



Tree Permit Checklist

Building (BLD) Permits

This permit is used for a variety of projects (New Single Family Residence, additions, pools, spas, driveways, etc.)

- Evaluate all trees 5" or greater (as well as any mitigation trees, regardless of size) on site and within 20 feet of proposed construction
- Identify species, sizes, and conditions of all trees on site plan using City of Tampa approved methods
- Determine which trees can be retained, and which trees can be removed due to poor condition or conflict with proposed construction (if reasonable reconfigurations cannot be made to accommodate retention)
- Establish preventative measures to protect retained trees (tree barricades, root pruning, lintel foundations, clearance pruning, etc.)
- Prepare a Tree Table outlining credits for retention, debits for removals, and required replacement mitigation trees (if applicable)
- Facilitate Public Notice for all Grand Tree removals which are not deemed to be in imminently dangerous condition
- Submit Site Plan, Tree Evaluation Report, Tree Table, and any other supporting documents into Accela
- Email SCPA@Tampagov.net with the permit number as the subject line

Tree Removal/Pruning (TRE) Permits

This permit is used for proposed removal of any trees 5" or greater (as well as any mitigation trees, regardless of size) or pruning of trees 24" or greater

- Evaluate all trees proposed to be pruned or removed
- Identify species, sizes, and conditions of all trees to be worked on using City of Tampa approved methods
- Determine if trees meet criteria for removal, or what levels of pruning are appropriate for the health of the tree
- Prepare a Tree Table outlining credits for retention, debits for removals, and required replacement mitigation trees (if applicable)
- Facilitate Public Notice for all Grand Tree removals which are not deemed to be in imminently dangerous condition
- Submit Tree Evaluation Report, Tree Table, and any other supporting documents into Accela
- Email SCPA@Tampagov.net with the permit number as the subject line

Depending on the address location of the jobsite, additional requirements may be essential for compliance with other city divisions of FEMA prior to approval or permit issuance.