



ONLINE PUBLIC TREE PERMITS

Training 07/12/2017





GETTING STARTED

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.

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

Secure | https://aca.spokanepermits.org/CitizenAccess/Login.aspx

aca.spokanepermits.org

[Announcements](#) | [Register for an Account](#) | [Reports \(1\)](#) | [Login](#)

- Home
- Building
- Engineering
- Fire
- Licenses
- Parking
- Planning
- more ▾

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

[Register Now »](#)

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

Login or Register for an Account





APPLYING FOR YOUR PERMIT

Step One: Click Apply for Permit, Accept Terms

Home Building Engineering Fire Licenses Parking Planning more ▾

Welcome Erin Gray
You are now logged in.

Cart (0)
Your cart is empty.

Please clear your browser cache if you are experiencing problems. [Click here](#) if you need help clearing your cache.

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.

What would you like to do today?

To get started, select one of the services listed below:

Building Apply for Permit Search Records & Permits Schedule an Inspection (Registered Users)	Engineering Apply for a Permit Search Records & Permits
Fire Search Records & Permits	Licenses Apply for or Renew a License Search for a License
Search Lookup Property Information Search by License Search Documents by Geographic Location	Parking Apply for a Permit Search Applications
Planning Search Applications	Historic Preservation & Tax Exemptions Search Applications

Access permit application

Home Building Engineering Fire Licenses Parking Planning more ▾

[Apply for a Permit](#) | [Search Records & Permits](#)

Online Application

Welcome to City's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final permit all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the Applicant Declaration below before beginning your application.

General Disclaimer

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All trademarks and service marks contained in or displayed on this website are the

I have read and accepted the above terms.

[Continue Application »](#)





APPLYING FOR YOUR PERMIT

Step Two: Choose Appropriate License

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[Apply for a Permit](#) | [Search Records & Permits](#)

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

Step 2 : Project Location > Page 1

* indicates a required field.

Address

* Street No.:	Direction:	* Street Name:	Street Type:	Unit Type:	Unit No.:
<input type="text"/>	--Select ▾	<input type="text"/>	--Select-- ▾	--Select-- ▾	<input type="text"/>
City:	State:	Zip: (Please leave blank)			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

Parcel

* Parcel Number: [?](#)

Owner

Owner Name: [?](#)

Address Line 1:

Address Line 2:

City: State: Zip:

Phone:

E-mail:

**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

ASI

TREE TYPE OF WORK

Pruning:

Planting:

Removal:

Root Treatment:

Tree Protection Zone:

Number of trees in each category

ENGINEERING TREE PERMIT

Type of Trees:

Specify Additional Work:

spell check

* # of Trees:

* Estimated Completion Date:

Site Placement:

Comments:

spell check

Check if permit application is in response to a courtesy notice or notice of violation:

Use Urban Forestry Quadrant Map for site placement

The diagram shows a rectangular property with a house in the center. Trees are represented by circles around the perimeter. The labels are: B2 (top-left), B (top-center), L2 (left-side), R (right-side), and F3 (bottom-right).

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





APPLYING FOR YOUR PERMIT

Step Five: Complete Descriptions of Work

Detail Information

* General Description:

Ex. "Monroe Street Tree Removal"



* Detailed Description:

Ex. "Removing maple tree B2 on back of property"



[spell check](#)

Continue Application »

Save and resume later

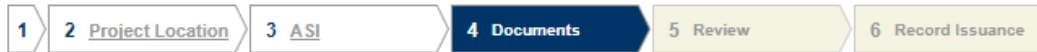




APPLYING FOR YOUR PERMIT

Step Six: Upload Additional Documents (if necessary)

Public Tree Permit



Step 4 : Documents > Page 1

* indicates a required field.

Attachment

The maximum file size allowed is 16 MB.
html;htm;mht;mhtml are disallowed file types to upload.


Name	Type	Size	Latest Update	Action
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No records found.

Select from Account

Add

Continue Application »

Save and resume later 



APPLYING FOR YOUR PERMIT

Step Seven: Review and Submit Application

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[Apply for a Permit](#) | [Search Records & Permits](#)

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

Step 3 : Receipt/Record issuance

Receipt

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

Print/View Record

808 W SPOKANE FALLS BLVD, SPOKANE WA 00000

P1703729TREE

Print/View Record





TRACKING YOUR PERMIT

Access permit history and progress

[Announcements](#) | Logged in as: Erin Gray | [My Projects](#) | [Cart \(0\)](#) | [Reports \(1\)](#) | [My Account](#) | [Logout](#)

Search...

[Home](#)

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[Engineering](#)

[Fire](#)

[Licenses](#)

[Parking](#)

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General Search

General Search

Enter information below to search for records. Select the search type from the drop-down list.

Search my records only

Record / Permit Number:
Record Type:

Start Date:
End Date:

License Type:
State License Number:

First: Last:
Contractor, Architect or Engineer Name:

Business License #:

Street No.: Direction:
Street Name:

Parcel No.:

[Search Additional Criteria](#)

***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

Edit

User Name:

E-mail:

Password:

Security Question:

What is your mother-in-law's maiden name?

License Information

Add a License

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](#)

State License #	License Type	Issued On	Expired Date	Status	Action	Country
DEMO_LP	Construct Contr	04/28/2006	12/31/2040	Approved	Actions ▼	
COSROW	Obstruct Contr		12/31/2031	Pending	Actions ▼	

Contact Information

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action	Full Name
Erin		Gray	City of Spokane	Contact	Approved	Actions ▼	Erin Gray

Attachments

The maximum file size allowed is 16 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Stat
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No records found.

Add

Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Ledger Account
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No records found.



THANK YOU!

