



10550 SE 27th Street
Beaux Arts, WA 98004
425.454.8580 Fax 425.688.1786
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FOR INSPECTIONS, CALL:
Tree Solutions, 206-528-4670

APPLICANTS AND CONTRACTORS:
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1703.**

TREE-REMOVAL-PERMIT-APPLICATION INSTRUCTIONS

Welcome to the Beaux Arts tree-removal-permit process. Property owners obtain tree-removal permits to document that the location, type and size of the tree(s) they wish to remove are allowed by and comply with any and all provisions of the laws, ordinances, and codes in effect at the time the application is filed with the Town. The attached packet includes information and forms for your use in completing your Application for Tree-Removal Permit. To obtain a tree-removal permit for your proposed construction project, please complete the following steps:

1. **DETERMINE WHICH PERMITS YOU WILL NEED.** The Town issues building, mechanical, demolition, substantial-development permits, tree-removal and right-of-way permits. The King County Department of Health issues plumbing permits. The Washington State Department of Labor and Industries issues electrical permits. The City of Bellevue issues fire-sprinkler permits.
2. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project:.

- A. **APPLICATION FORM:** You must complete and submit **ONE** copy of the Application for Tree-Removal Permit any time you wish to remove one or more trees identified as Protected Species in the Town's Tree Code. Please complete the form by providing all information requested, answering all questions accurately and neatly, and signing the application.
- B. **PERMIT-FEE:** You must pay a permit-fee when your permit is issued. The permit fee for tree-removal permits issued is set by Town resolution. In addition to the permit fee, you will be billed for additional charges the Town incurs in the review and administration of your permit, including the Town Arborist's time.
- C. **PLANS AND SPECIFICATIONS:** You must provide a plot showing the approximate location, size, and species of all protected trees on your property, including those proposed for removal.
- D. **APPLICATIONS FOR ADDITIONAL PERMITS:** You must submit separate applications for any additional permits needed, including Building, Demolition, Fire-Sprinkler, Tree Removal and Street-Opening.

3. **CONTACT THE TOWN CLERK AT 425.269.6985 TO MAKE AN APPOINTMENT FOR SUBMITTING YOUR COMPLETED APPLICATION DOCUMENTS AND FEES.** When filed with the Town Clerk, items 2A through D (as required) constitute a complete Application for Tree-Removal Permit. The application must be complete in every respect (all questions answered, forms signed) before the Town Clerk can accept it.
4. The Town Clerk will process your application and forward the application documents to the Town Arborist for his/her review and approval. If additional information is needed, please provide it as quickly as possible to avoid delays in the review of your application. When this review is complete, the Town Clerk will notify you that your permit is ready to be picked up.
5. Within five days of receiving your complete application, the Town Clerk will post and mail notices (as required by the Tree Code) identifying the site and trees that you propose to remove. After the prescribed waiting period has expired, the Town Clerk will contact you to make arrangements to issue your permit and collect permit fees.
6. After your permit is issued, **POST THE PERMIT IN A CONSPICUOUS PLACE AT THE SITE** of the proposed work. If your project needed a plan review, keep the complete set of application documents, including all plans, available on the jobsite at all times.
7. If you wish to make any changes to your proposal after the permit is issued, **CONTACT THE TOWN CLERK** to determine whether a new application should be submitted.
8. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO INFORM ALL CONTRACTORS AND WORKERS OF THE REQUIREMENTS AFFECTING THIS WORK AND TO ENSURE THEIR COMPLIANCE.** All permits issued are conditioned upon compliance with any and all provisions of the laws, ordinances and codes in

effect at the time the permit application was filed with the Town Clerk. Permits issued in error or on the basis of incomplete, incorrect, or inaccurate information may be suspended or revoked. Upon inspection, work found to be constructed in violation may be ordered removed and/or brought into compliance at any time the violation becomes apparent to an official of the Town.

9. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO RETAIN COPIES OF ALL PERMIT DOCUMENTS**, including the application and supporting plans and documents, the permit card with inspection record, and any other paperwork or information that documents the type of work performed and its permitted status. The Town retains copies of this information after the completion of your project; however, after six months there is no guarantee that the Town will still have documentation from your project available.