



DEPARTMENT OF ANIMAL CARE AND CONTROL  
CITY OF CHICAGO

TEMPORARY ANIMAL EXHIBITION PERMIT

- Submission of application Permit only applies to exhibitions 30 days or less
- Applicants should submit application at least 30 days prior to the exhibition to provide appropriate time for processing
- Applicants should notify CACC of changes to the original application as soon as the changes are decided; including dates, animals exhibited, location, set up, plans, etc.
- The City reserves the right to inspect the exhibition.
- A Temporary Animal Exhibition Permit is separate permit from other permits and/or licenses required by the City (ie: Building Permits, Public Way Permits, etc.)

**Checklist for submission**

- ☐ Application filled out; including exact number and species of animals that will be present
- ☐ Vaccine records are required for all animals in the exhibition
  - Vaccine records can be emailed 48 hours in advance if the animals going have not been determined at time of application
  - Shipping/transport documents, such as Health Certificates, may be required
- ☐ Proof of Insurance is required
- ☐ Permit Application fee is \$275
  - Payment options:
    - Credit/debit card (in-person)
    - Check mailed to:  
Chicago Animal Care and Control  
Attn: Temporary Animal Exhibition Permit  
2741 Western Ave.  
Chicago, IL 60608
- ☐ If applicable, a copy of valid exhibitor's license issued by the USDA must be included with the application

*For additional questions or to submit the application please email us at  
[ASKCACC@cityofchicago.org](mailto:ASKCACC@cityofchicago.org)*



# Temporary Animal Exhibition Permit Application

*\*Please note that this permit is for Animal Exhibitions 30 days or less and applications should be submitted no later than 30 days before the exhibition*

Date(s) of Exhibit

Payment: In Person Mailed

## Entity/Permittee Information

Type of Business ☐ Non-Profit ☐ Sole Proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Trust ☐ Other \_\_\_\_\_

Legal Name of Business

The exact "legal name" as it appears in the official business formation documentation.

"Doing Business As" Name

The exact "Doing Business As" (DBA) name as it appears in the official business formation documentation.

▽ A State of Illinois File Number is **REQUIRED** for all (Illinois and Non-Illinois based) LPs, LLPs, LLCs, Corporations, and Non-Profit Corps.

State of Illinois File #

Assigned by the Illinois Secretary of State at 69 W. Washington St., Suite 1240, (312) 793-3380, or @ [www.cyberdriveillinois.com/departments/business\\_services](http://www.cyberdriveillinois.com/departments/business_services)

▽ A Federal Employer Identification Number (EIN) is **REQUIRED** for all business entity types except for Sole Proprietorships.

Employer Identification #

Assigned by the Internal Revenue Service at 230 S. Dearborn St., (312) 292-4912 or (800) 829-4933, or @ [www.irs.gov/businesses](http://www.irs.gov/businesses) > Employer ID Numbers (EINs)

▽ An Account ID Number is **REQUIRED** for ALL business entity types that conduct business in the state of Illinois or with Illinois customers.

(formerly IBT #) IDOR Account ID #

Assigned by the Illinois Department of Revenue at 555 W. Monroe, Suite 1100, (800) 732-8866, or @ <http://tax.illinois.gov> > Business Registration

## Exhibition Activity and Location

Exhibition Activity

Include number of animals, species, and activities to be offered. If exhibit is part of a larger event, such as a conference, please include name.

Exhibition Site

Provide location details such as name and address where the exhibition and/or activities will occur.

  
  

Number of direct employees/volunteers that will be on site:

Primary Veterinarian

Name and Phone Number

Emergency Contact

Name, phone number, and email

PLEASE COMPLETE NEXT PAGE →

## Owner and Officer Information

- o Non-Profit Corporations are required to provide information about the organization's **President** and **Secretary**.
- o Sole Proprietors are required to provide information about the **Individual** who owns the business.
- o Partnerships & Limited Partnerships are required to provide information about all the **Partners** of the organization.
- o Limited Liability Companies are required to provide information about the organization's **Members**, and any other **shareholder(s)** with a major beneficial interest.
- o Corporations are required to provide information about the organization's **President**, **Secretary**, and any other **shareholder(s)** with a beneficial interest.

<b>Title</b>	<b>Ownership %</b>
<b>First and Last Name</b>	
<b>Current Residential Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	<b>Date of Birth</b> <b>SSN</b>

<b>Title</b>	<b>Ownership %</b>
<b>First and Last Name</b>	
<b>Current Residential Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	<b>Date of Birth</b> <b>SSN</b>

<b>Title</b>	<b>Ownership %</b>
<b>First and Last Name</b>	
<b>Current Residential Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	<b>Date of Birth</b> <b>SSN</b>

<b>Title</b>	<b>Ownership %</b>
<b>First and Last Name</b>	
<b>Current Residential Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	<b>Date of Birth</b> <b>SSN</b>

*Do not forget to include a site plan, proof of insurance, and medical records for each animal.*

## Exhibition Site Plan

Please use the below space to show a general layout of the exhibit space being used:

*NOTE: Further detail may be required for non-domestic animal exhibition requests.*