

HOW TO SUBMIT FOR AN ONLINE TREE REMOVAL PERMIT

To submit an online tree removal permit application your tree service must first be registered with the City of Clearwater (BTR or REG), and you must have already registered for online permitting. To learn how to register for online permitting, please see the handout "How to Register Online for Tree and Landscape Services."

1. Visit: <https://epermit.myclearwater.com>.
2. Log in to your account.

Welcome to ePermit:
The City of Clearwater's Planning & Development Department
Public Access Website

Anyone may search our database without being a registered user by simply clicking on one of the corresponding tabs at the top of the page.

In order to create a new building permit application online, you must first login as a registered user. **New users must receive login approval PRIOR to creating a new application.**

Services Available

Building Permits:

- Search permit history or status, schedule inspections, search for inspection results, pay fees.
- Apply for a building permit online. (You must be a licensed contractor and registered user.)

Business Tax Receipts:

- Search for account status or pay your Business Tax Renewal.

Planning:

- Search case status/history or apply for a tree removal permit.

Tree Removal - Tree Removal permit applications **are not** available online at this time. You may fax permit applications to our Construction Service Division at 727-562-4576 or bring them into the office. If you have questions about tree removal permit applications, please call 727-562-4567.

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)

New Users: Register for an Account

New Users: Click "New Users: Register for an Account" above to get started.

Registered users: Login to get started

3. Click the "Create an Application" link in the Planning tile.

You are now logged in.

What would you like to do today?
To get started, select one of the services listed below.
You must be a licensed professional to apply for a building or tree removal permit.

To modify account information (add a license, add a contact, etc.), click "Account" in the upper right corner.

| | |
|---|---|
| General Information Lookup Property Information | Building Create an Application Search Applications |
| Business Tax Search Applications | Planning Create an Application Search Applications |

4. Accept the General Disclaimer and click on the “Continue Application” button.

Online Tree Permit Application

Welcome to the Planning Citizen Portal

Coming Soon: Online Application for Tree Removal Permits and Planning Cases

>Review City of Clearwater Web Site Legal Disclaimers

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

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

I have read and accepted the above terms.

Continue Application »

5. Select your license from the drop down box, and then click the “Continue Application” button.

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--

Continue Application »

6. Select “Planning – Tree Permit,” and the click the “Continue Application” button.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Planning - Flexible Development

Planning - Flexible Standard

Planning - Tree Permit

Continue Application »

- Verify that your license information is correct and edit as needed. Then click on the “Continue Application” button.

Planning - Tree Permit

1 People 2 Location 3 Application 4 Review 5 Pay Fees 6

Step 1 : People > People Info * indicates a required field.

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

License Type:Tree Contractor
License Number:REG-0000560
Address:

[Edit](#) [Remove](#)

Continue Application » Save and resume later:

- Enter the street address of the work site (you only need to enter the street number and street name), and then click on the “Search” button. This will generate search results. Click on the correct search result (if multiple) and it will auto-fill the remaining Parcel and Owner fields.

Planning - Tree Permit

1 People 2 Location 3 Application 4 Review 5 Pay Fees 6

Step 2 : Location > Address Parcel Owner Info * indicates a required field.

Address

To better locate the site of the project, enter street number and street name only!

* Street No.: 100 * Street Name: myrtle Street Type: --Select-- Direction: --Select--

Unit Type: --Select-- Unit No.:

City: State: Zip: *

Search **Clear**

4 search results returned matching your address
Click any of the results below to view more details.
Showing 1-4 of 4

| Address | City | State | Zip | Parcel | Owner |
|--|------------|-------|-------|-------------------------|--------------------|
| 100 S MYRTLE AVE, 350, CLEARWATER USA FL 33756 | CLEARWATER | FL | 33756 | 15-29-15-54450-005-0010 | CITY OF CLEARWATER |
| 100 S MYRTLE AVE, 392, CLEARWATER USA FL 33756 | CLEARWATER | FL | 33756 | 15-29-15-54450-005-0010 | CITY OF CLEARWATER |
| 100 S MYRTLE AVE, CLEARWATER USA FL 33756 | CLEARWATER | FL | 33756 | 15-29-15-54450-005-0010 | CITY OF CLEARWATER |
| 100 S MYRTLE AVE, SUITE 120, CLEARWATER FL 33765 | CLEARWATER | FL | 33765 | 15-29-15-54450-005-0010 | CITY OF CLEARWATER |

9. At the bottom of the page you will be asked to confirm that the listed owner information is correct. Click either “yes” or “no” and provide the property owner's phone number and email address. Click the “Continue Application” button.


ASI

OWNER INFO

Is Owner Information Correct? Yes No

Owner Phone:

Owner Email:

Continue Application » Save and resume later: 

10. Provide a name for the project. This can be the client's name, address, or a description of the job. Also, verify that the property owner has given you proper authorization to act on their behalf, and identify the use of the property on which the Tree Removal Permit is being applied for (click on the “?” for a description of single family/duplexes compared to multi-family or commercial properties).

Detail Info

* [?](#)

Project Name:


App Specific Info

GENERAL

I hereby certify that as a representative of the property owner I have verified that the tree(s) sought to be removed is wholly on the property owned by the above identified property owner, and should it be determined that the tree(s) are located wholly or partially on property owned by some other person, then, I agree to hold the City of Clearwater harmless in any claim made for wrongful removal of such tree(s).

I hereby certify that this application together with any plans submitted is a true representation of all facts concerning the proposed removal of the tree(s). Any deviation from the permit issued shall render it null and void and be considered a violation of the Community Development Code.

Owner Authorization: Yes No

* Property Use: 

11. Provide a reason that the tree(s) in question needs to be removed, the species of the tree(s), and the number of trees being requested to be removed. Additionally, you can also add attachments such as inventories, arborist reports, maps, photos, engineering reports regarding damage, etc. However, please note that adding photos of the tree(s) will not speed up the review process as each tree is inspected.

ASI

TREE

Please be aware, regarding property damage, the burden of proof is on the applicant.
Failure to submit adequate supporting material may result in a denial,br>

* Removal Reason:

* Species Removed:

* Number Requested:

Please be as specific as possible and use cardinal directions (N,S,E,W) and/or mark the trees with ribbon.
Access to the tree(s) must be provided including gates and other obstructions left open. Failure to provide enough information to identify the trees requested may result in reinspection fee if repeat visits are required.

* Location of Trees:

Attachment


Upload any supporting documentation on your request.

The maximum file size allowed is 200 MB.
html;htm;mht;mhtml are disallowed file types to upload.

| Name | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. | | | | |

Add

Continue Application »


Save and resume later: 

- Review all of the information on the application, making any necessary edits, and then click on the "Continue Application" button.

Planning - Tree Permit

1 2 Location 3 Application 4 Review 5 Pay Fees 6 Record Issuance

Step 4 : Review

Save and resume later: 

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Planning - Tree Permit

Licensed Professional [Edit](#)

Tree Contractor -REG-0000560

Address [Edit](#)

100 S MYRTLE AVE
CLEARWATER, FL 33756

Parcel [Edit](#)

Parcel Number:15-29-15-54450-005-0010

Owner [Edit](#)

CITY OF CLEARWATER
PO BOX 4748
CLEARWATER, FL 33758 474

ASI [Edit](#)

OWNER INFO

Is Owner Information: Yes
Correct?:
Owner Phone: 7275624567
Owner Email: jdoe@myclearwater.com

Detail Info [Edit](#)

Project Name:100 S Myrtle Avenue

App Specific Info [Edit](#)

GENERAL

Owner Authorization: Yes
Property Use: Single Family/Duplex

ASI [Edit](#)


TREE

Removal Reason: Dead
Species Removed: Live Oak
Number Requested: 2
Location of Trees: At the rear (north) of the property

Attachment [Edit](#)

The maximum file size allowed is 200 MB.
html;htm;mht;mhtml are disallowed file types to upload.

| Name | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. | | | | |

Save and resume later: 

[Continue Application »](#)

13. The permit fees will be automatically calculated based upon the information you have already provided in your application (permit fees for online and in-person tree removal permits are the same). Review and then click on the "Continue Application" button.

Planning - Tree Permit

1 2 Location 3 Application 4 Review 5 **Pay Fees** 6 Record Issuance

Step 5 : Pay Fees

Listed below are preliminary fees based upon the information you've entered.
Should additional fees be required you will be contacted by staff.

Application Fees

| Fees | Qty. | Amount |
|--------------|------|---------|
| Tree Removal | 2 | \$15.00 |

TOTAL FEES
Note: Additional fees may be required when reviewed by staff.

\$15.00

Continue Application »

14. At this time the only available payment option is to pay with a credit card. Please complete all credit card information fields (Note: adding an email address will allow us to send updates and a copy of approved permits to you via email). Click on the "Submit Payment" button to complete the application process. You will be emailed a receipt and confirmation. Please be aware that this is not a Tree Removal Permit. Your submittal and payment does not mean the permit has been issued or that it will be approved. **Please wait for the permit to be reviewed and approved before removing any trees.**

Planning - Tree Permit

1 2 Location 3 Application 4 Review 5 Pay Fees 6 Record Issuance

Step 5 : Pay Fees

Please fill in all required information to complete the payment transaction.
* indicates a required field.

Payment Options

Amount to be charged: \$15.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number:

* Security Code:

* Name on Card: - Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment »

15. Should you require any assistance in the submittal of your online Tree Removal Permit application, please contact either Lydia Moreda (727-562-4614; Lydia.Moreda@myclearwater.com) or John Warner (727-562-4578; John.Warner@myclearwater.com).