

**CITY OF SOUTH PASADENA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION  
1414 MISSION STREET, SOUTH PASADENA, CA 91030 (626) 403-7240**

**PRIVATE PROPERTY TREE TRIMMING PERMIT APPLICATION**

*This permit applies to Oak trees and native California species only.  
Please submit site plan if more than three (3) trees are involved.*

PERMIT FEES: PERMIT NO: \_\_\_\_\_  
Inspection: \$120.00  
Permit: \$63.00

JOB SITE: \_\_\_\_\_

PROPERTY OWNER'S NAME(S): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY BUSINESS LICENSE NO: \_\_\_\_\_

**TREE INFORMATION:**

(1) Type/Variety: \_\_\_\_\_ Size of Tree: \_\_\_\_\_  
(trees 4" in diameter or greater are considered Mature trees.) (diameter of tree is measured 4' from base of trunk)

Proposed trimming percentage of live foliage: \_\_\_\_\_% Location of Tree: \_\_\_\_\_  
(specific location on property, i.e. front/side/back yard)

Description of Proposed Work: \_\_\_\_\_  
(include all conditions warranting the proposed work.)

(2) Type/Variety: \_\_\_\_\_ Size of Tree: \_\_\_\_\_  
(trees 4" in diameter or greater are considered Mature trees.) (diameter of tree is measured 4' from base of trunk)

Proposed trimming percentage of live foliage: \_\_\_\_\_% Location of Tree: \_\_\_\_\_  
(specific location on property, i.e. front/side/backyard)

Description of Proposed Work: \_\_\_\_\_  
(include all conditions warranting the proposed work.)

(3) Type/Variety: \_\_\_\_\_ Size of Tree: \_\_\_\_\_  
(trees 4" in diameter or greater are considered Mature trees.) (diameter of tree is measured 4' from base of trunk)

Proposed trimming percentage of live foliage: \_\_\_\_\_% Location of Tree: \_\_\_\_\_  
(specific location on property, i.e. front/side/back yard)

Description of Proposed Work: \_\_\_\_\_  
(include all conditions warranting the proposed work.)

**APPLICANT AGREES TO THE FOLLOWING CONDITIONS WHEN TAKING OUT A PERMIT.**

- (1) It shall be unlawful for any person to damage or cause to be damaged any heritage, mature Oak tree, or mature native tree located within the City per City Code Section 34.3(d). Damages could result in severe penalties including possible replacement trees of like-size when a tree does not recover from damages; or misdemeanor charges, per City Code Section 34.12(a)(b).
- (2) Topping of any tree is strictly prohibited.
- (3) Conditions must exist to warrant any trimming or pruning greater than 10%. After initial inspection of the site, a City inspector will approve the percentage of live foliage which may be trimmed.
- (4) **Oak tree** trimming season is from June 1st to September 30<sup>th</sup>.  
Only *hazard* trimming of **Oak trees** will be allowed from October 1<sup>st</sup> through June 30<sup>th</sup>.
- (5) The applicant must call for an inspection prior to the tree trimming work so that the City inspector may oversee the work of the contractor. Please call our Service Facilities at (626)-403-7370; Monday through Friday, 7:30 a.m. to 4:00 p.m. to schedule an appointment.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*For City use only*

1. Approved or Denied \_\_\_\_\_ Type/Variety Inspected: \_\_\_\_\_

Percentage of Live Foliage for Trimming: \_\_\_\_\_% Size of Tree: \_\_\_\_\_

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

2. Approved or Denied \_\_\_\_\_ Type/Variety Inspected: \_\_\_\_\_

Percentage of Live Foliage for Trimming: \_\_\_\_\_% Size of Tree: \_\_\_\_\_

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

3. Approved or Denied \_\_\_\_\_ Type/Variety Inspected: \_\_\_\_\_

Percentage of Live Foliage for Trimming: \_\_\_\_\_% Size of Tree: \_\_\_\_\_

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_