ONLINE PUBLIC TREE PERMITS

Training 07/12/2017
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”)

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.
APPLYING FOR YOUR PERMIT

aca.spokanepermits.org

Welcome to the Permit Manager Login Page
On login, those with a professional license associated to their account will have personalized access to permits processed in their name. To add a license to your account, please click on Account Management after login and follow the prompts.

Daily System Reset - The system is restarted each morning and an outage may be experienced from 5:30-5:45AM. We recommend that you do not perform any permitting or inspection transactions at this time.

Resuming an Application - Please be aware that there may be a scroll bar across the bottom of the screen and that the RESUME link is sometimes hidden to the right.

New Users
An account is not required to search for, view, or print permit information. These tasks can be performed by selecting the Search Records & Permits link on the Home Page or by clicking on one of the Respective Department tabs above.

Login or Register for an Account

Register Now
APPLYING FOR YOUR PERMIT

Step One: Click Apply for Permit, Accept Terms

Access permit application
APPLYING FOR YOUR PERMIT

Step Two: Choose Appropriate License

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

---Select---

---Select---

WA Construct Contr., DEMO_LP
None Applicable

Continue Application »
APPLYING FOR YOUR PERMIT

Step Three: Complete Project Location Fields

Fill in Street No. and Name, Click Search

These fields will auto-populate after address search
APPLYING FOR YOUR PERMIT

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

Number of trees in each category

Use Urban Forestry Quadrant Map for site placement

Example:
F3 - the third tree as read from left to right facing the Front of the property
L2 - the second tree as read from front to back on the Left side of the property
B2 - the second tree as read from left to right facing the Back of the property
R1 - first tree as read from front to back on the Right side of the property
Step Five: Complete Descriptions of Work

- General Description:
  Ex. “Monroe Street Tree Removal”

- Detailed Description:
  Ex. “Removing maple tree B2 on back of property”
Step Six: Upload Additional Documents (if necessary)
Step Seven: Review and Submit Application

Step 3: Receipt/Record issuance

Receipt

- Your application(s) has been successfully submitted for review. Please print to retain a copy for your records.
TRACKING YOUR PERMIT

Access permit history and progress

Search current and past permits
# MY ACCOUNT

## Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

### Account Type

Licensed Professional Account

### Login Information

<table>
<thead>
<tr>
<th>User Name:</th>
<th>E-mail:</th>
<th>Password:</th>
<th>Security Question:</th>
<th>What is your mother-in-law’s maiden name?</th>
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</table>

### License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 1-2 of 2 | Download results

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### Contact Information

Showing 1-1 of 1 | Download results

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<tr>
<th>First Name</th>
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<th>Action</th>
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<tbody>
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<td>Erica</td>
<td>Grey</td>
<td>City of Spokane</td>
<td>Contact</td>
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### Attachments

This maximum file size allowed is 16 MB.

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### Trust Account Information

Showing 0-0 of 0

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THANK YOU!