



# KAREN T. BAILEY CHAMPAIGN COUNTY AUDITOR

<https://auditor.co.champaign.oh.us>  
1512 SOUTH U.S. HWY 68, SUITE B300  
URBANA, OHIO 43078

OFFICE HOURS  
8:00 AM - 4:00 PM  
Weekdays  
(937) 484-1600

## INSTRUCTIONS FOR CHAMPAIGN COUNTY KENNEL LICENSES:

### ADDRESS SERVICE REQUESTED

### OHIO LAWS

A kennel means an establishment that keeps, houses, and maintains adult dogs for the purpose of breeding for a fee and is not a high volume breeder (ORC 955.02). A dog is tangible personal property (ORC 955.03) and sales tax is to be applied to all transactions of personal property (ORC 5739.01). When making sales subject to a tax, you will need a vendor's license from your county auditor. The fee is \$25. (ORC 5739.17)

### IN PERSON

Beginning Dec. 1, 2024, you may purchase kennel tags in person at the Champaign County Auditor's Office, 1512 S Hwy 68, Suite B300, Urbana, OH 43078. Please bring this form when purchasing tags. We accept cash or checks.

1. Complete this form. Be sure the correct kennel owner and street and mailing address appear on the application.
2. List the breeds kept, along with the number of males and females over 3 months of age for each breed.
3. Please bring this application and payment to the Auditor's Office. A receipt will be issued to you with your 2025 kennel licenses. Please note that we only accept **cash or checks** for payment. **January 31, 2025** will be the last day to purchase at the licensing rate of \$80.00 for the first 5 tags and \$1.00 for each additional tag. **After January 31st, 2025**, statutory late penalty increases the licensing rate to \$160.00 for the first five tags (ORC 955.04-.05). Your application cannot be processed without the correct fees.

NOTE: You do not need to resubmit your vendor number if we have it on file.

Rescue kennels are still required to purchase a Kennel License.

APPLICATION for the registration of a Kennel for the year 2025

KAREN T BAILEY, County Auditor  
1512 S HWY 68, B300; URBANA, OH 43078

Breeds Kept	# Males	# Females

License	# Tags	Fee Paid	Penalty	Total
Kennel License	--- 5 ---	\$80.00		
Add'l Tags (optional)		\$1.00 (each)	-----	
--- Office Use: 2025 License #s ---				

Vendor License #: \_\_\_\_\_

I, the undersigned owner/operator of the above mentioned kennel, confirm that I have read and am in compliance with all state and local laws governing the proper operation of this kennel.

Total Fees	\$
Total Paid	\$

Date Signed \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
if different(e.g. P.O. Box)

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Phone # \_\_\_\_\_ Phone 2 # \_\_\_\_\_

Email \_\_\_\_\_

Deputy \_\_\_\_\_