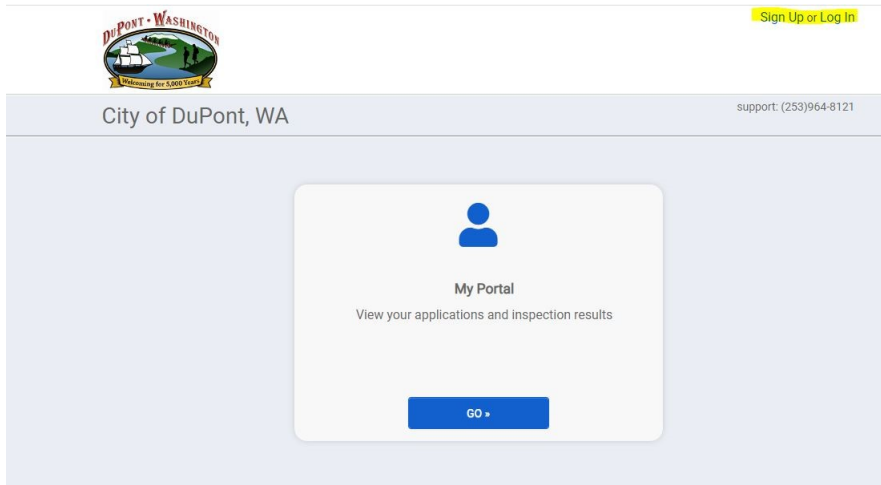# Pet Licensing Guide

The City of DuPont is taking steps to go paperless. One of those steps was acquiring licensing and permitting software through SmartGov in 2022. Your SmartGov profile doesn't only gain you access to pet licensing but also can be used for other forms of licensing and permitting within the City of DuPont.
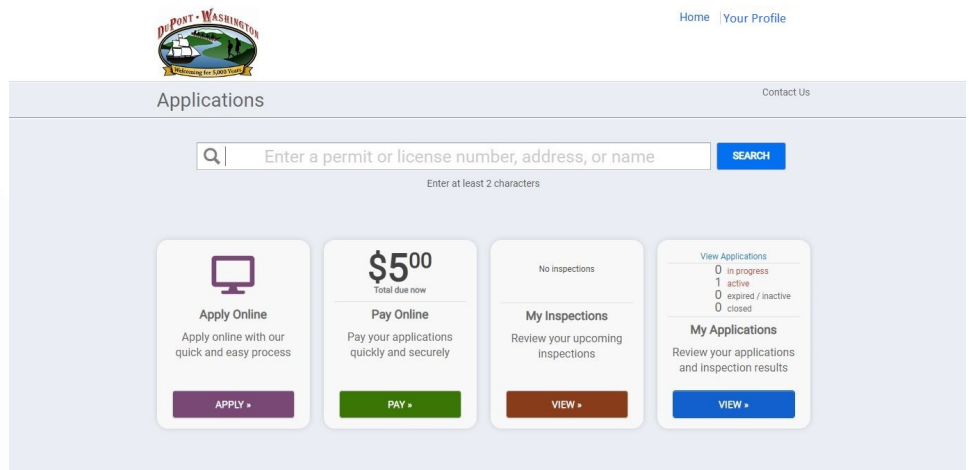
Logging in

If you haven't yet created an account, you will need to (highlighted). You can ignore the "Access" code at the bottom of the account creation screen. This is only to associate your account with permits you may have applied for. Once logged in, you may need to click "go" under My Portal.

My Portal View/ Applications

The portal view page is where you can apply for new licenses or permits, view your active or pending documents as well as pay for them online. In this view, you can see that there's an active application on the far right as well as a $5 due payment. You can VIEW the active application by clicking on the blue button. This will allow you to make any necessary changes or even ADD SUBMITTALS– more on that later. The green button allows you to PAY for any unpaid applications. The purple button is where you APPLY for your license or permit.

Apply for license

What type of application do you need today?

Select a category to view your options

Licenses & B&O Tax ▾

○ Business and Occupation Tax   ○ Pet License Application

○ Rental Housing Business License   ○ Temporary Business License

Since you are applying for a type of license, you will need to select "Licenses & B&O Tax" on the dropdown menu and then select the Pet License Application by clicking on the radio button. For "Doing Business As" you can either put in N/A or put in your full name. Follow all instructions and complete the application. Each application can allow up to 3 animals. If you have more than 3 you will need to complete other applications. Under activities (page 4, viewed below), be sure you put down the correct number for the corresponding type of license you are applying for. For example, if you have 1 spayed/ neutered dog, 1 unaltered cat and 1 unaltered cat under 1 year of age, you will need to put the number down into the corresponding item line.

① Type   ② Location   ③ Details   **④ Activities**

Activities

The following activity classes must identify at least one activity type: Pet License.

Class	Activity	Selected	
Pet License	Lost/Replace Tag	0	$5.00
Pet License	Spayed/Neutered Cat	0	$12.00
Pet License	Spayed/Neutered Dog	0	$20.00
Pet License	Unaltered Cat under 1 year	0	$12.00
Pet License	Unaltered Cat/Dog over 1 yrs	0	$60.00
Pet License	Unaltered Dog under 1 year	0	$20.00

← PREVIOUS   NEXT →

Do Note:

- An animal does not need to be licensed if it is under 3 months of age .

- Animals that are under 1 year of age and are not spayed/ neutered will receive the altered rate. Those over 1 year of age and have not had the treatment completed will received the unaltered rate.

- The Lost/ Replacement Tag rate *only applies* for replacing a lost tag. This isn't for the annual renewal.

Submittals

Document submittals will most-likely be required from you for your application(s) to be accepted. It is Washington State Law to confirm that your pet is vaccinated against rabies. Also to ensure that you receive the discounted rate for an altered pet, you will need to provide documentation. Please follow the instructions below on how to add submittals to your application. If you have provided spay/ neuter documentation for a particular animal in the past, it will not be required. To add a submittal, click on the blue applications tab. The window below will show up:

Click the link of the application you would like to add submittals for. A new screen will pop up. Click the submittals tab and add any applicable submittals. This could be a scan of the document or a legible photo taken by a cell phone. If you have any issues, please contact City Hall. Voila! After the submittal of required documents and payment, staff will look over your documents and issue your license(s). You can check on status under the "My applications" tab on your main document portal.