



COMMERCIAL CHECK LIST

In an effort to process your permit application in a timely manner please see detailed information below.

- Tree protection**
 - Obtain Tree protection barricade detail sheet
 - Obtain approved tree species list
 - Obtain tree protection signs

- Tree removal permits**
 - A **separate** tree removal permit application is required for any tree(s) you are requesting to remove.
 - The following information is required on your permit application: species, diameter, reason for removal and location of trees to be removed. Mark trees to be removed with flagging only, no paint.
 - Tree Preservation and Protection Ordinance Chapter 58 allows 14 business days to assess the site.
 - You will be notified when the tree removal permit application has been processed.
 - For demolition and new construction the following shall be provided:
 - Approved architectural/landscape drawings
 - Existing structures
 - Proposed structures
 - Existing trees
 - Indicate trees to be preserved and trees proposed for removal on the plan and in the field.
 - Retain copy of tree removal permit for mitigation requirements to insure final urban forestry inspection is satisfied.

- Prior to issuance of your permit or sign off by the Urban Forestry Division**
 - Ensure tree protection barricades are installed per the detail sheet.
 - Extend tree protection barricade that may have been limited during demolition. See arborist for specifics.
 - Full size landscape plans, irrigation plans, survey and tree survey may be required
 - **Contact Urban Forestry to inform us that you are ready for an inspection.**

- Prior to Urban Forestry final inspection**
 - Ensure that any replanting requirements have been met and landscaping installed.
 - Contact Urban Forestry to inform us that you are ready for an inspection.

Please contact the Urban Forestry Office for assistance.

407-599-3325

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