

## Tree Permit

Form ID: PER-071

A **Sacramento County Tree Permit** is required to remove or prune any public tree and certain private trees. Public trees are those that occur on any County owned land (parks, building grounds, etc.) and/or within right-of-way areas.

There are three ways to apply for a tree permit:

- 1) **Online:** Go to the Sacramento County Accela Citizen Access Online Portal at: <https://aca-prod.accela.com/SACCO/Default.aspx>
- 2) **Email:** Complete the application form and submit via email at [trees@sacounty.gov](mailto:trees@sacounty.gov)  
Include any relevant photos of the tree(s) in .jpeg format
- 3) **Mail to:** Planning and Environmental Review, Attn: Tree Coordinator, 827 7th Street, Room 225, Sacramento; CA 95814

**Review Time and Fees.** Typical review time for a tree permit is 10 working days or less. You will be notified when the permit is approved pending payment of the \$31.95 permit fee and will receive payment instructions. Fees are subject to change; for the current Tree Permit cost, please see our [Tree Permits Page](#).

**Required Photographs.** Please provide photographs of the following:

- Tree(s) to be removed or pruned,
- Take photo of tree from distance (50 ft away) and a photo of trunk (10 ft away),
- Take photo of defective tree part (limbs, trunk, etc.),
- If the tree is damaging property, take photos of damaged property (e.g., sidewalk, driveway, foundation, etc.).

**Warning.** If the tree is located on a neighboring property, we will require a signed letter from the owner. The letter must include the following: (1) the neighbor's name, address, and phone number, (2) authorizing you, your name (or tree company name), your address and your phone number to trim or remove the tree in question, (3) include the tree(s) diameter, location, and any limitations or conditions, and (4) letter must be signed and dated.

### **Application Information**

Address Where Tree is Located: \_\_\_\_\_

Name of Tree Owner: \_\_\_\_\_

Tree Owner Phone Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Tree Company Name: \_\_\_\_\_

Tree Company Full Address: \_\_\_\_\_

Tree Company Phone Number: \_\_\_\_\_ Tree Company Email: \_\_\_\_\_

**For Tree Company Only.** If you are a tree cutting company, please provide the following:

ISA Certified Arborists # or ISA Certified Tree Workers #: \_\_\_\_\_

California State Licensed Tree Service  
(C-61 Specialty with a D-49 "Tree Service" Classification): \_\_\_\_\_

California State Licensed Landscaping Contractor (C-27): \_\_\_\_\_

**Tree Pruning Being Requested**

*Attach additional sheets if necessary.*

**Tree ID #** \_\_\_\_\_

Type/Species: \_\_\_\_\_

Trunk diameter at 4.5 feet off of the ground: \_\_\_\_\_

Tree Location: \_\_\_\_\_

*Example locations may be front yard, parking lot, etc.*

Reason for Pruning: \_\_\_\_\_

*Reasons for pruning may include removing dead limbs, weight reduction, corrective, etc*

**Tree ID #** \_\_\_\_\_

Type/Species: \_\_\_\_\_

Trunk diameter at 4.5 feet off of the ground: \_\_\_\_\_

Tree Location: \_\_\_\_\_

Reason for Pruning: \_\_\_\_\_

**Tree ID #** \_\_\_\_\_

Type/Species: \_\_\_\_\_

Trunk diameter at 4.5 feet off of the ground: \_\_\_\_\_

Tree Location: \_\_\_\_\_

Reason for Pruning: \_\_\_\_\_

**Tree Removal Being Requested**

*Attach additional sheets if necessary.*

**Tree ID #** \_\_\_\_\_

Type/Species: \_\_\_\_\_

Trunk diameter at 4.5 feet off of the ground: \_\_\_\_\_

Tree Location: \_\_\_\_\_

*Example locations may be front yard, parking lot, etc.*

Reason for Removal: \_\_\_\_\_

**Tree ID #** \_\_\_\_\_

Type/Species: \_\_\_\_\_

Trunk diameter at 4.5 feet off of the ground: \_\_\_\_\_

Tree Location: \_\_\_\_\_

Reason for Removal: \_\_\_\_\_

**Tree ID #** \_\_\_\_\_

Type/Species: \_\_\_\_\_

Trunk diameter at 4.5 feet off of the ground: \_\_\_\_\_

Tree Location: \_\_\_\_\_

Reason for Removal: \_\_\_\_\_

**Tree ID #** \_\_\_\_\_

Type/Species: \_\_\_\_\_

Trunk diameter at 4.5 feet off of the ground: \_\_\_\_\_

Tree Location: \_\_\_\_\_

Reason for Removal: \_\_\_\_\_

**Sketch of Tree(s) Location:**

*Provide a sketch of the location of the trees, including landmarks, such as buildings, streets, pools, etc.*

