



City of Toledo Livestock Permit Procedure

Original Effective Date: August 3, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.033
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Maintenance Steward: Environmental Health Supervisor in charge of Generalist Programs History: New Revised Archived

Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

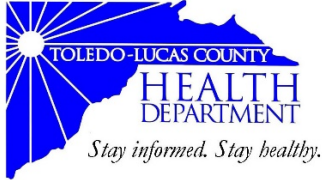
Location:
 G-Drive: G: → Users → Common → Policies & Procedures
 Website: www.lucascountyhealth.com/employee-login/
 Hardcopy: Environmental Health Supervisor's Office
 Archived Version(s):

Requisite Signatures

<input checked="" type="checkbox"/> _____ Health Commissioner	_____ Date
<input checked="" type="checkbox"/> _____ Director of Environmental Health & Community Services	_____ Date

08-03-17

8/3/2017



City of Toledo Livestock Permit Procedure

I. Scope

This procedure applies to all generalist sanitarians in the Environmental Health Division of the Toledo-Lucas County Health Department (TLCHD).

II. Purpose

The purpose of this procedure is to provide generalist sanitarians with an understanding of the expectations and processes that are required to grant a livestock permit to a resident of the City of Toledo.

III. Background

Livestock permits are regulated and issued by the Toledo-Lucas County Health Department (TLCHD) under Toledo Municipal Code (TMC) Chapter 1705.05. Hogs, cows, goats, geese, and ducks require a permit from TLCHD. There is currently no licensing fee for livestock permits. Permits are one time issued unless resident moves to a new property within the City of Toledo limits or changes to the number of livestock are requested.

IV. Provisions/Procedures

A. Application

1. Residents of the City of Toledo can receive a "Keeping of Livestock in the City of Toledo Limits-TMC 1705.05" informational handout from the Environmental Health Desk at TLCHD or on the TLCHD website Environmental Health Other Inspections page.
2. Residents must submit a letter of request to the Health Commissioner as outlined on the informational handout.

B. Application Review

1. Upon receipt of the application letter, a sanitarian will review the application letter within 30 days.
2. If all of the necessary information and requirements are outlined on the application, a sanitarian will contact the resident to schedule an onsite inspection.

3. If any or all of the necessary information and requirements are not present on the application, a sanitarian may contact the resident to request they resubmit the application or provide any missing information.
 - a. In the event that the property is unable to meet the requirements necessary to keep the requested livestock in a safe, sanitary, humane, and/or nuisance free manner the resident will be notified of a denial for permit.

C. Pre-Permit Inspection

1. An onsite inspection shall be conducted at the property to review that all conditions are adequate for keeping of livestock.
 - a. Inspection shall verify that:
 - i. All information on the application letter is correct.
 - ii. Enclosure(s) or yard is adequately fenced.
 - iii. No rodent nuisances are present.
 - iv. Food and water is properly maintained to prevent attraction of pests and rodents.
 - v. Premises are maintained nuisance free.

D. Permit Review

1. Inspection report shall be documented on livestock form.
2. Application letter, inspection report, and any applicable photos shall be submitted to the Health Commissioner for final approval/disapproval.
3. If final approval is granted, resident shall be notified. A copy of approval paperwork will be mailed to the resident.
4. If final approval is denied, a disapproval letter will be mailed to the resident outlining the deficiencies.
 - a. Applicant may reapply once all necessary corrections have been made.
 - b. If applicant reapplies, begin process at application review stage, following procedure until final approval is granted.

5. The original application, final approval paperwork, and all inspection reports shall be maintained in the file for the property address.
6. Update appropriate Excel inspection tracking sheet on the G: Drive.

E. Complaint Inspection

1. Conduct a complaint inspection once an official HealthSpace complaint is received.
2. A complaint inspection shall focus on the highlighted issue(s) on the official HealthSpace complaint.
3. Record all violations and/or observations on official HealthSpace complaint.
4. Review all violations and/or observations with permit holder.
 - a. A Notice of Violation may be issued if deemed necessary by the sanitarian in order to achieve compliance.
 - b. Permit may be revoked if repeat nuisance conditions exist.
5. Place copy of HealthSpace complaint report in property address file.
6. Update appropriate Excel sheet on the G: drive.

V. Maintenance

A. Review

1. The *City of Toledo Livestock Permit* standard operating procedure is to be reviewed every five years or when the City of Toledo updates section 1705.05 of the Toledo Municipal Code (TMC) to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By