



WASHOE COUNTY

REGIONAL ANIMAL SERVICES

2825 LONGLEY LANE #A
RENO, NEVADA 89502
CENTER: (775) 353-8900
DISPATCH: (775) 322-3647
FAX: (775) 353-8905
www.washoeanimals.com

Variance Permit FAQ Sheet

Why do I need to have a variance permit?

Pursuant to Washoe County Code (WCC) 55.390, you are not permitted to keep more than three dogs or seven cats, over four months of age, at any place or residence within the congested area, without first obtaining a Variance Permit from Washoe County Regional Animal Services (WCRAS).

But I am only watching the dogs or cats for a friend/family...do I still need one?

If the animals are residing at your residence for more than 30 days within a 6 month period, you are required to have a Variance Permit.

What if I am providing animal care for active military personnel?

You are not required to obtain a Variance Permit if the time that you are providing animal care does not exceed 18 months.

I have a service dog(s)... do I still need a permit?

If the dog is a federally recognized service dog, then that dog would not be considered in the calculation of the number of animals kept on the property. Therapy/emotional support animals, companion animals and service dogs "in training" do not qualify as service animals per the current Americans with Disabilities Act (ADA) guidelines. Pursuant to WCC 55.010 "service animal" means an animal that has been individually trained to perform tasks for people with disabilities in accordance with NRS 426.097 and the Americans with Disabilities Act. Service animals are working animals, not pets. The amount of dogs, not including the service dogs, must still adhere to the limitations set forth in WCC 55.390. For example, if one of the five dogs on the property is a service dog, but the others are not, you would have four dogs on the property who would count toward the legal limit, and would need to obtain a Variance Permit.

How can I find out if my residence is in an area for which a Variance Permit is required? You can call WCRAS at 775-353-8900 and we can look it up for you.

How do I obtain an application for a Variance Permit?

You can pick up an application at the WCRAS office at 2825 Longley Lane, Suite A, Reno, Nevada 89502, during normal business hours (Mon-Fri, 8 a.m.- 4 p.m., Sat, 11 a.m. - 3 p.m.) or print the online application, which can be found at www.washoeanimals.com.

Is there a fee?

There is a non-refundable \$50 application fee. If the Variance Permit is approved, any dogs on the permit must be licensed within 7 days of approval. Licensing fees are currently \$20 for each unaltered dog(s) and \$8 for each altered (neutered/spayed) dog(s) per license year.

Is there an annual fee?

There is an annual renewal fee of \$35 per permit.

Can I license my dogs prior to being approved for a Variance Permit?

Once a permit application is received, licensing can only be completed after the approval or denial of the permit. License fees are non-refundable, so we don't want you to pay for a license if the permit is denied.

Do I have to build a kennel?

It may not be necessary to build a kennel to house your dogs if your yard and/or your residence is approved as sufficient containment for the animals listed on the application. If a kennel is required to safely contain the dogs listed on the permit, you will have 60 days from the date of approval to complete the enclosure.



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What size yard or kennel will I be required to have?

If the yard is being used as the containment, a secure perimeter fence, of appropriate height for the largest breed of dog being kept must be in place. If a kennel is required, the kennel must be secure and of appropriate size based on the specific WCC 55.410 requirements for the largest breed of dog being kept in that kennel. For example, if you have three 25 pound dogs and one 40 pound dog, the size of the kennel must be not less than 12 feet in width by 15 feet in length by 6 feet in height—the size requirements for medium size dogs. Please see the guidelines below:

Kennel Size:

For 4 dogs under 30 pounds (small dogs):

- Not less than 6 feet in width by 10 feet in length by 6 feet in height. The width of the kennel must be increased by 2 feet for each additional dog of similar size.

For 4 dogs between 30 pounds and up to 60 pounds (medium dogs):

- Not less than 12 feet in width by 15 feet in length by 6 feet in height. The width of the kennel must be increased by 4 feet for each additional dog of similar size.

For 4 dogs between 61 pounds and up to 90 pounds (large dogs):

- Not less than 18 feet in width by 20 feet in length by 6 feet in height. The width of the kennel must be increased by 6 feet for each additional dog of similar size.

For 4 dogs over 91 pounds (extra-large dogs):

- Not less than 20 feet in width by 25 feet in length by 6 feet in height. The width of the kennel must be increased by 8 feet for each additional dog of similar size.

Am I still required to have a Variance Permit if I rescue/foster dogs?

Yes, a Variance Permit is still required. Rescue partners and foster applicants are defined below:

- Variance Permit (Rescue) - Same as the standard permit but needs to be a recognized 501(c)(3) Rescue Partner group, and be in good standing with Washoe County Regional Animal Services.
- Variance Permit (Foster) - Same as standard permit but acting as a foster for a recognized Rescue Partner, as stated above, and the Rescue Partner must have the foster listed as a working partner.

How long does it take to get a permit?

The time- frame for permit review, inspection and approval/denial is 60-90 days, depending on circumstances related to the permit application.

What can I do if I am denied?

If the Variance Permit is denied, you may appeal the decision within 30 days to the Washoe County Administrative Hearing Office, located at 1001 East 9th Street, Building A, Reno, Nevada 89512. You may also call their office at (775) 328-2001.

Do I need to have my kennel built before I apply?

No. When turning in an application, a plan must be submitted, including the method of containment that meets requirements set forth in WCC 55.410 and/or 55.415, as applicable. Be advised that you have 60 days from the approval date to construct a proper enclosure or make any changes needed to an existing enclosure to comply with Washoe County Code.



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Date Received/Office Staff Initials

VARIANCE PERMIT APPLICATION

Applicant Name: _____

Co-Applicant Name: _____

Street Address: _____ City: _____ St: _____ Zip _____

Mailing Address: _____ City: _____ St: _____ Zip _____

Telephone: Home (____) _____ Work (____) _____ Cell (____) _____

Please submit the completed application and any required forms as indicated on the check off list to 2825 Longley Ln #A, Reno, NV 89502. Upon receipt, an Animal Control Officer will call you to schedule an appointment to meet with you within 30 days. If you have any questions, please call (775) 353-8912.

Pet Name	Breed	Color	Age	Female /Male	Spay/ Neuter	Microchip #
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Signature of Applicant _____



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Variance Permit Emergency Preparedness Plan

Name: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____ (home) _____ (cell) _____ (work)

Emergency Contact(s) (someone that can make decisions about your animals on your Behalf):

Name: _____

Address: _____

Phone Number(s): _____

Name: _____

Address: _____

Phone Number(s): _____

Where are the animals housed on your property (kennel, garage, yard, enclosure in rear of property etc.)?

Veterinarian Information:

Name: _____

Address: _____

Phone Number: _____

Medications/special instructions:

Animal Name: _____ Meds: _____



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Additional animals/medications/special instructions can be listed on an attached sheet.

Alternate location(s) where your animals can be safely housed:

Name, address, phone _____

Name, address, phone _____

In the event you are unable to be reached, who is authorized to provide care for
Your animals on your behalf?

Name, address, phone _____

Name, address, phone _____

What specific plans do you have in place to evacuate your animals? (Example:
transport to friend's house, transport to specific boarding facility)?

Do you have the capability to evacuate each animal in an emergency, and how?
(Example: vehicle, horse trailer, crates, etc.)?



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VARIANCE PERMIT HOA/PROPERTY OWNER/LANDLORD AUTHORIZATION FORM

<input type="checkbox"/> HOA	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Landlord
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Applicant: [To be filled out by applicant(s)]
Name(s): _____

Address: _____

Phone Number(s): _____

Number of Animals: _____ Types (dog/cat) and breeds of animals:

HOA / Property Owner/ Landlord: [To be filled out by HOA/ Property Owner/ Landlord]

Name: _____ Address: _____

Phone Number(s): _____

Approved for ____ (number of) animals and types (dogs/cats) of animals

Any restrictions and/or conditions (continue on additional sheet if necessary):

Denied
Reason for denial (continue on additional sheet if necessary):

Signature of authorized agent: _____ Date: _____
(HOA representative, Property owner, or Landlord)