



Wisconsin Department of Agriculture, Trade and Consumer Protection

Division of Animal Health

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GUIDANCE DOCUMENT

DSPreLicenseInspectionExtension

This guidance document is based on Wis. Stat. ch. 173 and chapter(s) ATCP 16 Wis. Admin. Code. This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed.

Policy regarding the dog seller pre-license inspection extension process.

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Dr. Darlene Konkle - Administrator Division of Animal Health	DATE

Contributors:

Policy Number:	LIC-010
Date:	09/14/2017
Staff Affected:	All Staff
Subject:	Dog Seller Pre-License Extension Process
Replaces:	New Policy

BACKGROUND

Under s. ATCP 16.12 (2), Wis. Admin. Code, the department must inspect any location that was not previously licensed to keep dogs before the department licenses a person to keep dogs at a location identified under s. ATCP 16.06 (3). The department shall conduct the inspection within 60 business days after the department receives a complete license application under s. ATCP 16.06.

In some cases the department has been contacted by an applicant requesting that their pre-license (PL) inspection be delayed.

POLICY

If an applicant intends to defer the PL inspection beyond the 60 *business* days, the applicant must submit a request, including the reason for deferral, to the appropriate Dog Seller Inspector (inspector). The request must be received by the inspector in writing via US mail or email prior to the PL inspection occurring.

An extension may be granted but the applicant must re-scheduled the PL inspection within 60 *calendar* days of the end date of the original pre-license inspection time frame. The request cannot be made as a result of a PL inspection that was completed and inadequacies found that would result in the license being denied.

PROCEDURE

When a request for extension has been received by the inspector, he or she will do the following:

- In the PL compliance action (CA):
 - Note under the *Final Resolution Summary* the date and approximate time that the request to defer inspection was received, the reason cited for deferral, whether the deferral was granted and the date by which the inspection must be completed.
 - Save the request in the *Documents* section.
 - Add the disposition *Extension Requested* as an *Associated Disposition*, **do not close the CA.**
- Fill out and send AH-DS-405, a pre-license inspection extension request letter to the applicant to acknowledge the acceptance of the deferral request. The letter must include the following information:
 - The applicant cannot operate as a dog seller, as the applicant is not licensed until the PL inspection is completed and passed.
 - Failure to contact and re-schedule a PL inspection within 60 calendar days of the original PL inspection time frame (calculate and specify a date) will result in a denial of the license and the fees are non-refundable.

- Instructions for the applicant to contact the inspector to schedule the PL inspection.
- The pre-license inspection will be done within 30 business days of contact.
- Notify the supervisor, LPPA, and program manager via email about the pre-license extension letter.

Upon notice of the extension, the inspector's supervisor will extend the due date in CRM of the PL inspection CA as appropriate.

- Complete the PL inspection within 30 days of the applicant contacting the inspector to re-schedule the PL inspection.

If the applicant fails to contact the inspector or the division to re-schedule his or her PL inspection within the extension period (within 60 calendar days from the end date of the original pre-license inspection time frame), the inspector will:

- Close the PL inspection CA with a final disposition of denial and note under *Final Resolution Summary* that the entity did not contact the division to schedule a PL inspection within the agreed upon time frame.
- Notify the following persons via email about the denial: inspector's supervisor (inspector services section chief), the LPPA and the program manager.

The Inspector Services Section Chief will issue the denial based on the failure to schedule a pre-licensing inspection.

Approved by: 
State Veterinarian
Paul J. McGraw, DVM

Date: 9/15/17