

ROCHESTER

Minnesota

Office of the City Clerk

Applying for Your Pigeon License

1. Once you have a Citizen Access Account [[Instructions for Creating a New Account](#)], navigate to <https://aca.rochestermn.gov/citizenaccess/> to open the Citizen Access Log-in Page.
2. Enter your username and password and click Login:

Welcome to the Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government information online, 24 hours a day, 7 days a week.

Access to these services is available by two methods:

Unregistered (or anonymous) user

- Search and view records

Registered user

- Search and view records
- Allow access to creating Collection of your Permits
- Pay Rental Housing Licenses
- Schedule Building Inspections

Registration is free and easy. [Register](#) and create a user account or click on the "Register for an Account" link above.

[Need Help?](#)
[FAQ's](#)
[Citizen Access Videos](#)

Connect with Building Permits, Inspections, and Rental Housing with the City of Rochester. [What's New](#) [Contact Us](#) [Feedback](#)

Login

User Name or E-mail: [Redacted]

Password: [Redacted]

[Login >](#)

Remember me on this computer

[I've forgotten my password](#)
[New Users? Register for an Account](#)

3. Click City Licensing:

City of Rochester

[Home](#) [Building Permits](#) [Rental Housing](#) [City Planning](#) [City Licensing](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▼

Hello, Travis Amundson

4. Check the box if you accept the terms:

Online License Application

Using this system you can submit information, pay fees, track the status of your applicati

Please "Allow Pop-ups from This Site" before proceeding. You must accept the Ger

For a walkthrough of applying for a license online: [Applying for a City License Walkthrou](#)

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <http://www.rochestermn.gov/i-want-to-sign-up-for/email-updates> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

I have read and accepted the above terms.

5. Click "Continue Application":

[Continue Application »](#)

6. Select the dropdown next to Animal Licenses:

Select a Record Type

Choose one of the following available records found [here](#).



Search

- ▶ Alcohol and Gambling
- ▶ **Animal Licenses**
- ▶ Business Licenses
- ▶ Miscellaneous
- ▶ Trades and Contractors
- ▶ [Transportation](#)

[Continue Application »](#)

7. Select your license type from the dropdown:

found [here](#).

- ▶ Alcohol and Gambling
- ▼ Animal Licenses
 - Animal - Chickens - Ducks Application
 - Animal - Pigeon Application
- ▶ Business Licenses
- ▶ Miscellaneous
- ▶ Trades and Contractors
- ▶ Transportation

[Continue Application »](#)

8. Enter the your home address and click Search:

Address

Here are some search [Examples](#) and an [FAQ](#) to help if you are having issues

Street No.:	Street Name:	Street Type:	Direction:	Unit No.:
<input type="text" value="201"/>	<input type="text" value="4"/>	<input type="text" value="ST"/>	<input type="text" value="SE"/>	<input type="text"/>
City:	State:	Zip:		
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>		

9. After you click search the Owner Information will complete with the owner of the location:

Owner

Owner Name: ?

CITY OF ROCHESTER

Address Line 1:

201 4 ST SE

Address Line 2:

Address Line 3:

City:

ROCHESTER

State:

MN

Zip:

55904

Phone:

E-mail:

[Continue Application »](#)

10. Click Continue Application:

11. Click either "Select from Account" or "Add" to enter information about the person completing the application:

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#)

[Add](#)

12. Click either "Select from Account" or "Add" to enter information about your mailing address:

Mailing Address

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add

Continue Application »

Continue Application »

13. Click Continue Application:

14. Click either "Select from Account" or "Add" to enter information the person responsible for the license:

Step 1: Applicant Information > License Holder

License Holder

To add new contacts, click the Select from Account or Add New button. To edit a contact, click

Select from Account

Add

Continue Application »

15. Click Continue Application:

16. Enter all information under the License Information Section:

Custom Fields

LICENSE INFORMATION

* I am applying for a:

* Number of pigeons (Note: No more than 50 pigeons allowed)::

* Location of Coop or Lofts and enclosed outside yard/run::

[spell check](#)

* Size of Coop or Loft::

* Size of enclosed outside area:

[Continue Application »](#)

17. Click Continue Application:

18. On Step 4, click “Add” to upload copies of your Scaled Diagram of your coop:

Step 4: Documents > Attachments

Attachment

This license type requires the following document types:
-Scaled diagram of coop and/or run (Scaled diagram of coop and/or run)

The maximum file size allowed is 40 MB.
PDF is the only file type currently allowed.

Name	Type	Size
No records found.		



19. Select the document type and enter a description of each uploaded document:

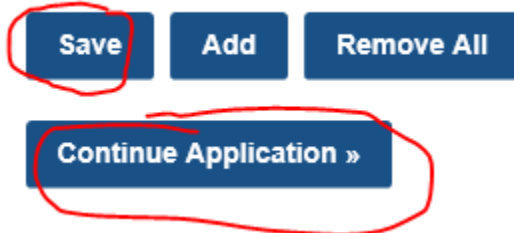
*Type:
Scaled diagram of coop and/or run ▼

File:
VOTE IN 2020.pdf
100%

*Description:
Scaled drawing of coop and run showing measurements from closest neighboring buildings.

[spell check](#)

20. Click Save then Continue Application:



21. Complete a final review of the application in Step 5: Review:

Animal - Pigeon Application

1	2	3 Application Information	4 Documents	5 Review
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Step 5: Review



Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Document

22. Read the Notification and check the box if you agree:

The information collected and required as part of a license application is voluntary. It is not legally required to provide requested data, however Social Security Numbers and Birth Dates are classified as private data for license eligibility, and to administer and manage the licensing program.

Disclosure of Social Security Number (or individual Tax ID Number or 270C.72, and may be requested by and released to the Minnesota Commissioner of Licensing pursuant to the Government Data Practices Act, Minnesota Statutes, Chapter 13.02, and also have the right to be told the contents and meaning of the data.

Notice of Ability to Sign up for Electronic Notifications of Proposed
As an applicant for a business license or renewal of an existing business license,

By checking this box, I agree to the above certification.

23. Click "Continue Application":

Continue Application »

24. Click Checkout to pay all associated fees with a credit card (Note: if you do not wish to pay with a credit card, then you are not able to use the online portal for your renewal). Fees vary by license:

Total amount to pay
Note: This does not include tax

Checkout »

25. Check your email for submission confirmation. If you have any trouble, please contact the City Clerk's Office:

licenses@rochestermn.gov or 507-328-2900.