



GENERAL INFORMATION ON TREE REMOVAL OR RELOCATION PERMITS

Before applying for a permit for tree relocation OR tree removal, a Courtesy Tree Inspection is required. The City will review your tree relocation or removal request to ensure that it conforms to the Tree Preservation Ordinance and any other applicable ordinances. You will be advised of the courtesy inspection results within three (3) business days.

If a tree permit is necessary, you or your contractor should go to <https://margate-fl-us.avolvecloud.com/Portal/> to create an account or log in to an existing account, to request an electronic Engineering Permit. Please review our [Engineering Applicant Quick User Guide](#) for further instructions on completing the application process. **Upon email notification** after your permit submission, you will be required to upload the below documents complying with our [Engineering Standard Naming Convention](#):

- Copy of completed Courtesy Tree Inspection.
- Tree survey of the property (or sketch of property) indicating the tree's location(s).
- If work is to be performed by a contractor who is not currently a registered contractor with the City of Margate, the following three (3) items will also need to be submitted: *(The contractor or homeowner may call 954-972-0828 or email deesadmin@margatefl.com to confirm if the contractor is registered and requirements are met).*
 1. Copy of Workers Compensation Insurance Certificate or Certificate of Exemption
 2. Copy of Liability Insurance Certificate
 3. Class "A" or Class "B" Tree Trimmer License
- If someone other than the property owner(s) is/are applying for the permit, an authorization letter must be obtained from the homeowner(s).
- If a homeowner's association is involved, an authorization letter must be obtained from the association, signed by the association president.

At permit issuance, you will be given a tree replacement date and detailed replacement information. Call in an inspection of the new tree(s) on or before the replacement date. If an inspection is not called in, the Department of Environmental & Engineering Services (D.E.E.S.) will perform the inspection shortly after the replacement date. Tree(s) not replaced by the required date will be issued a non-compliance notice. Please call D.E.E.S. if there are any questions.

FEE INFORMATION (Payment is required at permit issuance):

- \$10.00 non-refundable application fee on developed residential occupied property
- \$50.00 non-refundable application fee on all other property
- \$10.00 per tree for each tree to be removed or relocated

For any questions related to tree relocation, removal, or replacement, please contact us at (954) 972-0828 or email deesadmin@margatefl.com.