



# Online Public Tree Permits

The City of Spokane offers certified arborists the convenient option to pull Public Tree permits online. Applicants can submit applications, track permit status and manage projects in the online Permit Manager.

## GETTING STARTED

*To apply for an online public tree permit, you will need the following information:*

- Project Location – Street Address or Parcel Number
- Licensed Professional Name and Contact Info – must already be a certified arborist with the City of Spokane and carry valid insurance
- Type of Tree Work, Number of Trees and Location – reference Urban Forestry Quadrant Map
- Estimated Completion Date
- General Description of Work – (ex. “Monroe Street Tree Removal)
- Detailed Description of Work – include more specific project information (ex. “Removing maple tree B2 on back of property”)

## APPLYING FOR YOUR PERMIT

*Navigate your browser to <https://aca.spokanepermits.org/CitizenAccess> and either Log-in to your account, or Register for an account.*

**Step One:** In Engineering tab, click Apply for a Permit

**Step Two:** Choose appropriate license from drop-down menu

**Step Three:** Complete Project Location fields

**Step Four:** Complete Type of Tree Work, Number of Trees, Estimated Completion Date and Descriptions of Work

**Step Five:** Upload additional documents if necessary – (ex. Site Plans)

**Step Six:** Submit permit application

Applicant will receive a confirmation email, and Urban Forestry will contact applicant if additional information is required. Permit status tracking is available under the “My Account” tab.

