



**Procedures to Obtain an Excess Animals Permit**  
City Code Section 7.02.025 Maximum Number of Domestic Animals  
(This permit applies to dogs and cats.)

1. **Applications must be obtained from the Customer Service Center, 405 6th St; call 712-224-7387 or 712-279-6109 to have the application mailed to you.**
2. **Customer Service will complete the following information on the application:**
  - a. **Pet Owner Information:** name, (use same name as on pet licenses) address, phone, zip and Own or Rent your home (Landlord's approval signature is required if you are renting).
  - b. **Pet Information:** name/breed, species (dog/cat), spayed/neutered (Yes/No), gender (male/female), license year/number for each animal from the Occupational Licensing system records (do not use the tag number).
  - c. **Office Use** section.
  - d. **Required Signatures:** number of signatures required, total pages to application, total number of pets at address.
3. **Customer Service will provide the applicant with sufficient copies of the application to cover all animals and obtain the required number of signatures from neighboring properties.**
  - a. Customer Service will retain a copy of your application and give you the original application to obtain the appropriate signatures.
  - b. Signatures are required from all neighboring properties within 100 feet of your property line; we will provide you with an aerial map showing the affected areas and a list of addresses where signatures must be obtained.
  - c. All signatures obtained must be on the application we provide to you; additional attached sheets will not be accepted.
  - d. All pages of your application should be presented to each residence where a signature is required.
  - e. Neighbors sign and **Approve** or **Protest** the issuance of the permit.
  - f. You may have **none or one (1) Protest** on your application and the permit will still be issued; if there are **two (2) or more Protests** the permit is automatically denied, see **Appeal Procedure** below.
4. **Return Application to Customer Service Center:**
  - a. A non-refundable fee of \$10 is paid when submitting the application.
  - b. Your application will be reviewed by City Clerk's Office, Inspections Services, Police Department and Animal Control.
  - c. A property inspection may be required in some situations.
  - d. The permit is granted or denied based on the application, signatures, number of protests by the neighboring properties, the department review, and the property inspection (if required).
5. **Appeal Procedure for Permit Denial:**
  - a. Submit a written appeal requesting a hearing to City Clerk's Office.
  - b. A Hearing will be scheduled with the City Hearing Officer.
  - c. The Hearing Officer determines whether to approve or uphold the denial.
6. **Process for revocation of permit pursuant to Municipal City Code, Section 7.02.025 Maximum Number of Domestic Animals (see back of page for City Code):**
  - a. Based on Animal Control or neighbor complaints.
  - b. Notification sent by City Clerk of intent to revoke permit.
  - c. The pet owner has a right to appeal or surrender the permit.
  - d. Appeal procedure follows same format at step 5 above.

## **Sioux City Municipal Code**

### **Section 7.02.025 Maximum number of domestic animals.**

1. It shall be unlawful for an owner or caretaker of any residential unit to knowingly allow more than two (2) domestic animals of the same species or no more than three (3) domestic animals in total of any species over the age of six (6) months to be kept within the city limits.

2. The number of domestic animals permitted in subsection (1) may be increased by obtaining a permit issued by the city manager or the city manager's designee. Such permit shall specify any restrictions, limitations, conditions, or prohibitions, and include the applicant's consent to a voluntary initial inspection and periodic inspections during the term of the permit which the city manager or the city manager's designee deems reasonably necessary to protect any person or neighboring use from unsanitary conditions, unreasonable noise or odors, or annoyance, or to protect the public health or safety. Such a permit may be modified from time to time or revoked by the city manager or the city manager's designee for failure to conform to such restrictions, limitations, conditions, or prohibitions outlined by the community development director or the community development director's designee. The permit may be revoked at any time for violation of state or local laws or regulations. Such modification or revocation shall be effective from and after ten (10) days following the mailing of written notice thereof by certified mail to the person or persons keeping or maintaining such animals. At no time will a permit be issued for a residence with more than two (2) unspayed or un-neutered animals of the same species, unless a commercial kennel license is obtained in accordance with State of Iowa statutes and/or municipal codes.

3. An application for a permit issued under this section may be denied for the following reasons:

- a. The maintenance of unsanitary premises by the applicant due to animals;
- b. A conviction or plea of guilt for an incident concerning animal torture, animal abuse, or animal neglect;
- c. Three or more convictions or pleas of guilt within the previous twelve (12) month period for incidents concerning:
  - (1) An animal at large;
  - (2) An animal disturbing the peace;
  - (3) An unlicensed animal;
  - (4) An animal that has not received the compulsory rabies immunization;
- d. False, misleading, or incomplete information on the application.

4. All permits issued hereunder shall be effective for the specific property and person listed on said permit and shall be in full effect for two (2) years or until surrendered or revoked. At the end of the two (2) year period, the permit must be reapplied for. An initial fee for such permit shall be ten dollars (\$10.00). The fee shall be paid at the time of the application or application renewal. The city will conduct an initial inspection, and at its discretion, periodically inspect the premises to determine continued allowance of the permit. The owner or caretaker shall display or have readily available the permit allowing for the extra animals.

5. Any applicant who is denied a permit may request a hearing before the city manager or the city manager's designee by filing a written appeal with the city clerk within ten (10) days of the denial. The appeal shall be heard by the city manager or the city manager's designee within fifteen (15) days of the date of the notice of the appeal. The applicant may be represented by counsel and may be allowed to submit a written statement in the applicant's defense prior to the hearing as well as present evidence at the hearing.

(Ord. 2012-0649; 2007-0100, 2006-0676)



**Excess Animals Permit**  
**Application for a Permit to Exceed**  
**Maximum Number of Domestic Animals**

Office use only:  
 EXAP# \_\_\_\_\_

**PET OWNER INFORMATION (PER CURRENT PET LICENSES):** Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Sioux City, Iowa Zip: \_\_\_\_\_ Do you  OWN or  RENT your home? If you are renting:

**REQUIRED**  
 Landlord's Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PET INFORMATION:** Please list all animals at the address, all animals must be licensed prior to issuance of this permit, Customer Service will verify pet licenses and owner information.

**Please Note:** No more than two (2) un-spayed or un-neutered animals of the same species (dog or cat) are permitted without the issuance of a commercial kennel license obtained in accordance with the State of Iowa.

Name / Breed of Pet	Species (dog/cat)	Spayed/Neutered (Y/N)	Gender (M/F)	License Year/Number
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____
5 _____	_____	_____	_____	_____
6 _____	_____	_____	_____	_____

If applying for a permit for more than \_\_\_\_\_ animals Customer Service will provide additional applications, do not copy.  
 Office Use: Renewal \_\_\_\_\_ Exp Date \_\_\_\_\_ New \_\_\_\_\_ Licenses verified: CSS initials/date: \_\_\_\_\_

**REQUIRED SIGNATURES:** In order to be eligible for this permit, you must obtain approval from all neighboring properties within 100 feet of your property line in addition to your landlord's signature. Customer Service will provide you with a list of the required signatures/addresses that are within 100 feet of your property line.

**We, the undersigned, approve / protest the issuance of a permit for the purpose of allowing animals in excess of the limits as outlined in the Sioux City Municipal Code, Section 7.02.025 at the above address.**

Number of signatures required: \_\_\_\_\_ Total pages: \_\_\_\_\_ Total number pets at address: \_\_\_\_\_  
 All pages should be attached and presented for signatures. Office Use: CSS initials/date: \_\_\_\_\_

Name	Street Address	Phone	Signature	Approve - (A) Protest - (P)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____

After you obtain the required signatures, this application and a non-refundable permit fee of \$10.00 must be submitted to the City Clerk's Office, 405 6th Street, P.O. Box 447, Sioux City, IA 51102. If you have questions please call (712) 244-7007 OR (712) 279-6109.

I UNDERSTAND THAT I AM APPLYING FOR A PET PERMIT WHICH WILL ALLOW ME TO EXCEED THE MAXIMUM NUMBER OF ANIMALS AS OUTLINED BY SECTION 7.02.025, MAXIMUM NUMBER OF DOMESTIC ANIMALS, OF THE CITY OF SIOUX CITY, IOWA, CODE OF ORDINANCES. FURTHER, I AGREE TO FOLLOW ALL REQUIREMENTS PERTAINING TO SAID ANIMALS IN ACCORDANCE WITH TITLE 7, ANIMALS, OF THE CITY OF SIOUX CITY, IOWA CODE OF ORDINANCES. I HEREBY STATE THAT ALL OF THE ABOVE STATEMENTS AND ALL THE STATEMENTS AND INFORMATION SUBMITTED HEREWITH ARE TRUE AND CORRECT TO THE BEST OF MY BELIEF.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Copies of Application sent to: \_\_\_\_\_ City Clerk's Office, \_\_\_\_\_ Inspection Services, \_\_\_\_\_ Police Dept., and \_\_\_\_\_ Animal Control for review and approval on \_\_\_\_\_, 20\_\_\_\_