

**ILLINOIS DEPARTMENT OF AGRICULTURE  
Bureau of Animal Welfare**

Form AW-1

(Circle only one category)  
APPLICATION FOR ILLINOIS LICENSE TO  
OPERATE AS:

- |                         |          |
|-------------------------|----------|
| Pet Shop Operator       | <u>1</u> |
| Cattery Operator        | 2        |
| Dog Dealer              | 3        |
| Kennel Operator         | 4        |
| Animal Control Facility | 5        |
| Animal Shelter          | 6        |
| Guard Dog Service       | 7        |

BUREAU USE ONLY	
Approved by	<u>JA Daw</u>
Date Licensed	<u>12/24/15</u>
License No	<u>14813</u> Code <u>197</u>
County No	<u>Will</u>

No person shall engage in business as a pet shop operator, dog dealer, kennel operator, cattery operator, or operate a guard dog service, an animal control facility or animal shelter, or any combination thereof, in this State without a license therefore issued by the Department. Only one license shall be required for any combination of businesses at one location, except that a separate license shall be required to operate a guard dog service.

I hereby apply for a license to operate as one, or a combination of the above designated businesses in accordance with "An Act to provide for animal welfare by licensing and regulating dealers in animals, and to provide penalties for the violation thereof." Approved August 13, 1965. Amended by Acts effective August 17, 1967, July 23, 1971, August 27, 1971, January 1, 1973, October 1, 1973, and October 1, 1975.

(Please Print)

1 Name of Operation IMC SERVICES GROUP, LLC dba PUPPY IN THE WINDOW

Address 1480 LARKIN AVENUE City JOLIET

Zip Code 60435 County WILL COUNTY Business Phone [REDACTED] *This is my cell phone. The business phone has not been transferred to my name yet.*

2 Ownership: (underline one) Corporation Partnership Individual

3 List below owner(s) name and present residence. If a partnership, name and present residence of each partner. If a corporation, name and address of each director and officer and/or other person authorized to represent or act for the above designated ownership. If a municipality or humane society, name and address of person(s) in charge of operation.

Roxana Dusanek, President, [REDACTED] Lisle, IL 60532

4 Are all persons listed under "3" above citizens of the United States of America? Yes

(If not, state citizenship) \_\_\_\_\_

5 Business name and address of all branch locations, if any: Same as above

6 Previous business connections or experience relating to any of the aforementioned license categories: None

7 Bank reference: J.P. Morgan Chase Bank

IMPORTANT NOTICE: This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under Illinois Compiled Statutes, Ch. 225, Par 605/1 through 605/22. Failure to provide this information shall prevent this form from being processed. This form has been approved by the State Forms Management Center IL406-0413 (10-95)

*RC 179*

8. Name and address of two (2) professional or business references:

1. 4Stir, Inc.; [REDACTED]; Encinitas, CA 92024 Attn: Diane D'Andrea

2. Smiles by Morgan; [REDACTED]; Hinsdale, IL 60521 Attn: Mary Turas

9. Has any license of the applicant(s) under this Act or any federal, state, county, or local law, ordinance or regulation, relating to dealing in, or handling of dogs, cats, birds, fish, reptiles, or other animals customarily obtained as pets in this State, ever been suspended or revoked? NO

(If so, please explain): \_\_\_\_\_

10. Has applicant ever been convicted of a felony? Yes

11. If a foreign corporation, partnership, or individual, are you authorized by the Secretary of State to do business in the State of Illinois? yes

12. Hours and days per week animals are offered for sale, exchange, or adoption: Monday - Friday 10 am - 8 pm; Saturday 10 am - 7 pm; Sunday 11 am - 6 pm

13. Does applicant, in addition to dogs, cats, birds, fish, or reptiles, offer any other animals for sale, trade or adoption? \_\_\_\_\_

(If answer is "yes", please name) Small mammals such as Guinea Pigs, Hamsters, Mice

#### **BUILDINGS AND PREMISES**

14. Describe buildings and premises where applicant intends to conduct operation(dimensions, type of flooring, roofing, and size of different rooms):

The current building has 3000 square feet, the majority of which is retail space and kennels. There is a kennel room. The floors and ceiling of the store are tiled. There are currently 34 kennels which will house the dogs/cats. These kennels will be carpeted with PerfectTurf Pet Grass for the convenience and health of the puppies/kittens. There are tile floors and suspended ceilings.

15. Number of cages, pens, and/or aquariums on the premises:

There are 34 kennels—4 kennels which are 26inches x 25 inches; and 30 kennels which are 18 inches by 27 inches. 11 pens to hold birds/small mammals, one bird cage and 71 aquariums. In addition there are also the isolation kennels.

16. Average number of dogs, cats, birds, fish, or reptiles on hand:

25 puppies; 4 kittens; 20 birds; 1500 fish; 6 reptiles; 5 guinea pigs; 5 hamsters; 2 ferrets; 5 rabbits

17. Describe storage and disposal of waste materials and dead animals (schedule of pick-up service and by whom): \_\_\_\_\_

Animals and waste materials are stored in a refrigerated section and subsequently transported to Animal Care Center for disposal.

18. What control measures are taken to prevent infestation of animals and premises with external parasites and vermin? \_\_\_\_\_

\*see footnote

19. What precautions are taken for the isolation of diseased animals to avoid exposure to healthy and salable animals? \_\_\_\_\_

There is a separate isolation area where any pets suspected of disease are housed until they are again healthy,

20. How often are cages, runs, and tanks cleaned and disinfected when in current use? \_\_\_\_\_

Cages and Runs are thoroughly cleaned twice daily for all birds, dogs, small mammals, kittens, etc. The dog and cat kennels are continuously monitored during the day and any waste cleaned as soon as possible.

21. Describe heating and ventilation system in kennel area: see footnote

#### **GENERAL CARE OF ANIMALS**

22. Specify days attendant is on duty to care for animals: Attendant is on duty for all the hours the store is open plus one hour before opening and at least a half hour after closing.

23. Specify hours attendant is on duty: Mon - Fri 9 am to 8:30 pm; Saturday 9 am to 7:30 pm and Sunday from 10:00 am to 6:30 pm

**ANIMALS IN TRANSIT**

24. Method of handling animals in transit in relation to feeding, watering, freedom of movement, type of conveyance, heat and ventilation, disinfecting, and sanitary measures. (describe in detail) Please see footnote below.

**HEALTH OF ANIMALS AT TIME OF RELEASE**

25. What precautions are taken to assure that each animal for sale or release is healthy and free from any infection or disease? (explain) Each puppy/kitten is examined by a vet before it is released for sale.

26. When are the services of a veterinarian used? The services of the vet are used on at least a weekly basis. The vet examines any new puppies or kittens. The vet also monitors that all the puppies/kittens are current on their vaccines. The vet is also called in as needed should any animal exhibit signs of illness.

27. Name and address of your veterinarian or veterinarians: Animal Care Center of Plainfield  
14411 IL-59, Plainfield, IL 60544

28. If animals are accompanied by guarantee, explain provisions of guarantee: Each puppy comes with a 48 hour guarantee to be free from illness. Each puppy also comes with a three year guarantee to be free from any congenital disease.

29. What procedure is used to satisfy complaints? Puppy in the Window will cover all vet costs up to the purchase price of the pet. For the first 48 hours, we will offer either the vet costs or an exchange for a different pet.

**RECORDS**

30. Is a record of all purchases with description of animals maintained for a minimum of twelve (12) months? YES X NO \_\_\_\_\_

31. Are all out-of-state animals accompanied by an official health certificate? YES X NO \_\_\_\_\_

32. Is a record of each retail sale maintained by the applicant for a period of twelve (12) months after date of sale or transfer of animals?  
YES X NO \_\_\_\_\_

33. Does the sale invoice given to the customer identify the animal, and show immunizations and medications administered?  
YES X NO \_\_\_\_\_

34. Applicant irrevocably consents that actions against him for alleged violations of this Act may be filed in any appropriate court of any county or municipality of Illinois in which the plaintiff resides or in which some part of the transaction occurred out of which the alleged cause of action arose, and that process in any action may be served on the applicant by leaving 2 copies thereof with the Director of Agriculture of the State of Illinois, who shall forthwith send one copy by registered mail to the applicant at the address shown on this application. Applicant stipulates and agrees that such service of process shall be taken and held to be valid and binding for all purposes relating to such alleged violations.

By virtue of signing this application, the applicant grants permission to authorized employees of the Department of Agriculture to inspect the licensed premises during reasonable business hours or at other times deemed necessary by the Department to enforce the laws of the State of Illinois.

SIGNED 

\_\_\_\_\_  
Applicant(s)

PLEASE DO NOT SEND CASH. Application to be accompanied by a fee of \$25 for license of any classification. the fee for each branch office license is \$25. Check or money order should be made payable to the Illinois Department of Agriculture, State Fairgrounds, P.O. Box 19281, Springfield, Illinois 62794-9281.

Footnote -- I am currently in the process of purchasing the petstore. I do not have the answers to the specifics regarding current transportation procedures. I am sure these are questions that can be answered during your store visit.