

City of Chicago  
Commission on Animal Care and Control

**RULES AND REGULATIONS**  
**For**  
**TEMPORARY ANIMAL EXHIBITIONS**

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**Temporary Animal Exhibitions**

By authority vested in the City of Chicago Commission on Animal Care and Control pursuant to Sections 7-12-010 and 7-12-400 of the Municipal Code of Chicago, the following rules and regulations regarding temporary animal exhibitions are adopted herein.

**Rule 1. Definitions.**

For purposes of these Rules, the following definitions shall apply:

- 1) "Applicant" means any person that applies to obtain a temporary animal exhibition permit.
- 2) "Code" means the Municipal Code of Chicago.
- 3) "Commission" means the city's commission on animal care and control.
- 4) "Executive director" means the executive director of the commission on animal care and control.
- 5) "Temporary animal exhibition" has the meaning ascribed to the term in Section 4-384-010 of the Code.
- 6) "USDA" means the United States Department of Agriculture.

**Rule 2. Application --Required documents and written information.**

To obtain a temporary animal exhibition permit, the following documents and written information must be submitted to the executive director at least 30 days before the exhibition:

- 1) A complete temporary animal exhibition permit application, in the form prescribed by the executive director, accompanied by a non-refundable application fee as set forth in Section 4-5-010 of the Code;
- 2) A copy of a valid license issued to the exhibitor by the USDA pursuant to the Animal Welfare Act;
- 3) Copies of the most recent inspection reports issued by the USDA regarding the exhibition animals and/or the operation of the exhibitor;
- 4) A complete list of all exhibition animals accompanied with copies of veterinary health certificates as described in Rule 3, proof of current vaccination as described in Rule 4, and applicable shipping documents;
- 5) Site plan as described in Rule 5;
- 6) Proof of valid insurance with amounts and coverages set by the executive director as provided in Section 7-12-185 of the Code;

- 7) A description of the arrangements for housing the animals at the exhibition site and a description of the night quarter location for the animals;
- 8) A description of methods for sanitary control and waste removal;
- 9) A description of the type or purpose of the exhibition, including the dates, times and the full address of the place where the exhibition will take place;
- 10) A detailed description of the exhibitor's safety plan to protect the public;
- 11) A detailed description of the exhibitor's emergency plan; and
- 12) For temporary animal exhibitions taking place at an event permitted by the Department of Cultural Affairs and Special Events (DCASE) or the Chicago Park District (Parks), proof that DCASE and/or Parks permit application has been submitted.

**Rule 3. Health certificate.**

Each exhibition animal must have a fully completed health certificate from an accredited, licensed veterinarian. The health certificate must be issued within 30 days of the animal's date of arrival into the City of Chicago and should list all relevant information, including:

- 1) list of type and name of vaccines, and serial number of vaccines, if applicable;
- 2) tests administered to the animals, for instance, rabies, brucellosis, TB, Coggins; and
- 3) the veterinarian's license number, full office address (not a P.O. Box) and telephone number.

Health certificates are required for intrastate movement of animals into the City of Chicago.

**Rule 4. Vaccination.**

Each exhibition animal must have a written proof of current vaccination against rabies for all animals for which there is an approved and licensed rabies vaccine (i.e. all horses, cattle, sheep, etc. that are three months of age or older). For those mammal animals where an approved vaccine is not required, vaccinations are recommended. When vaccinations are required, such vaccination must be administered at least a year prior to the arrival of the animal into the City of Chicago.

**Rule 5. Site plan.**

Site plans shall not exceed 11 inches by 17 inches in dimension. All objects on the site of the event must be identified on the plan. Blueprints are not acceptable as site plans. For new permits only, the site plan must be drawn to scale. For all permits, the site plan must identify the following items:

- 1) Location of all buildings and structures;

- 2) Location of all surrounding fences and screens, including approximate heights;
- 3) Location of all employee and customer parking areas, including approximate number of parking spaces;
- 4) Location of all customer queuing areas;
- 5) Location of recycling bins;
- 6) Location where equipment and animal sleeping quarters will be staged;
- 7) Location of water sources for fire protection;
- 8) Location of surrounding streets and avenues; and
- 9) Location of other activities not identified in this Rule.

**Rule 6. Operation.**

Operation of a temporary animal exhibition must follow the following operating rules:

- 1) Exhibited animals must be under the direct control and supervision of the handlers of the animals at all times;
- 2) There shall not be direct public contact with the exhibited animals;
- 3) For exhibitions involving riding, patting or feeding of a domesticated animal, the animal must be under the supervision/control of the handler at all times.
- 4) Animals and animal waste must not create a public nuisance;
- 5) Each animal must be housed in a cage of adequate size for that species with proper ventilation, so as not to cause discomfort to the animal; and<sup>1</sup>
- 6) No animals shall be sold, bartered, or given away at the exhibition.

**Rule 7. Permit conditions.**

The executive director may impose special permit conditions to regulate unique situations under which animals may be exhibited. Failure to meet any permit condition may be a ground to deny, suspend or revoke the permit.

As a condition of the permit, exhibitors must agree to assume all responsibility and liability for personal injury, illness, and harm or property damage caused directly or indirectly by the animals in the exhibit.

As a condition of the permit, exhibitors must agree to hold the City of Chicago harmless for any resulting personal injury or property damage alleged to have been caused by the Department's granting of permission for the exhibit or use of animals.

As a condition of the permit, exhibitors must agree to comply with all applicable Federal, State, and local regulations regarding the exhibition, importation and transportation of animals.

**Rule 8. Changes.**

Unless expressly permitted in writing by the executive director, any change in any of the information submitted in the application may be a ground to deny, suspend or revoke the permit.

**Adopted on March 21, 2013; published on March 21, 2013.**