

# North Carolina Veterinary Medical Board

## Veterinary Facility Permit - Application

Please complete the application below for a veterinary facility permit and, if applicable, a boarding kennel permit.

Veterinary Facility Permit Application Fee - \$150.00

Veterinary Facility Permits are renewed annually – Fee \$150.00

Veterinary Facility Permit with Boarding Kennel Permit Application Fee - \$225.00

Veterinary Facility Permit with Boarding Kennel Permits are renewed annually – Fee \$225.00

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Are you applying for a facility permit for a facility that is on the records of the NCVMB?  Yes  No

(If yes, please state the name of the facility: \_\_\_\_\_)

**1. Owner Information:** (Owners, other than a natural person, must be appropriately registered, be in good standing, and compliant with the laws and regulations of this state.)

Name of Owner: \_\_\_\_\_

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

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

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**2. Facility Information:**

(Facility names must contain a descriptive term for level of services being provided, as stated in G.S. 90-181.1.)

Name of Facility: \_\_\_\_\_

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

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

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website: \_\_\_\_\_

**3. Designated Supervising Veterinarian(s):**

Name and License Number of Supervising Veterinarian: \_\_\_\_\_

Name and License Number of Supervising Veterinarian: \_\_\_\_\_

Name and License Number of Supervising Veterinarian: \_\_\_\_\_

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## 4. Days and Hours of Operation:

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_  
Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_  
Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_  
Sunday: \_\_\_\_\_

## 5. Description of services the facility will be providing:

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## 6. Select ALL that apply:

Small Animal  Large Animal  Mixed Animal  Exotic

## 7. Will the facility have a mobile unit? Yes No

*If yes, designate type of mobile:*  Car/SUV  Pickup Truck  RV

8. Will this facility provide emergency services?  Yes  No\*

9. Will this facility provide radiology services?  Yes  No\*

10. Will this facility provide hospitalization services?  Yes  No\*

*(\*If you answered "No" to questions above, you will be required to have written agreements for services not provided. A copy of those agreements will be required during the inspection process.)*

## 11. Requested Date of Inspection (4–6-week notice is preferred. New facilities must have a certificate of occupancy prior to being able to conduct the inspection.): \_\_\_\_\_

Signature of owner: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **Boarding Kennel Permit Applicants:** *(Complete if you are offering boarding as defined in the definitions.)*

1. Name of Boarding Kennel\*: \_\_\_\_\_

*\*(If different than the name of the veterinary facility.)*

## 2. Days and Hours of Operation:

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_  
Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_  
Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_  
Sunday: \_\_\_\_\_

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## Program of Veterinary Care Section (PVC)

**3. Cleaning Hours:** (Enclosures and exercise areas must be properly cleaned, including weekends and holidays, a minimum of two times per day pursuant to 21 NCAC 66 .1107.)

Time of first cleaning: \_\_\_\_\_ Time of second cleaning: \_\_\_\_\_

**4. Describe procedures for cleaning/disinfecting primary enclosures, exercise areas, feed and water bowls, litter boxes, and bedding:**

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**5. Isolation:** Required designated isolation area for animals being treated/observed for communicable diseases or animals that become sick or injured during their stay. (21 NCAC 66 .1004(f)) Please initial, indicating you have read and understand this requirement. **Initials:** \_\_\_\_\_

**6. Rabies:** All animals in a facility shall be in compliance with the North Carolina rabies law. (21 NCAC 66 .1109(f)) Please initial, indicating you have read and understand this requirement. **Initials:** \_\_\_\_\_

**7. A complete record of care shall be maintained as part of the medical record pursuant to 21 NCAC 66 .1001. Please initial, indicating you have read and understand this requirement. Initials:** \_\_\_\_\_

**8. Facility has protocols for emergency veterinary care during and after normal hours of operation. Initials:** \_\_\_\_\_

**9. The facility has implemented the above PVC. Initials:** \_\_\_\_\_

Signature of owner: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Owners are required to read and sign acknowledging they are aware and understand the rules stated below:**

### **21 NCAC 66 .0902 VETERINARY FACILITY PERMITS**

(a) Any person who owns a business which operates a facility providing services that constitute the "practice of veterinary medicine" on a full, part-time, or temporary basis shall have a veterinary facility permit issued by the Board prior to offering or delivering any veterinary medical services to the public. Veterinary or Veterinary Technician teaching programs offering services to the public shall have a veterinary facility permit.

(b) As a condition of any veterinary facility permit issued by the Board, the owner shall designate a supervising veterinarian.

(c) The Board shall issue a veterinary facility permit to an owner after the owner submits an application, pays the veterinary facility permit fee, and passes a facility inspection. The Board shall inspect the veterinary facility to ensure compliance with Rules .0207 and .0208 of this Chapter if an inspection has not been performed in the last two years. It is the responsibility of the owners to ensure that the veterinary facility meets the minimum veterinary facility standards in Rules .0207 and .0208 of this Chapter.

(d) The application for a veterinary facility permit shall be on a form prescribed by the Board and available on the Board's website. The application shall contain:

(1) the owner's name, physical address, mailing address, email address, and telephone number;

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(2) proposed or existing name of the facility, as set forth in G.S. 90-181.1, physical address, mailing address, email address, and telephone number; and

(3) designation of a supervising veterinarian of the facility subject to the provisions of Rules .0903 of this Section.

(e) Each veterinary facility permit shall be renewed yearly. The veterinary facility must have passed an inspection pursuant to Rule .0207(b)(16) of this Chapter within the 24 months prior to issuance of renewal.

(f) Each veterinary facility that is identified by a separate physical address or that is located at the same physical address as another veterinary facility but has different owners or supervising veterinarians shall be a separate veterinary facility requiring a separate veterinary facility permit. The physical address for a veterinary facility shall be the primary business location.

(g) The owner shall notify the Board within 10 business days of any changes in contact information.

(h) The owner shall notify the Board in writing of a planned change in the ownership or in the supervising veterinarian of the veterinary facility at least 20 business days prior to the planned change.

(i) In the event of an owner's inability to maintain the facility's compliance with Chapter 90 of the General Statutes and the rules of this Chapter, the Board shall be notified within 10 business days by an owner, or if the owner is unable to do so as a result of physical inability, the supervising veterinarian, or a member of the veterinary facility's staff.

(j) In the event that the Board is notified that the owner to whom a facility permit is issued is dissolved voluntarily, administratively, or by operation of law; suspended by the NC Department of Revenue; or has its certificate of authority revoked by the NC Secretary of State, the Board shall also suspend the permit issued to the owner. The suspension shall remain in effect until the suspension has been lifted by NC Department of Revenue, or the person has been reinstated by the NC Secretary of State, or both.

(k) The Board may issue a temporary veterinary facility permit to the owners of a veterinary facility for a period of 35 business days to allow the owners to address and resolve violations of the rules of this Chapter, particularly, Rules .0207 and .0208 of this Chapter, discovered during the veterinary facility inspection. However, the Board shall not issue a temporary veterinary facility permit if the violations present a danger to the health or safety of the public or animals. Upon request of the owner, the Board may extend a temporary permit for an additional period of no more than 35 business days, as long as satisfactory progress has been made as determined by the Board. In the event of the death of an owner, the permit remains valid for 35 business days from the date of the death of the owner, so long as the facility continues to have an active, supervising veterinarian registered with the Board.

(l) The following are exempt from the requirement for a veterinary facility permit:

(1) those exempted by licensure under G.S. 90-187.10;

(2) a veterinary facility owned and operated by the State of North Carolina, a political subdivision thereof, or the federal government, so long as the facility does not offer or provide veterinary services to the public; or

(3) a temporary veterinary facility established as a result of an emergency declared by the Governor of North Carolina.

(m) A person operating without a veterinary facility permit is subject to the provisions of G.S. 90-187.13.

(n) The veterinary facility permit shall be displayed by the owners at the facility at a location viewable by the public. Veterinary facility permits for mobile facilities shall be available upon request.

(o) An owner or supervising veterinarian shall provide a copy of medical records maintained pursuant to Rule .0207 of this Chapter within 10 business days of receipt of a request by a current or former patient's owner. The veterinary facility may charge the patient's owner the actual cost of reproducing the records as a reasonable fee.

(p) Owners shall post on any existing veterinary facility website home page:

(1) The facility's name, address, and telephone number,

(2) The facility's regular business hours.

(3) Availability of after-hours emergency care at the facility; and

(4) If after-hours emergency care is not available, the name, address, and telephone number of an afterhours emergency provider.

Printed Name of Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Supervising Veterinarians and Owners are required to read and sign acknowledging that they are aware and understand the rule stated below:**

**21 NCAC 66 .0903 SUPERVISING VETERINARIAN**

- (a) The owners of a veterinary facility shall designate a supervising veterinarian who shall be responsible for informing the owners as to the instances of non-compliance with 21 NCAC 66 .0207 and 21 NCAC 66 .0208 at the veterinary facility.
- (b) The supervising veterinarian shall be currently licensed by and in good standing with the Board.
- (c) The owners may designate an interim supervising veterinarian to serve for a period not to exceed 25 business days.
- (d) A veterinarian may be a supervising veterinarian at more than one veterinary facility. At each veterinary facility that is open for 159 hours or less per month, the supervising veterinarian shall be physically onsite for a minimum of 25 percent of the total time a veterinary facility is open. At each veterinary facility that is open for 160 hours or more per month, the supervising veterinarian shall be physically onsite at each veterinary facility for a minimum of 40 hours per month. Electronic or handwritten documentation stating the dates and times that the supervising veterinarian was present at the veterinary facility shall be maintained by the supervising veterinarian at each individual facility and made available by the owner, supervising veterinarian, or the staff at each facility at the time of inspection or investigation by the Board.
- (e) The owners of a veterinary facility may designate more than one supervising veterinarian for a veterinary facility, in which case the onsite physical presence of each of the supervising veterinarians at the veterinary facility shall be counted toward satisfaction of the onsite physical presence requirement of Paragraph (d) of this Rule.

Printed Name of Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name of Supervising Veterinarian: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name of Supervising Veterinarian: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name of Supervising Veterinarian: \_\_\_\_\_

Signature: \_\_\_\_\_

**21 NCAC 66 .1109 VETERINARY CARE (Required if the Boarding Kennel Application was completed)**

- (a) A written program of veterinary care ('PVC') to include disease control and prevention, vaccination, euthanasia, disposition of diseased, ill, injured, infirm or deformed animals, and provision of adequate routine and emergency veterinary care shall be established by the owner and supervising veterinarian. The following is required of each PVC:
  - (1) The PVC for boarding kennels shall be submitted as part of the application and must be approved by the Board;
  - (2) The facility shall implement and follow the PVC; and
  - (3) Changes to the PVC shall be submitted for approval to the Board within 10 days of the effective date.
- (b) If there is an infectious disease outbreak that persists for more than seven days at the facility, the facility owner shall consult with a veterinarian for procedures to mitigate the problem. This consultation shall be documented by the facility.
- (c) If there is a disease problem that persists for more than 30 days at the facility, the facility operator shall obtain and follow a veterinarian's written recommendations for correcting the problem. These recommendations shall include, at a minimum: sanitation of primary enclosures, common areas, exercise areas and accessories, and protocols for animal intake, evaluation, isolation, disease recognition and treatment and euthanasia.
- (d) Each dog and cat shall be observed daily by the animal caretaker who has been adequately trained or is experienced

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in animal care or is under the direct supervision of a person who has such training or experience. Sick or diseased, injured, lame, or blind dogs or cats shall be provided with adequate veterinary care in a timely manner or be euthanized, provided that the euthanasia shall not affect compliance with any state or local law requiring the holding, for a specified period, of animals suspected of being diseased. If an animal cannot be euthanized due to a required holding period, then adequate veterinary care shall be provided to the animal.

(e) Full written disclosure of the medical condition of the animal and all veterinary medical treatments provided to the animal shall be provided to the person or organization receiving, adopting, purchasing or otherwise acquiring the animal. Proof of written disclosure signed by the person or organization receiving the animal shall be maintained as part of the animal's medical record.

(f) All animals in a facility shall be in compliance with the North Carolina rabies law, G.S. 130A, Article 6, Part 6.

(g) Boarding kennels shall not administer a prescription medication, tranquilizer, sedative, or any pharmaceutical drug designed to calm an animal unless the medication or drug is administered under the direction of or by prescription from the animal's veterinarian, and written permission from the animal's owner. In the event a boarding kennel agrees to administer such medications or substances, the medications shall be in the original container issued by the veterinarian or pharmacy and administered according to label directions. The administration of these medications or substances shall be documented as required by 21 NCAC 66 .1001.

Printed Name of Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

## Definitions:

- 1) **Boarding kennel.** – A facility operating under a veterinary facility permit and which regularly offers to the public the service of boarding dogs or cats or both for a fee. Such a facility or establishment may, in addition to providing shelter, food, and water, offer grooming or other services for dogs and/or cats.
- 2) **Facility.** - Any physical location, including mobile units, in which the practice of veterinary medicine occurs.
- 3) **Owner.** - The person whose business provides services that constitute the practice of veterinary medicine as defined by G.S. 90-181(6).
- 4) **Person.** - Any individual, firm, entity, partnership, association, joint venture, cooperative, corporation, or any other group or combination acting in concert; and whether or not acting as a principal, trustee, fiduciary, receiver, or as any kind of legal or personal representative, or as the successor in interest, assignee, agent, factor, servant, employee, director, officer, or any other representative of such person.
- 5) **Practice of veterinary medicine.** - Any of the following:
  - a. To diagnose, treat, correct, change, relieve, or prevent animal disease, deformity, defect, injury, or other physical or mental conditions; including the prescription or administration of any drug, medicine, biologic, apparatus, application, anesthetic, or other therapeutic or diagnostic substance or technique on any animal.
  - b. To represent, directly or indirectly, publicly, or privately an ability and willingness to do any act described in sub-subdivision a. of this subdivision.
  - c. To use any title, words, abbreviation, or letters in a manner or under circumstances which induce the belief that the person using them is qualified to do any act described in sub-subdivision a. of this subdivision.
- 6) **Veterinary Facility Permit.** - A document authorizing an owner to operate a facility which engages in the practice of veterinary medicine.

## 90-181.1. Practice facility names and levels of service.

(a) In order to accurately inform the public of the levels of service offered, a veterinary practice facility shall use in its name one of the descriptive terms defined in subsection (b) of this section. The name of a veterinary practice facility shall, at all times, accurately reflect the level of service being offered to the public. If a veterinary facility or practice offers on-call emergency service, that service must be as that term is defined in subsection (b) of this section.

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(b) The following definitions are applicable to this section:

- (1) "Animal health center" or "animal medical center" means a veterinary practice facility in which consultative, clinical, and hospital services are rendered and in which a large staff of basic and applied veterinary scientist perform significant research and conduct advanced professional educational programs.
- (2) "Emergency facility" means a veterinary medical facility whose primary function is the receiving, treatment, and monitoring of emergency patients during its specified hours of operation. At this veterinary practice facility a veterinarian is in attendance at all hours of operation and sufficient staff is available to provide timely and appropriate emergency care. An emergency facility may be an independent veterinary medical after-hours facility, an independent veterinary medical 24-hour facility, or part of a full-service hospital or large teaching institution.
- (3) "Mobile facility" means a veterinary practice conducted from a vehicle with special medical or surgical facilities or from a vehicle suitable only for making house or farm calls; provided, the veterinary medical practice shall have a permanent base of operation with a published address and telephone facilities for making appointments or responding to emergency situations.
- (4) "Office" means a veterinary practice facility where a limited or consultative practice is conducted and which provides no facilities for the housing of patients.
- (5) "On-call emergency service" means a veterinary medical service at a practice facility, including a mobile facility, where veterinarians and staff are not on the premises during all hours of operation or where veterinarians leave after a patient is treated. A veterinarian shall be available to be reached by telephone for after-hours emergencies.
- (6) "Veterinary clinic" or "animal clinic" means a veterinary practice facility in which the practice conducted is essentially an out-patient practice.
- (7) "Veterinary hospital" or "animal hospital" means a veterinary practice facility in which the practice conducted includes the confinement as well as the treatment of patients.

(c) If a veterinary practice facility uses as its name the name of the veterinarian or veterinarians owning or operating the facility, the name of the veterinary practice facility shall also include a descriptive term from those listed in subsection (b) of this section to disclose the level of service being offered.

(d) Those facilities existing and approved by the Board as of December 31, 1993, may continue to use their approved name or designation until there is a partial or total change of ownership of the facility, at which time the name of the veterinary practice facility shall be changed, as necessary, to comply with this section.