

Sacramento County Tree Permit Application Form

There are three ways to apply for a permit:

- 1) **Online:** Go to the Sacramento County Accela Citizen Access Online Portal at:
<https://actonline.saccounty.gov/CitizenAccess/Default.aspx>
- 2) **Email:** Complete the application form and submit via email at trees@saccounty.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

For questions, please email trees@saccounty.gov or visit our website:

<https://planning.saccounty.gov/Programs/Pages/Tree-CoordinatorMainPage.aspx>

****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.**

Address Where Tree is Located: _____

Name of Tree Owner: _____ **Tree Owner Phone #:** () _____

Name of Applicant: _____ **Applicant Phone #:** () _____

Applicant Email: _____

Tree Company Name: _____

Company Address: _____

Company Phone #: () **Email:** _____

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) _____

Paying for a tree permit:

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 \$31.35 permit fee and will receive payment instructions. **Note: The Tree Permit Fee will be increasing to \$31.95 on July 1st, 2025.**

Tree Pruning Being Requested:

ID #	Type/species of tree:	Trunk diameter at 4.5 feet off of the ground:	Tree Location: (such as front yard, parking lot, etc.)	Reason for Pruning: (such as remove dead limbs, weight reduction, corrective, etc.)

*Attach additional sheets if necessary

Tree Removal Being Requested:

ID #	Type/species of tree:	Trunk diameter at 4.5 feet off of the ground:	Tree Location: (such as front yard, parking lot, etc.)	Reason for removal:

*Attach additional sheets if necessary

Sketch of Tree(s) Location:

*Include landmarks such as buildings, streets, pools, etc.

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.).