



## VETERINARY PREMISE APPLICATION INSTRUCTIONS

Business and Professions Code Section 4853 requires all veterinary premises to be registered with the Board where veterinary medicine, veterinary dentistry, veterinary surgery, and the various branches thereof are being practiced.

New premise permit requests and changes to existing premises must be completed on a *Veterinary Premise Application*. These changes cannot be processed on a renewal form or on any another form.

The *Veterinary Premise Application* must be complete before the Veterinary Medical Board can process the application. Please complete each box or indicate not applicable (N/A) if the question does not pertain to your request.

The initial registration fee for a veterinary premise is \$200.00. This fee must be included with your *Veterinary Premise Application*. Premise permit fees are not pro-rated; if a premise is open on or before March 31st it will still be subject to renewal on May 15. Premise permits renew annually. The annual renewal fee is \$200.00 and is due every May 15th.

Normal processing time for a premise application is three to four weeks. This time may be longer if the application is missing information or the correct fee. Once you have been issued a premise permit, the permit must be posted in a place where consumers and inspectors can view it. Failure to post the permit is a violation of Business and Professions Code Section 4850.

### APPLICATION INSTRUCTIONS

#### 1. APPLICATION TYPE/FEEES

Initial Fixed or Mobile Premise Registration - Check this box if this facility has NEVER been registered with the Veterinary Medical Board. You must include a \$200.00 registration fee and indicate the date which the facility will open.

Initial City, County, or State Premise Registration - Check this box if this facility is operated by the city, county, or state government. There is no fee due for this permit. Indicate the date which the facility will open.

Premise Relocation/Change of Address\* - Check this box if your facility is relocating or changing the address for the premise, including a mobile, ambulatory or house call practice. Include the current premise permit number, a \$25.00 fee and the date the new premise will open or change address.

Change of Premise Name or Managing Licensee\* - Check this box if the premise or managing licensee name is changing. Include the current premise permit number, a \$25.00 fee and the date the premise name or managing licensee will change.

Change of Business Type or Ownership - Check this box if the business type or ownership is changing, please include any supporting documentation that is required to substantiate the request (e.g. Articles of Incorporation, etc.).

\*Any combination of premise relocation, premise name change, managing licensee change, or address change requires only one \$25.00 fee.

#### 2. FACILITY INFORMATION

##### Name of Business/Phone/Fax Number

The name of the premise must be listed. Only this name can be used for advertising purposes. You must include a facility phone number for daytime and evening time, if applicable. This number will not be released to the public, but may be used by the Board for application processing or for inspection purposes.

##### Physical Address

The physical address of the facility must be listed. If the practice is mobile, house call, or ambulatory, the address where the vehicle resides or where any drugs and/or records are stored must be listed.

##### Mailing Address

If the physical address is in a rural area where a post office box is required, or if there is no street delivery at the physical address, please include either the post office box information or an alternate address for mail. This must be listed IN ADDITION to the physical address.

### **3. MANAGING LICENSEE INFORMATION**

The managing licensee is the person who is responsible for all actions within the premise. The managing licensee must be a California licensed veterinarian with a current and active license. Please include the California veterinary license number and the managing licensee's residence address. The residence address information will not be public, unless it is the address of record for the managing licensee's personal veterinary license.

### **4. MANAGING LICENSEE DISCLOSURE**

Please identify whether you are currently registered as the managing licensee of any additional veterinary premise(s) registered with the Veterinary Medical Board and identify whether they will remain open and if you will remain as the managing licensee.

### **5. MANAGING LICENSEE CONVICTION INFORMATION**

Pursuant to Business and Professions Code Section 4846.4, this disclosure question is required for new premises and renewal of a premise permit.

You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under Penal Code Section 1000, 1203.4 or 1210.1. Traffic violations involving driving under the influence, injury to persons or providing false information must be reported. The definition of conviction includes convictions following a plea of nolo contendere (no contest) as well as pleas or verdicts of guilty.

### **6. PRACTICE INFORMATION**

Check the box that best describes your practice type.

### **7. NUMBER OF EMPLOYEES**

List the number of employees that work within the facility. Include all staff, regardless of the number of hours worked.

### **8. BUSINESS TYPE**

All premises must disclose the business type. The application cannot be processed without this information. Business types include:

- Sole Owner
- City/County/State owned premise
- Partnership  
List the names of all partners, percentage interest in business, title, and veterinary license number, if applicable.
- Corporation – Provide the exact name of the corporation, the date incorporated, and in which state. THE ARTICLES OF INCORPORATION MUST BE INCLUDED TO PROCESS THE APPLICATION. Failure to submit the Articles of Incorporation will result in the application being returned as incomplete.

### **9. BUSINESS OWNER INFORMATION**

List the owner of the veterinary business. You must include a contact address and telephone number.

### **10. BUSINESS OWNER DISCLOSURE**

Please identify whether you currently own any other veterinary premise(s) registered with the Veterinary Medical Board and what the premise numbers are if applicable.

### **11. DISCLOSURE SIGNATURE**

Pursuant to Business and Professions Code Section 4846.4, this disclosure question is required for new premises and renewal of a premise permit.

## **BUSINESS AND PROFESSIONS CODES, RELATING TO VETERINARY PREMISES**

### **Section 4850**

Every person holding a license under this chapter shall conspicuously display a copy of the license in his or her principal place of business.

### **Section 4853**

(a) All premises where veterinary medicine, veterinary dentistry, veterinary surgery, and the various branches thereof is being practiced shall be registered with the board. The certificate of registration shall be on a form prescribed in accordance with Section 164.

(b) "Premises" for the purpose of this chapter shall include a building, kennel, mobile unit, or vehicle. Mobile units and vehicles shall be exempted from independent registration with the board when they are operated from a building or facility which is the licensee manager's principal place of business and the building is registered with the board, and the registration identifies and declares the use of the mobile unit or vehicle.

(c) Every application for registration of veterinary premises shall set forth in the application the name of the responsible licensee manager who is to act for and on behalf of the licensed premises. Substitution of the responsible licensee manager may be accomplished by application to the board if the following conditions are met:

(1) The person substituted qualifies by presenting satisfactory evidence that he or she possesses a valid, unexpired, and unrevoked license as provided by this chapter and that the license is not currently under suspension.

(2) No circumvention of the law is contemplated by the substitution.

#### **Section 4853.1.**

(a) Each application to register a premise pursuant to Section 4853 shall be made on a form provided by the board. An application for renewal of that registration shall be made annually.

(b) The application shall contain a statement to the effect that the applicant has not been convicted of a felony, has not been the subject of professional disciplinary action taken by any public agency in California or any other state or territory, and has not violated any of the provisions of this chapter. If the applicant is unable to make that statement, the application shall contain a statement of the conviction, professional discipline, or violation.

(c) The board may, as part of the renewal process, make necessary inquiries of the applicant and conduct an investigation in order to determine if cause for disciplinary action exists.

#### **Section 4853.5.**

When it has been adjudicated in an administrative hearing that the licensee manager has failed to keep the premises and all equipment therein in a clean and sanitary condition as provided for in subdivision (h) of Section 4883, or is in violation of any of the provisions of Section 4854, the board may withhold, suspend, or revoke the registration of veterinary premises, or assess a fine of not less than fifty dollars (\$50) nor more than five hundred dollars (\$500) per day until such violation has been rectified, or by both such suspension and fine. The total amount of any fine assessed pursuant to this section shall not exceed five thousand dollars (\$5,000).

#### **Section 4853.6.**

The board shall withhold, suspend or revoke registration of veterinary premises:

(a) When the licensee manager set forth in the application in accordance with Section 4853 ceases to become responsible for management of the registered premises and no substitution of the responsible licensee manager has been made by application as provided for in Section 4853.

(b) When the licensee manager has, under proceedings conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, the license to practice veterinary medicine, surgery, and dentistry revoked or suspended.