelter: _____

Address of rescue/shelter: _____

Contact information (name, phone, email) for rescue/shelter: _____

Resources

The following resources are available for download at <http://www.kingcounty.gov/petbusiness>

- [Infection control plan template](#)
- [Information for pet owners](#) pamphlet for purchasers/adopters
- [Salmonella sign](#) for reptiles and amphibians
- [Psittacosis warning sign](#) for psittacine birds
- Factsheet on [disinfectants](#)
- Factsheet on [dilutions](#)
- [Permit application](#)

King County Board of Health Code Title 8: <https://kingcounty.gov/depts/health/communicable-diseases/zoonotic/~media/depts/health/board-of-health/documents/code/BOH-Code-Title-8.ashx>