

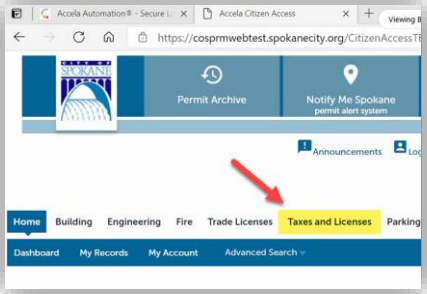
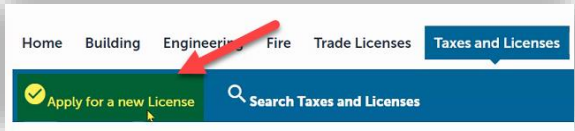
# **Commercial Tree License Application Instructions**

## **Overview**

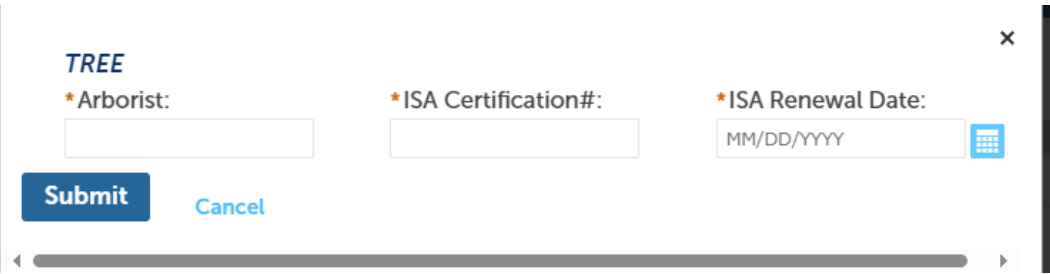
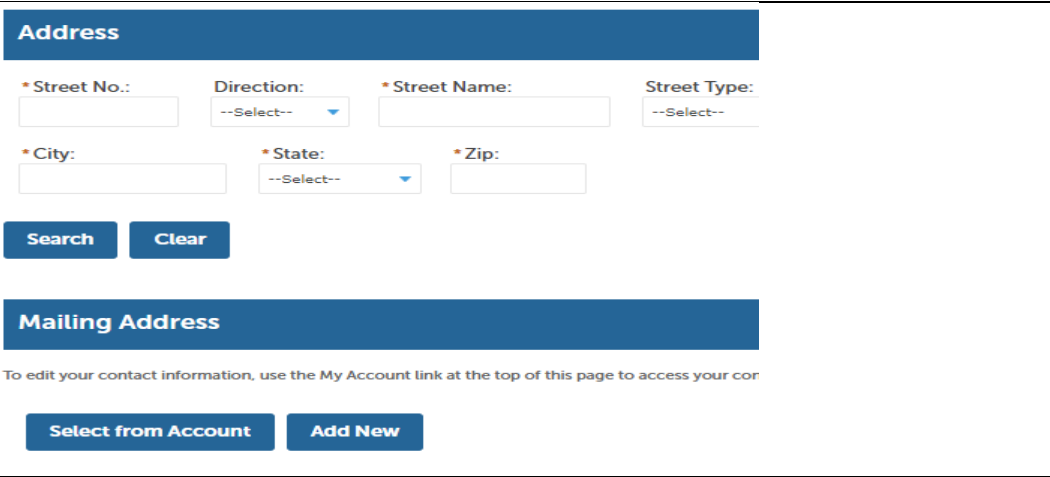
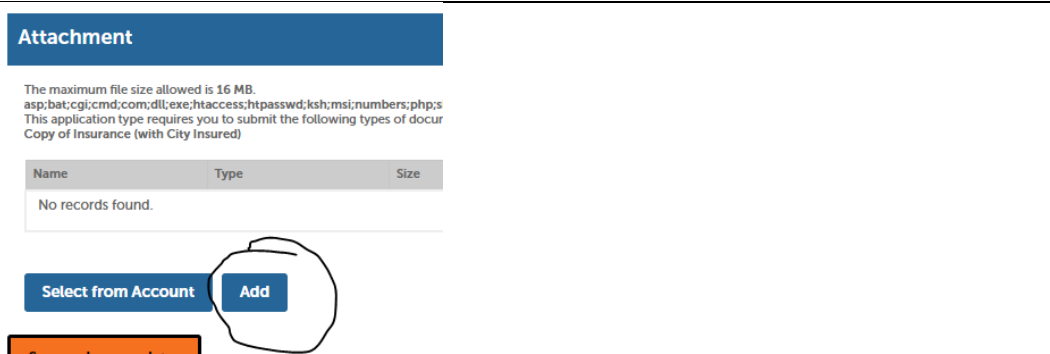
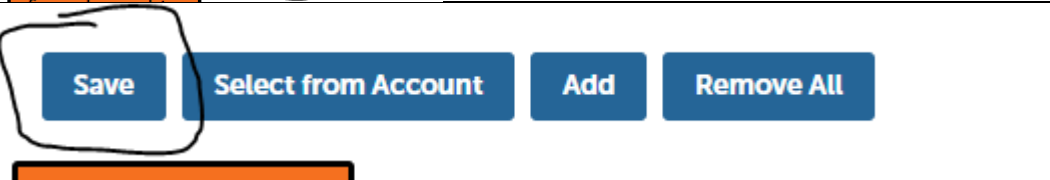
This user guide covers the process steps for submitting an application to obtain a commercial tree license using the City's automated process.

## **License Application**

Starting Point: User has created an account (user name and password) in ACA and is logged in. [Accela Citizen Access \(spokanepermits.org\)](https://spokanepermits.org)

#	Step	Screenshots	Notes
1	From the Users ACA home page, select the "Taxes and Licenses" tab.		
2	Select the "Apply for new License" link		
3	Read and accept the "Online Application" disclaimer.		
4	Select the "Continue Application" button		

5	Select the "Commercial Tree License" option	<div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin: 2px;"><input checked="" type="radio"/> Commercial Tree License</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 2px;"><input type="radio"/> For Hire Operator License</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 2px;"><input type="radio"/> Entertainment Facility License</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 2px;"><input type="radio"/> For Hire Vehicle License</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 2px;"><input type="radio"/> For Hire Driver License</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 2px;"><input type="radio"/> Temporary Business License</div> </div>							
6	Select "Continue Application"								
7	Enter Business Name & UBI	<div style="background-color: #2c5e8c; color: white; padding: 5px;"><b>Custom Fields</b></div> <p><i>TREE</i></p> <p>* Business Name: <input style="width: 100px;" type="text"/></p> <p>* UBI Number: <input style="width: 100px;" type="text"/></p>	Enter Business Name & UBI Number						
8	Click on "Add a Certification" to add an Arborist to your account	<div style="background-color: #2c5e8c; color: white; padding: 5px;"><b>Arborist Certification(s)</b></div> <p><i>TREE</i></p> <p>Showing 0-0 of 0</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 50%;">Arborist</th> <th style="width: 30%;">ISA Certification#</th> <th style="width: 20%;">ISA R</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No records found.</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: #2c5e8c; color: white; padding: 5px 10px; border-radius: 3px;"><b>Add a Certification</b> ▼</div> <div style="background-color: #2c5e8c; color: white; padding: 5px 10px; border-radius: 3px;"><b>Edit Selected</b></div> <div style="background-color: #2c5e8c; color: white; padding: 5px 10px; border-radius: 3px;"><b>Delete Selected</b></div> </div>	Arborist	ISA Certification#	ISA R	No records found.			
Arborist	ISA Certification#	ISA R							
No records found.									

<p>10 Enter Arborist's Info and ISA credentials</p>		
<p>11 Continue Application</p>		
<p>12 Enter Business Address. " Select from Account" for Mailing address that should already be connected to your online account.</p>		
<p>Continue Application</p>		
<p>13 You will need to upload your insurance.</p>		
<p>30 After you find the proper file, you will need to select SAVE</p>		

	Continue Application		
	Review Info & Continue Application		
	Select Check Out	<p><b>Application Fees</b></p> <p>Fees</p> <p>Commercial Tree License</p> <hr/> <p><b>TOTAL FEES: \$45.00</b>  Please review fees for accuracy before proceeding to payment.</p> <p><b>Check Out »</b></p>	
	Enter Payment Info & Submit Payment		License will get physically mailed out in 2-3 business days