



STREET TREE PERMIT APPLICATION (NON-REMOVAL) INSTRUCTIONS

Need help? Visit www.portlandoregon.gov/trees, email trees@portlandoregon.gov, or call 503-823-TREE (8733)

When do I need to submit a Street Tree Permit Application (non-removal)?

You will need to submit a Street Tree Permit Application (non-removal) when no development is occurring on-site and you want to do one or more of the following:

- Plant a street tree
- Prune a street tree
- Prune a Heritage Tree in the right-of-way or on private property
- Pesticide application, cabling, bracing, or any other work on street trees (excluding attaching items to trees and tree removal—these actions require a separate application)

A **street tree** is any tree located in the City right-of-way, typically in the planting strip between the sidewalk and the curb. Unimproved right-of-ways that do not have a sidewalk and/or a curb may also contain street trees.

Planting, pruning, and tree work permits require an on-site inspection by an Urban Forestry Tree Inspector.

You may be eligible for a self-issued online street tree pruning permit if the pruning is limited to branches less than 6-inches in diameter. Learn more at www.portlandoregon.gov/trees/pruning.

Tree removals require a separate application and fee. The Tree Removal & Replanting Permit Application can be found at www.portlandoregon.gov/trees/removalpermits.

You can request a **street tree root pruning inspection** online at <https://devhub.portlandoregon.gov/>

Attaching items to street trees requires a separate application and fee. You can find the Street Tree Attachment Permit Application at www.portlandoregon.gov/trees/attachment.

Street Tree Permit Application (non-removal) instructions

- 1) Fill out the attached application completely and legibly. All information is required. Incomplete applications will be subject to delay.
- 2) Submit the completed application in **one** of the following ways:
 - by email to trees@portlandoregon.gov
 - by fax to 503-823-4493
 - by mail to Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201
 - in person at the Development Services Center (DSC), 1900 SW 4th Ave. 1st Floor
 - Monday, Tuesday, Wednesday, and Friday from 8a.m.–3p.m.; Thursdays 8a.m.–noon
 - Note: there may be a wait time at the DSC





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PERMIT TYPE
<p>Check all that apply:</p> <p><input type="checkbox"/> Heritage tree health inspection (describe concern): _____</p> <p>_____</p> <p><input type="checkbox"/> Street tree planting permit</p> <p><input type="checkbox"/> Street tree pruning permit</p> <p><input type="checkbox"/> Heritage Tree pruning permit (check: <input type="checkbox"/> right-of-way <input type="checkbox"/> private property)</p> <p><input type="checkbox"/> Street tree chemical application permit</p> <p><input type="checkbox"/> Other street tree permit (describe): _____</p>

STAFF USE ONLY
<p>Intake date:</p> <p>_____</p> <p>IVR #:</p> <p>_____</p>

APPLICANT INFORMATION
<p>Property Owner</p> <p>Name _____</p> <p>Mailing address _____</p> <p>Email _____</p> <p>Phone _____</p>
<p>Applicant <input type="checkbox"/> property owner <input type="checkbox"/> contractor <input type="checkbox"/> property manager <input type="checkbox"/> other _____</p> <p>Name _____</p> <p>Company _____</p> <p>Mailing address _____</p> <p>Email _____</p> <p>Phone _____</p>
<p>Who will perform the work (if applicable)</p> <p><input type="checkbox"/> property owner <input type="checkbox"/> applicant <input type="checkbox"/> other _____</p>



