

**Department  
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# Rules and Regulations Governing Establishment of Animal Services Fee Requirements



*James Akada* Approvals  
Chair, Board of Public Health & Environment

Amends and Supersedes the Rules and Regulations Governing  
Establishment of Animal Services Fees adopted April 12, 2012, as amended  
on December 18, 2018

*[Signature]*  
Executive Director, Department of Public Health & Environment

Date of Executive Director's Signature: 12/14/20  
*Kristi M. Brown*  
Attorney for the City & County of Denver

## SECTION 1.0 INTRODUCTION

The City Council has authorized the Board of Public Health and Environment to promulgate rules and regulations to establish a reasonable amount to be assessed as the fees authorized by Chapter 8 of the Denver Revised Municipal Code and to authorize the Executive Director of the Department of Public Health and Environment (Department), at the Executive Director's discretion, to waive any such fee in hardship cases or when in the public interest.

These rules and regulations are adopted and issued by the Board of Public Health and Environment of the City and County of Denver in accordance with the authority contained in Article II of the Charter of the City and County of Denver and Section 8-9 of the Denver Revised Municipal Code. This 2020 amendment adds a fee for restricted-breed permits.

A copy of these rules shall be made available without charge to persons seeking to file an appeal of an administrative citation. The Executive Director shall use his or her best efforts to maintain a current copy of these Rules on the Department's website.

## SECTION 2.0 DEFINITIONS

Except as noted below, words and phrases shall have the meaning assigned by the Charter and Ordinances of the City and County of Denver. As used in these rules and regulations, the following terms shall have the following meanings:

- 2.1. *Animal Code* means Chapter 8 (Animals) of the Denver Revised Municipal Code.
- 2.2. *Code* shall mean the Denver Revised Municipal Code.
- 2.3. *Department* shall mean the Department of Public Health and Environment.
- 2.4. *Extreme Health Condition* shall include, but is not limited to: severe cardiovascular compromise, bleeding disorder, respiratory disease and hepatic disease. The old age of an animal shall not, of itself, constitute an extreme health condition.
- 2.5. *Executive Director* shall mean the Executive Director of the Department of Public Health and Environment or the Executive Director's designee.
- 2.6. *Owner* shall mean an owner as is defined in Chapter 8 of the Denver Revised Municipal Code.
- 2.7. *Keeper* shall mean a keeper as is defined in Chapter 8 of the Denver Revised Municipal Code.
- 2.8. *Rules and Regulations* shall mean the procedures and requirements contained herein, duly adopted through a rulemaking process as set forth in Chapter 2 Administration, Article VI Rules and Regulations, of the Denver Revised Municipal Code.
- 2.9. *Senior Citizen* shall mean any person over the age of 65.

## SECTION 3.0 ESTABLISHMENT OF FEES

A reasonable amount is hereby established for each of the fees required and authorized by the Animal Code. The fees to be assessed for Animal Code requirements and additional services are as specified in **Table 1. Animal Service Fees**. The Department shall assess fees in accordance with the Animal Code and this regulation.

## **SECTION 4.0 PERIODIC ADJUSTMENT OF FEES**

The fees established herein may be adjusted without further action of the Board triennially based upon the percentage change in the Consumer Price Index – All Urban Consumers (CPI-U) for the Denver-Boulder area from January 1, 2010 or the last date of adjustment.

## **SECTION 5.0 WAIVER OF FEES**

- 5.1. Upon request, the Executive Director may, in the Executive Director's discretion, reduce or waive any and all fees authorized in SECTION 3.0, in whole or in part, where the payment of such fees is a demonstrated financial hardship or is otherwise in the public interest.
  - 5.1.1. The determination whether, and to what extent, fees will be waived for financial hardship will be made in consideration of the current Federal Poverty Guidelines for the 48 Contiguous States and the District of Columbia (Poverty Guidelines)<sup>1</sup> and other financial circumstances of the Owner.
  - 5.1.2. Fees may be waived for families with income at 185% of the Poverty Guidelines or below;
  - 5.1.3. A demonstration of financial hardship must support the request for a waiver of fees. Such demonstration shall include, but is not limited to, documentation of family/household income. Acceptable proof of income includes, but is not limited to, the following:
    - 5.1.3.1. State or Federal Income Tax returns
    - 5.1.3.2. QuestCard issued by Colorado or other state
    - 5.1.3.3. Social Security income verification
    - 5.1.3.4. Other document that shows current and/or past year income
  - 5.1.4. Other circumstances demonstrating a financial hardship may be established by a sworn written statement in a form to be established by the Executive Director.

## **SECTION 6.0 SENIOR CITIZEN DISCOUNTS**

- 6.1. Upon providing acceptable proof of age, a senior citizen will be granted a discounted animal adoption fee, as specified in *Table 1*.
- 6.2. Upon providing acceptable proof of age, a senior citizen will be granted a license fee waiver for one dog or cat, as specified in *Table 1*.
- 6.3. Acceptable proof of age includes, but is not limited to, the following:
  - 6.3.1. Any state issued driver's license;
  - 6.3.2. Identification card issued by any state or federal governmental agency.

## **SECTION 7.0 LICENSE FEE EXEMPTIONS**

- 7.1. Upon presentation of appropriate evidence establishing the status of the animal, a license fee shall not be assessed for service animals as defined by State law, police service dogs, or emergency response animals.
- 7.2. Appropriate evidence of the Section 7.1 7.1 status of the animal includes but is not limited to the following:
  - 7.2.1. Service animal: satisfactory evidence as required by State law.

<sup>1</sup> The Federal *Poverty Guidelines for the 48 Contiguous States and the District of Columbia* is updated annually by the U.S. Department of Human Health Services.

- 7.2.2. Emergency response animal: certification from an association recognized in the search and rescue field that identifies the dog and certifies that it meets the association's standards in one or more of the following areas: Area (Wilderness) Search, Human Remains Detection, Disaster Human Remains Detection, Water Recovery, or related specialty; and, evidence of the dog's affiliation with local law enforcement or other applicable emergency services agency.
- 7.2.3. Police service dog: certification from an association recognized in the law enforcement field that identifies the dog and certifies that it meets the association's standards for law enforcement support or various fields of detection (narcotics, explosive and accelerant) or related specialty; and, evidence of the dog's affiliation with local law enforcement or other applicable emergency services agency.

## **SECTION 8.0 STERILIZATION DEPOSITS**

A sterilization deposit shall be required and refunded or forfeited as follows:

- 8.1. Release from Impoundment. If an impounded dog or cat is not sterilized when impounded, it shall be released from impoundment only upon submittal to the Executive Director of the following:
  - 8.1.1. Payment of a sterilization deposit, as specified in *Table 1*; and
  - 8.1.2. The owner's written agreement that the animal will be sterilized at the owner's expense within thirty (30) days or when the animal both attains the age which veterinary science deems appropriate for sterilization, but not more than six (6) months of age, and is physically fit to undergo the sterilization procedure. A due date shall be specified in the agreement.
- 8.2. Release at Adoption. If a dog or cat is too young or is otherwise physically unfit to undergo a sterilization procedure, it shall be released at adoption to the adoptive owner only upon submittal to the Manager of the following:
  - 8.2.1. Payment of a sterilization deposit, as specified in *Table 1*; and
  - 8.2.2. The adoptive owner's written agreement that the animal will be sterilized at the owner's expense when the animal both attains the age which veterinary science deems appropriate for sterilization, but not more than six (6) months of age, and is physically fit to undergo the sterilization procedure. A due date shall be specified in the agreement.
- 8.3. Refund of the sterilization deposit shall be promptly made to the owner or adoptive owner upon submittal of the following:
  - 8.3.1. A spay/neuter certificate issued by a licensed veterinarian. The Certificate must be dated and shall specify the name, address and phone number of the veterinarian and the veterinary clinic; the name, gender, breed, age and color markings of the animal; the mailing address and phone number of the Owner; the date of the spay/neuter surgery; and, signature of the veterinarian; or
  - 8.3.2. A written determination by a licensed veterinarian that an animal is permanently unable to be sterilized because of an extreme health condition or that sterilization would cause permanent and significant injury or death to the animal. The written statement of the veterinarian must be dated and shall specify the name, address and phone number of the veterinarian and the veterinary clinic; the name, gender, breed, age and color markings of the animal; the mailing address and phone number of the Owner; the date of the spay/neuter surgery; and, signature of the veterinarian.
    - 8.3.2.1. In addition, the Owner shall purchase an intact animal permit and pay the intact animal fee as specified in *Table 1*.
- 8.4. Sterilization deposits shall be maintained in a separate account apart from the general revenue fund or other accounts of the City and County of Denver.

8.5. The sterilization deposit shall be forfeited if the submittals required by paragraphs 8.1.2 and 8.2.2 are not provided within thirty (30) days following the due date specified in the agreement unless the Manager extends the time for submittal.

8.6. All forfeited sterilization deposits shall be transferred to the City and County of Denver general revenue fund account.

**SECTION 9.0 ADDITIONAL SERVICES**

A fee shall be assessed for elective procedures and services provided by the City upon request of the Owner as specified in Part 6 of *Table 1*. A fee shall be assessed for veterinary services provided in connection with a Spay/Neuter Clinic offered by the Department at the time spay/neuter service is provided, as specified in Part 7 of *Table 1*.

**SECTION 10.0 EFFECTIVE DATE**

The *Amended Rules and Regulations Governing Establishment of Animal Service Fees* contained herein shall be effective on the date of signature by the Manager of the Department of Environmental Health.

[END]

<b>TABLE 1. ANIMAL SERVICE FEES</b>	
	<b>FEE</b>
<b>Part 1. Adoption Animal Code Section 8-153.5</b>	
Adoption – Cats - Adult (6 months – 6 years) altered at adoption	\$ 95.00
Adoption – Cats - Older (over 6 years) altered at adoption	\$ 65.00
Adoption – Cats - Young – (8 weeks – 5 months) altered at adoption	\$ 110.00
Adoption – Cats – Senior Citizen Discount – Adult (6 months – 6 years) altered at adoption	\$ 47.50
Adoption – Cats – Senior Citizen Discount – Older – (over 6 years) altered at adoption	\$ 32.50
Adoption – Cats – Senior Citizen Discount – Young (8 weeks – 5 months) altered at adoption	\$ 55.00
Adoption – Dogs - Adult (1 – 6 years) altered at adoption	\$ 150.00
Adoption – Dogs - Older (Over 6 years)	\$ 100.00
Adoption – Dogs - Young (8 weeks – 1 year) altered at adoption	\$ 170.00
Adoption – Dogs – Senior Citizen Discount – Adult (1 – 6 years) altered at adoption	\$ 75.00
Adoption – Dogs – Senior Citizen Discount – Older (Over 6 years) altered at adoption	\$ 50.00
Adoption – Dogs – Senior Citizen Discount -Young (8 weeks – 1 year)	\$ 85.00
Adoption – Small Animals / Birds / Rabbits	\$ 15.00
<b>Part 2. Impoundment Animal Code Sections 8-152 and 8-155(d)</b>	
Boarding – Cats – per day	\$10.00
Boarding – Dogs – per day	\$10.00
Boarding – Fowl / Birds – per day	\$10.00
Boarding – Livestock – per day	\$30.00
Boarding – Other animals – per day	\$10.00
Boarding – Restricted / Illegal Breeds/Species – per day	\$15.00
Impoundment – Cats (Legal <sup>2</sup> ) – 1 <sup>st</sup> Impoundment	\$55.00
Impoundment – Cats (Legal <sup>1</sup> ) – 2 <sup>nd</sup> Impoundment (within 2 years after 1 <sup>st</sup> impoundment)	\$70.00
Impoundment – Cats (Legal <sup>1</sup> ) – Subsequent Impoundments (within 2 years after 2 <sup>nd</sup> impoundment)	\$110.00
Impoundment – Dogs (Legal <sup>1</sup> ) – 1 <sup>st</sup> Impoundment –	\$ 55.00

<sup>2</sup> See Animal Code Section 8-2.