



TREE PERMIT APPLICATION PROCESS

Rev: 2 | Revision Date: 08/28/2026 | I.D. Number: E-LND-04

PURPOSE: Provides assistance regarding the submittal, review, issuance and inspection process for tree permit (LND-TREE) applications. This permit application process is required for both public and private property for the removal or relocation of any existing, regulated tree or palm per the City's [Unified Land Development Code Section 47-21.15.F](#).

This permit application is used for compliance with:

- Tree/Palm Relocation
- Tree/Palm Removal
- Specimen Tree Relocation
- Specimen Tree Removal
- Permit Renewal
- Change of Contractor

All items listed below shall be submitted:

- A completed Tree Permit application:
 - Both pages of the application shall be filled out. For areas that do not apply write "n/a".
 - For single family homes the property owner may qualify the permit, so in area #2 you may indicate 'owner as landscaper'.
 - The owner and contractor signatures must be notarized.
- A complete Landscape and Tree Document Packet, as applicable to the scope of work proposed:
 - A Tree and Palm Survey or site plan of the property illustrating the location of all existing trees and palms on site. These locations shall be numbered.
 - A corresponding Tree and Palm Inventory of all existing trees and palms.

This shall include in list format:

- tree number
- botanical/common name
- overall height and clear trunk (CT) measurement for palms
- trunk diameter measurement at chest height (DBH) for trees
- health condition rating (as a number or percentage)
- disposition status (remove, remain, relocate)
- An ISA Certified Arborist report for all existing specimen-sized trees.
- As of January 1, 2024, all items shall be submitted electronically to [LauderBuild](#).
 - For in person inquiry or paper permits dated prior to 2024, visit:
Development Services Department
Building Services Division
700 NW 19TH Avenue
Fort Lauderdale, FL 33311

Permit application review process:

- Once the permit application and items are submitted, intake staff will assign an application number and route the items to the Landscape Division for review. Note that incomplete information will not be accepted.



TREE PERMIT APPLICATION PROCESS

Rev: 2 | Revision Date: 08/28/2026 | I.D. Number: E-LND-04

- The submitted information will be field verified by Landscape staff.
- Once information is reviewed and verified, the department shall determine compliance with code requirements. Approval conditions may be noted and the permit application is processed for issuance.
 - If determined by the department that there are large desirable existing trees and the proposed site plan will not preserve such a tree, then the tree permit may be denied by the department and revised plans shall be submitted.
 - If a tree removal permit is sought for removal of large desirable trees because of root intrusion, tree debris, etc. the department may deny the application if alternatives such as sidewalk bridging, shade structure construction, canopy reduction pruning, root pruning, root barrier, etc. can be considered or attempted to preserve the tree.
 - If further information is required, the applicant will be contacted with a status update, or the applicant can track the status online.
 - If the application is approved, the applicant will be contacted with a status update, or the applicant can track the status online. The permit is ready to be issued.

- Once the permit application is paid for, the permit shall be issued to the applicant. The permit and approved plans must be posted on the jobsite. The approved work may then commence on site.

Issued permit inspection process:

- It is recommended to schedule an LND-Landscaping Jobcheck inspection for pre-planting assistance of replacement tree planting locations, tree species, etc. This inspection is included in the permit issuance fee and is helpful to discuss options before work is performed.
- Once permitted work is completed, an LND-Landscape Final inspection shall be scheduled by the applicant.
 - The trees to be removed must be completely removed, including the stump being ground below grade level.
 - Equivalent replacement mitigation requirements must be installed, so long as the site meets minimum landscape code requirements.
 - Once met and verified at time of inspection, equivalent value may be determined as a payment into the City's Tree Canopy Trust Fund.
- Once LND-Landscape Final inspection is passed, the permit will be closed.