



City of Pompano Beach
Department of Development Services
Division of Urban Forestry
Tree Permit Application Information and Instructions

NOTE: This is a general outline and is subject to change.

- Single family home owners may be their own contractor and submit their own Tree Permit Application.
 - All properties other than single family homes shall have a licensed tree contractor submit a Tree Permit Application.
 - The Tree Permit Application fee is \$25 and \$5 per tree. Fees are doubled for work done without a permit. If mitigation is required, mitigation fees will be included.
 - The Tree Permit Application may take two weeks to process.
1. A blank copy of the permit application is available at City Hall in the Building Inspections Division on the 3rd floor or on the Urban Forestry webpage at www.mypompanobeach.org.
 2. Complete the Tree Permit Application on both the front *and* back sides; mark three copies of a survey or site plan where the existing trees are located; and have three copies of an assessment or appraisal listing the tree number, size, condition, status and \$ dollar value for each existing tree on site.
 3. Submit the completed permit, survey and assessment copies to the Building Inspections Division and a PRA number and PIN number will be issued. These numbers are your tracking numbers for your permit status.
 4. The permit application is then routed to the Urban Forestry Division. This office performs a site inspection of the property to verify accuracy of the documents submitted with the permit application. If this permit application is for tree protection and/or demolition, the tree protection barricades must be installed prior to this inspection. If the permit application is for any other reason, replacement trees are decided at the time of this inspection in conjunction with the provided assessment (i.e. what the conditions of the property are, what other trees exist on site, etc).
 5. If the permit is rejected, the contractor will be notified for corrections to be made.
 6. If the permit is approved, the permit is processed and routed back to Building Inspections Division for issuance. The contractor will be notified when the permit is ready and the total cost will be available at that time.
 7. When the contractor picks up and pays for the permit, work can be performed in accordance with permit conditions. If replacements are required, a list of recommended replacement trees is given with the permit.
 8. After all work is completed, the contractor must schedule an inspection. This inspection will be performed within 2 working days of request. To schedule a landscape inspection for the tree permit, contact the Building Inspections Division at 954-786-7765.
 9. If the inspection is disapproved, a copy of the inspection report may be left on site for reference, and re-inspection fees may apply. Re-inspection fees are \$30 for the first disapproved inspection and \$120 for the second and further disapproved inspections.
 10. Upon approval of the inspection, the permit will be closed.

NOTE: If the property is under citation from Broward County Sheriff's Office Code Enforcement Division, the property agent must contact Broward County Sheriff's Office Code Compliance Division at 954-786-4361 for information regarding compliance.

**For further assistance, please call the Urban Forestry Office at 954-786-4926 or
visit the Urban Forestry web page at www.mypompanobeach.org**