



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:

- Get a street tree health assessment and advice on how to care for the tree
- 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.

Health inspection, planting, pruning, and tree work permits are FREE and come with 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 tree is located adjacent to a residential-zoned property. 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** by calling Urban Forestry at 503-823-TREE (8733). Street tree root cutting permits are FREE.

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.

Why does the City require permits for planting, pruning, and other tree work?

Portland's tree code, Title 11 Trees, assigns the responsibility of care and maintenance of street trees to the adjacent property owner. Engaging property owners is essential to care for this valuable resource. Requiring permits helps the City:

- accurately answer property owner questions and concerns about their street trees
- engage with property owners about the importance of maintaining trees properly
- provide tree care information so tree health, form, and benefits are optimized
- ensure trees are planted and pruned properly so they survive and provide maximum benefits
- monitor citywide canopy levels more closely



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. There is no fee associated with this application.
- 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

Permit process

1. Determine if a permit is required from Urban Forestry to perform the tree work.
2. Complete the Street Tree Permit Application (non-removal) and submit it to Urban Forestry.
3. An Urban Forestry Tree Inspector will conduct a site visit within 10 business days of receiving the completed application. To check the status of a permit application, visit www.portlandoregon.gov/trees/permits. After inspecting the site, the Tree Inspector will contact the applicant.
4. Once receiving a permit, the applicant has 30 days to conduct the tree work.
5. **You must call the Oregon Utility Locate Hotline (811)** before starting any ground-disturbing activities, such as tree planting.



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All information is required. Please fill out the application completely and legibly.

PERMIT TYPE
<p>Check all that apply:</p> <p><input type="checkbox"/> Street 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>IVR #: _____</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>

SITE INFORMATION
<p>Are all the trees at the same site? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, the supplemental page is required</i></p> <p>If yes, write the address: _____</p> <p>Location notes: _____</p> <p>_____</p>



TREE INFORMATION (Attach additional pages as needed, or use the supplemental page if multiple addresses)

# of trees	Species	Tree trunk diameter at 4.5'	Work Proposed (health inspection, plant, prune, chemical application, other)	Comments

NOTICES

Statement of Fact: By signing or initialing, I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit, regardless of how or when discovered.

Statement of Compliance with City Code: By signing or initialing, I agree to comply with City of Portland Code Title 11 Trees. I understand that submitting an application does not entitle me to a permit, and I must have the permit in hand before beginning any work. Failure to obtain a permit or violating the terms of a permit may result in civil penalties of up to \$1,000 per violation per City Code Title 11. I agree to hold harmless the City of Portland, its agents, officers, and employees for any damage or injury caused by reason of planting, placement, maintenance, or removal of trees.

Property Owner Name: _____ Property Owner Signature: _____ Date: _____
Initials are acceptable if submitting electronically

Applicant Name: _____ Applicant Signature: _____ Date: _____
Initials are acceptable if submitting electronically

Submit complete application: by email to trees@portlandoregon.gov; by fax to 503-823-4493; or by mail to: Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201. Please allow at least 10 business days for your permit application to be processed. To check the status of your application, visit www.portlandoregon.gov/trees/permits.

Don't forget to call the Oregon Utility Locate Hotline (811) before digging a hole to plant a tree!