



## COMMERCIAL TREE SERVICE LICENSE APPLICATION

Submit to:  
Department of Taxes and Licensing  
808 West Spokane Falls Boulevard, Spokane, WA 99201  
Phone: (509) 625-6070  
Fax: (509) 625-6990  
\$45.00 fee required; cash, check, or credit card

Quality tree work performed in the City rights-of-way and on public property is critical in achieving sustained health, value, and successful management of Spokane's urban forest. Please review the qualifications below, provide **ALL** the requested information and submit with payment to the address above. Please also review information on back of this sheet.

A license to perform tree work is issued to each applicant who meets the following qualifications:

1. Is, or has an employee who is, an arborist certified through the International Society of Arboriculture (ISA).
2. Uses only ISA certified arborists or certified tree workers in performing work which involves tree climbing, pruning, planting, or removal.
3. Has not been found in violation of any requirements of chapter 12.02 SMC within the preceding year.
4. Licensee must maintain public liability insurance with combined bodily injury and property damage limits of at least one million dollars. At the time of permit application, the applicant must provide proof of such insurance, naming the City of Spokane as an additional insured. The insurance must include a provision for at least thirty days written notice to the City risk manager prior to cancellation or material change in coverage to be given.

Licenses required by this section are class IIIA licenses under chapter 4.04 SMC.

### Business & Insurance Information

City of Spokane Business License Number:	
Business Name:	
Business Owner's Name:	
Business Address:	
Phone:	Fax:
Email:	
Insurance Company Name:	
Insurance Company Phone:	

### ISA Certified Arborist(s) on staff. Attach additional names on separate sheet as needed.

Name	ISA Number	Expiration Date



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## Important Information For Commercial Tree Service License Applicants

### Important Information for Commercial Tree Service License Applicants

Under Spokane Municipal Code (SMC) Section 10.25.010, a Commercial Tree Service License is required for any person or entity retained or hired to perform work on street trees in the City of Spokane Right-of-Way (ROW) or on public trees as defined in SMC 12.02.952.

Commercial Tree Service Licensees must be aware of and follow all regulations regarding street tree work according to Spokane Municipal Code.

**All work performed on public trees by commercial firms requires a street tree permit, regardless of the size of the parts removed from the tree. In addition to being licensed, commercial firms are required to obtain a Street Tree Permit for any work performed on ROW trees. Street Tree Permits are required before performing pruning, removal, or planting under SMC Sections 12.02.910 and 12.02.912.**

Any pruning or removal work on public trees must be performed by an International Society of Arboriculture (ISA) certified arborist or ISA certified tree worker. The person performing the tree work must have ISA designation. Supervision by an ISA certified arborist does not meet ordinance requirements for pruning or removal work. When planting, an ISA certified arborist must be on site to supervise the process but does not have to be performing the work. Permits will be issued based on the ordinance criteria.

In most cases an obstruction permit is required when pruning or removing ROW trees. These are obtained from the City of Spokane Engineering Services Department (625-6700). Please refer to the Municipal Code Section 12.02.0706.

#### **Penalties will apply for not following these requirements under chapter 4.04 SMC:**

1. Whenever it appears to the city that there has been a violation a warning letter may be issued. If the City believes damages apply, the warning letter will also include a statement thereof and demand payment. The letter shall state a time for response and offer to meet with the party and may seek restitution for damages through any lawful means.
2. If it appears to the City that a subsequent violation has arisen within a three year period after a warning letter has been issued, the matter is referred to the City Prosecutor to seek penalties and full restitution for all outstanding violations and damages, including any items not resolved after the warning letter was issued.
3. Any party found to be in violation of this section a second time within a three year period shall have their license suspended for 1 year, in addition to paying applicable penalties and damages.
4. Any party found in violation of this section a third time within a three year period may permanently have their license revoked by the director, in addition being required to pay applicable penalties and damages.

Further information can be obtained at the Urban Forestry website. [www.spokaneurbanforestry.org](http://www.spokaneurbanforestry.org)  
If you have any questions, please call the Urban Forestry Program at 509-363-5495.