

## Accela Guide

# Tree Removal and Pruning Permit

### How to Create a Tree Removal and Pruning Permit Application

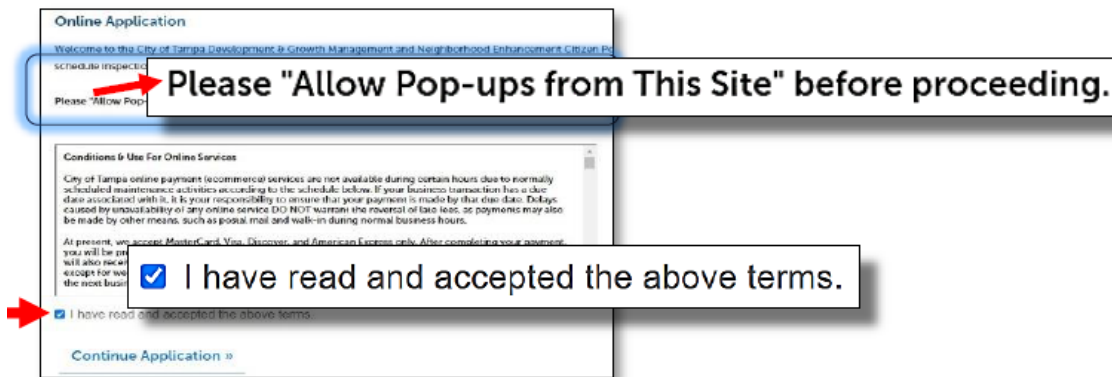
Log in to the City of Tampa's [online permitting portal](#) and follow the steps below.

1. On the main page, click “+New” and select “Building Permit” from the menu options.



2. Click the box to accept the Conditions & Use for Online Services, then click [Continue Application](#).

- a. **Reminder: be sure your browser is set up to allow pop-ups from our site.**



3. From the list of Permit Categories, select [Natural Resources](#) then select [Tree Removal Pruning Permit](#). Next, click [Continue Application](#).

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## Permit Categories

Choose one of the following available record types.

- ▶ Commercial for Condo or Business or Apartment
- ▶ Residential for Single Family Residence or Duplex
- ▶ Revisions
- ▶ General
- ▶ Natural Resources
- ▶ Utilities

[Continue Application »](#)

▶ Commercial for Condo or Business or Apartment

▶ Residential for Single Family Residence or Duplex

▶ Revisions

▶ General

▼ Natural Resources

Tree Removal and Pruning Permit

▶ Utilities

[Continue Application »](#)

4. Fill out the site address; enter only the Street No. and Street Name then click Search. The system will auto-populate the rest of the fields on this page. Scroll to the bottom and click Continue Application.

Street No.:  \*Street Name:

Street Type:  Direction:

Unit Type:  Unit No.:

City:  State:  Zip:

5. **Applicant Info:** Click on **Select from Account** to search the system for the Applicant to be added.

**Step 1 : Required Information**

**Applicant**

To add a new contact, click the Add Contact link. To edit a contact, click the Edit Contact link.

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Zulema Rodriguez
<input type="radio"/> Associated Owner		Florida West Coast Public Broadcasting Inc

6. On the next screen, if you see the contact you want to add to this record, click the radio button next to it and click Continue. If you don't see the Contact you want to add, go to the previous

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screen, and click [Add New](#). Enter the required information in the fields marked with an asterisk (\*) and click [Continue](#).

- a. You will get a message which reads 'Contact added successfully'. Next, click [Continue Application](#).

7. **Detailed Description:** Enter details of the proposed tree removal and/or pruning. Click the checkboxes to attest to the two statements. Next, at the bottom, click "[Add a Row](#)" to enter **Additional Details** about the tree(s) that require a permit to be removed/pruned.

\*Detailed Description:

spell check

Application Information

OWNER/APPLICANT ATTESTATION

\*WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND FILED WITH THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER REGARDING YOUR NOTICE OF COMMENCEMENT.

Additional Detail

Tree Removal & Pruning Permit

Showing 0-0 of 0

Offsite Tree	Species	Tree Type	Requested Action Type	Reason for Pruning/Removal	General Location of
No records found.					

[Add a Row](#) [Edit Selected](#)

[Continue Application >>](#)

8. On the next pop-up screen, enter the required information in the fields marked with an asterisk (\*), then click [Submit](#).
  - a. Use drop-down menu to select:
    - i. \*Tree Type
    - ii. \*Requested Action Type
  - b. Click [Submit](#) to return to previous screen and either click [Add a Row](#) to add another tree, or click [Continue Application](#) to proceed.

# How To Create a Tree Removal and Pruning Permit

The screenshot shows a web form titled "Tree Removal & Pruning Permit". The form contains several fields: "Offsite Tree:" with radio buttons for "Yes" and "No"; "Species:" with a dropdown menu showing "--Select--"; "\*Tree Type:" with a dropdown menu showing "--Select--"; "\*Requested Action Type:" with a dropdown menu showing "--Select--"; "Reason for Pruning/Removal:" with a dropdown menu showing "Select"; "General Location of Tree:" with a dropdown menu showing "Select"; "Notes:" with a text area; and "Damaging Structure:" with radio buttons for "Yes" and "No". At the bottom, there is a "spell check" link, a blue "Submit" button, and a "Cancel" button. Two red circles highlight the "\*Tree Type:" and "\*Requested Action Type:" dropdown menus, with red arrows pointing to them from the right.

9. When the details for all trees have been entered, click [Continue Application](#).

10. **Attachments:** On the next screen, click [Add](#) to upload a Word or PDF file of any required documents associated with the removal/pruning permit being applied for, i.e.: Survey, Affidavits, etc.

a. If you're not sure of what may be required for your permit application, contact Natural Resources at (813) 274-3100, option 4, or email them at: [treequestions@tampagov.net](mailto:treequestions@tampagov.net).

b. When all required documents have been uploaded, click [Save](#), then [Continue Application](#).

11. Review all information entered. Click [Edit](#) to make changes or corrections. Next, click [Continue Application](#).

12. **Payment:** On the next series of screen, you will be provided with the total amount due with the application and be required to indicate the payment method (credit card or bank account).

a. Click "[Check Out](#)" to start the payment process and then again to continue with your payment.

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**Step 4** : **Pay Fees**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Tree Permit Application Fee	1	\$50.00
Fla Permit Surcharge	1	\$4.00

TOTAL FEES: \$54.00  
Note: This does not include additional fees.

**Check Out »**

**PAY NOW**

1400 N Boulevard T 33607  
1 Application(s) | \$54.00  
Tree Removal and Pruning Permit  
23TMP-000742

Total due: \$54.00

**Total amount to be paid: \$54.00**  
Application fees (where applicable) are non-refundable. Application fees do not include additional fees that may be assessed upon staff review of applications for City services.

If paying with eCheck please ensure to include driver's license and state for personal checks and tax ID for corporate checks.

**Checkout »** **Edit Cart »** **Continue »**

13. Click “**Check Out**” again to enter Billing and Payment Information for all required (\*) fields. Then click **Pay** to submit your payment.

14. Jot down your Permit Number (**TRE-23-0000XXX**) and be sure to provide it when contacting the City of Tampa regarding this permit. An automatic confirmation, via email, will be sent when application is processed.

**Receipt**

✓ Your application and/or payment has been successfully processed.

**Print/View Receipt** **Print/View Summary**

1400 N Boulevard T 33607

**TRE-23-000009** [View Receipt](#) [View Su](#)

END OF HOW TO CREATE A TREE REMOVAL AND PRUNING APPLICATION