



## CITY OF SAINT PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS

ANIMAL CONTROL DIVISION

ST. PAUL, MINNESOTA 55108

Phone: 651-266-1100 Fax: 651-266-1120

Visit our Web Site at [www.stpaul.gov/safety-inspections](http://www.stpaul.gov/safety-inspections)

### Backyard Chicken Keeping Permit Application

## Backyard Chicken Keeping Permit Instructions

Thank you for your interest in a **Backyard Chicken Keeping Permit**. The application and necessary documents are below.

**Background:** A **Backyard Chicken Keeping Permit** is required (St. Paul Legislative Code §198) for any household that keeps chickens. There are two tiers of Backyard Chicken Keeping Permits: Tier One: 1-6 Chickens, and Tier Two: 7-15 Chickens.

Saint Paul Residents may not own roosters or 16 or more chickens at any time.

**Cost:**

| Permit Type | Initial Fee | Annual Renewal Fee |
|-------------|-------------|--------------------|
| Tier One    | \$26        | \$16               |
| Tier Two    | \$76        | \$28               |

**Process:** Both Tiers require a completed application, site plan, payment, and annual inspection. Tier One Applications must document neighbor notification. Tier Two must supply a neighbor petition showing approval. You may also be required to provide proof of permission from the Heritage Preservation Commission (depending on your address), a building permit (if your coop is over 200 square feet), and an electrical permit (if you coop is connected to electricity).

To ensure timely processing of your permit request, please confirm that all paperwork is complete and accurate before submitting it. Incomplete application packets **will not** be accepted. Use the "Backyard Chicken Keeping Permit Checklist" to verify that all documents are ready to be submitted. Falsifying information is grounds for denial or revocation of a permit.

Saint Paul Animal Control strongly suggests that you contact our office to obtain a map showing the properties from which you will need to provide notification or obtain signatures. Request a map by calling (651) 266-1100 or by filling out the form at this site: <https://www.stpaul.gov/report-incident>.

Once complete, the application packet and payment can be hand delivered or mailed to:

Saint Paul Animal Control Center  
1285 Jessamine Ave., W  
Saint Paul, MN 55108

Hours for hand delivery are: Monday-Friday 1:00-5:00 pm.

**Payment:** Cash, Check (payable to City of Saint Paul), Visa, Master Card, Discover, American Express

**If you keep other types of exotic or barnyard animals, you must also apply for a general Keeping of Animals Permit.**

## **Backyard Chicken Keeping Permit Checklist**

### **Application**

- ☐ The application is completely filled out, including the questionnaire.
- ☐ Completed site plan.
- ☐ Electrical permit, if the structure will use electricity (contact the Department of Safety and Inspections at 651-266-8989).
- ☐ Building permit, if the structure is over 200 square feet (contact the Department of Safety and Inspections at 651-266-8989).
- ☐ **Tier One Only:** Completed "Neighbor Notification" Form
- ☐ **Tier Two Only:** Completed petition with verifiable signatures verifiable signatures from 75% residents within 150 feet of my property lines, on the same side of the street.

### **Heritage Preservation Zones**

- ☐ Permission from the Heritage Preservation Commission has been given in writing if the permit includes external structures. (Required only if the address is part of a Heritage Preservation Zone.)

### **Payment**

- ☐ Payment will not be accepted until all other necessary forms are submitted.

### **Inspection**

- ☐ Inspection will be arranged after the site plan is approved by the Department of Safety and Inspections.

## Backyard Chicken Keeping Permit Application

**Instructions:** Fill out the information completely and accurately. Submit the application, petition, and other required paperwork to Saint Paul Animal Control with payment. Partially completed applications, or applications missing required paperwork **will not** be accepted.

[illegible]

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|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>General Questions</b>                                                                                                                     | How do you intend to use the Chickens (companionship, eggs, meat, etc.):                 |
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|                                                                                                                                              | Describe the steps you intend to take to prevent odors, rodents, flies, and other pests: |
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| Roosters are prohibited in Saint Paul. What is your plan to prevent roosters from becoming part of your flock or remove roosters if they do: |                                                                                          |
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I hereby acknowledge that this information is complete and accurate; that the chickens will be maintained in conformance with the ordinances of the City of Saint Paul, and that any structures will be constructed in accordance with the approved plans. I understand that falsifying information contained in the application or violating the terms of the permit is grounds for denial or revocation.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

## **Tier One: Neighbor Notification of Backyard Chicken Keeping Form**

You must notify all neighbors with whom you share property lines that you intend to keep 1-6 chickens on your property. This notification must be in writing.

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Coop Address (if different):** \_\_\_\_\_

I, \_\_\_\_\_, certify that:

1. I Own/Rent property at (insert address) \_\_\_\_\_,  
located in the City of Saint Paul.
2. On (insert dates) \_\_\_\_\_, I provided written  
notification of my intent to keep chickens to the following addresses:

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I understand that falsifying this information is grounds for denial or revocation of my permit.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

## **Tier Two: Neighbor Petition for Backyard Chicken Keeping Form**

**Instructions:** Talk to neighbors within 150 feet of your property lines (on the same side of the street) and tell them you intend to keep 7-15 chickens. Ask that they sign the petition. You must obtain signatures from 75% of owners or occupants.

\* Saint Paul Animal Control strongly suggests that applicants contact our office to obtain a map showing the addresses that fall within 150 feet of their property lines. You must obtain signatures from 75% of affected properties.

\*If multiple unit buildings fall within the affected zone, contact Saint Paul Animal Control for specialized instructions.

\*If you believe a property within the affected zone is vacant, contact Saint Paul Animal Control, (651) 266-1100.

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Site Address: \_\_\_\_\_ Page: \_\_\_\_\_ of \_\_\_\_\_

The resident at the above referenced address is applying for a permit to keep 7-15 female chickens (hens) on their property. The application process requires applicants to obtain permission from 75% of owners or occupants at properties within 150 feet of their property (on the same side of the street). Male chickens (roosters) are strictly prohibited.

**By signing below, I am giving permission for the 7-15 chickens (hens) to be kept on the property.**

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **Tier Two: Neighbor Petition for Backyard Chicken Keeping Form**

Site Address: \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_

The resident at the above referenced address is applying for a permit to keep 7-15 female chickens (hens) on their property. The application process requires applicants to obtain permission from 75% of owners or occupants at properties within 150 feet of their property (on the same side of the street). Male chickens (roosters) are strictly prohibited.

**By signing below, I am giving permission for the 7-15 chickens (hens) to be kept on the property.**

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **Tier Two: Neighbor Petition for Backyard Chicken Keeping Form**

Site Address: \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_

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**By signing below, I am giving permission for the 7-15 chickens (hens) to be kept on the property.**

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **Site Plan Instructions**

Site Plan approval is required for all chicken keeping.

### **Setback and Location:**

- Coops must be located in the rear yard and set back at least 5 feet from your property lines.
- No set back is required for pens or runs.

**Size and Height:** The size of the structure will vary based on the size and number of animals being kept.

- Each chicken must have at least 4 square feet of living area.
- Outdoor animal dwelling structures may not exceed 12 feet in height.

### **Other Permits:**

- If electricity is to be provided for heating or lighting, an electrical permit must be obtained by the property owner or a licensed contractor.
- If the structure is larger than 200 square feet, a building permit must be obtained by the property owner or a licensed contractor.
- Contact the Department of Safety and Inspections for more information, (651) 266-8989.

**Minimum Site Plan Requirements:** Site plans are approved by the Department of Safety and Inspections, Plan Review and Zoning Division. A site plan is a drawing looking down on the lot, showing the dimensions of the lot, the house, garage, driveway, and existing buildings. The Site plan must include:

- The location and dimensions of the structure where the animals will be housed.
- The height of the structure.
- The type and location of fencing.
- The distance the proposed buildings are set back from property lines.

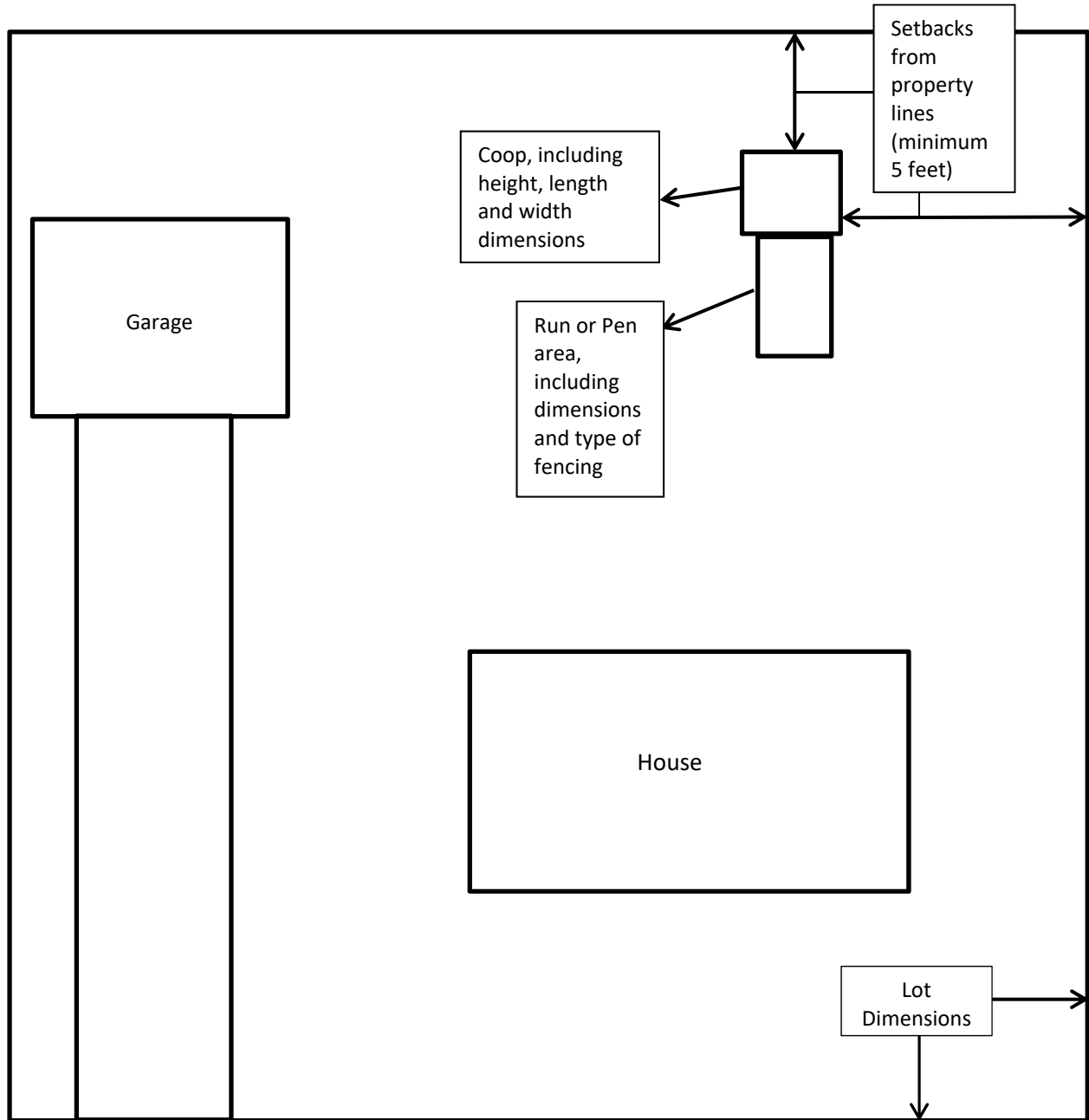
**Tier One:** Tier One allows you to have up to 6 chickens; however, if your coop is less than 24 square feet, you **must** write the maximum number of chickens you intend to have.

**Tier Two:** Tier Two allows you to have up to 15 chickens; however, if your coop is less than 60 square feet, you **must** write the maximum number of chickens you intend to have.

A sample site plan and proposed format can be found on the following pages, for your convenience.

## Sample Site Plan

***This is a sample:*** This page may not be submitted with a permit application. It is provided only for illustrative purposes. Do not mark-up, revise, or adopt this page to your project.



## Backyard Chicken Keeping Site Plan

**This site plan format is optional:** It is available as a convenience—site plans may be provided in other formats, so long as they contain all necessary information.

**Name:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Scale:** One (1) square = \_\_\_\_\_ Feet

☐ **Tier One:** 1-6 Chickens      **Maximum Number if Coop is less than 24 Square Feet:** \_\_\_\_\_

☐ **Tier Two:** 7-15 Chickens      **Maximum Number if Coop is less than 60 Square Feet:** \_\_\_\_\_

