

# Instructions for Filling out Interactive Forms from the City of Stevens Point's Web Site

Please read this page carefully before filling out the following form.

1. You will not be submitting this form via e-mail or the Web, you will have to print it.
2. You can, however, fill out the form on your computer *before* you print it.
3. If you have Adobe Acrobat Reader version 7, 8, or newer, you can save the form *with* your information filled in. We highly recommend you do that so you won't lose any of your information. This is especially helpful with forms that you have to turn in year after year. If you save a copy of the completed form on your computer, you won't have so much work to do next year when it's time to fill out the same form again.
4. If you don't have version 7, 8, or newer of Acrobat Reader, you can download the latest version for free at <http://www.adobe.com/products/acrobat/readstep2.html>  
  
Note: On the first Adobe Acrobat Reader download page, you will see a box checked for "Adobe Photoshop Starter Edition." You do NOT need that to fill out this form, so if you don't want to install it, click the check box so the check goes away, then click "continue." On the next page, you will see a box checked for "Free Google Toolbar." Again, you do NOT need that to fill out this form, so if you don't want to install it, click the check box so the check goes away, then click "download Adobe Reader."
5. Helpful Hint: When you open the form in Acrobat Reader, you will see a check box (version 7) or button (version 8 or newer) on your screen (just above the top of the form) that says, "Highlight Fields." We highly recommend you check the box or click the button so the interactive fields in the form will be highlighted in color. That will make it much easier for you to see which fields are interactive and which ones are not.
6. You can navigate from field to field by clicking them with your mouse, but it's probably much easier and faster for most people to use the keyboard. Press "tab" to move forward, and "shift+tab" to move backwards. Check boxes can be checked and unchecked, when they are highlighted, by pressing your space bar, pressing your enter key, or clicking them with your mouse.
7. There might be one or more parts of the form that you will have to fill out with a pen *after* you print the form. You might have to circle certain things, check certain boxes, and/or sign the form in one or more places with a pen *before* submitting it to the City of Stevens Point.
8. Make sure you read the instructions on all other pages besides this one. This page contains general instructions for filling out all of our interactive forms. Each form or application is likely to have its own specific instructions, and sometimes they are on the last page *after* the form.
9. Please check your form thoroughly before you submit it.
10. If you can't fill out the form on your computer, you may print the form and then fill it out with a typewriter or with a pen. If you use pen, please print as clearly as you can.

Thank you.

Commercial Animal Establishment  
Application for License  
City of Stevens Point, Wisconsin

APPLICATION DATE \_\_\_\_\_ FEE \$36.00

PET SHOP \_\_\_\_\_ GROOMING SHOP \_\_\_\_\_ KENNEL \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ SELLER'S PERMIT # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

MANAGER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

LIST ANIMALS HANDLED: \_\_\_\_\_

Please Note: A special permit from the City is needed to keep, maintain, have in your possession, or control any farm, dangerous, or wild animal. See City Ordinance Ch.21.03(16) for more information.

ARE ISOLATION FACILITIES AVAILABLE FOR DISEASED ANIMALS? \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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For Office Use Only:

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

LICENSE YEAR: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_  
(date of council meeting)

City ordinance requires that an inspection be conducted each year prior to consideration of the application by the Common Council. To ensure action prior to expiration of the present license on June 30, applications should be returned to the City Clerk no later than \_\_\_\_\_.