



Department of Environmental and Engineering Services (DEES)
901 NW 66th Avenue, Suite A
Telephone (954) 972-0828
Fax (954) 978-7349

General Information on Tree Removal or Tree 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 in three (3) business days.

If a permit to remove or relocate the tree(s) is necessary, you or your contractor must complete a "Tree Removal & Relocation Permit Application" form. This application form needs to be submitted to the DEES office located at the above address. Please submit the following information along with your application form:

- Tree survey of property (or sketch of property) indicating the location of the tree(s) (3 copies)
- If the property owner(s) is/are performing the work themselves, it should be so noted on the permit application form by placing the word "OWNER" where it asks for the contractor's name.
- If work is to be performed by a contractor, the following three (3) items will also need to be submitted:
 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

(The contractor or homeowner may fax the above information to DEES at (954) 978-7349)

- If someone other than the property owner(s) is/are pulling the permit, an authorization letter from the homeowner is required.
- If there is a homeowner's association involved, an authorization letter must be obtained from the association, signed by the association president.

Within three (3) business days the office staff will notify you with the following information:

- Permit approval or denial
- Applicable fees

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, DEES 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 DEES 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:

Ramon Lardizabal at (954) 972-0828.