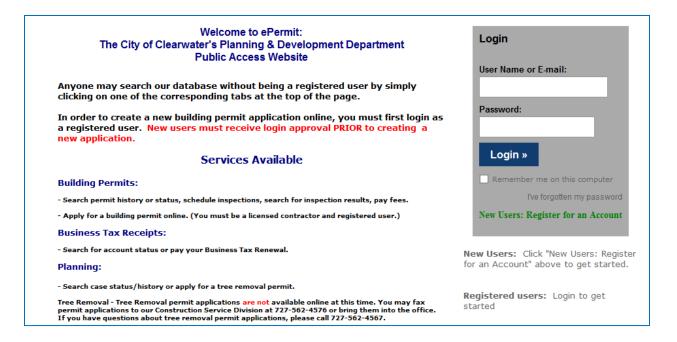
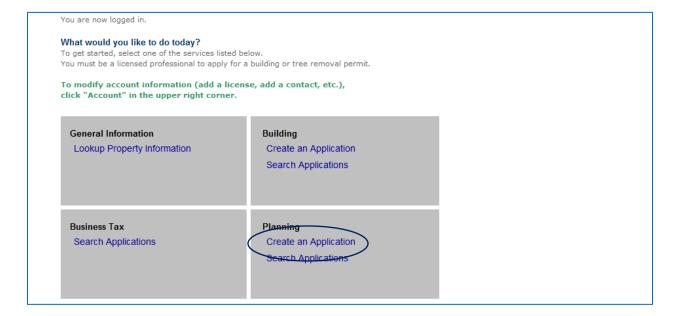
## HOW TO SUBMIT FOR AN ONLINE TREE REMOVAL PERMIT

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."

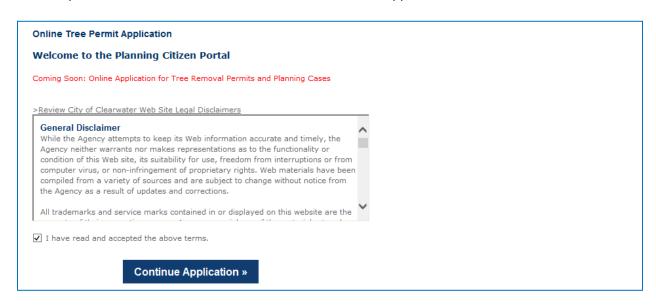
- 1. Visit: <a href="https://epermit.myclearwater.com">https://epermit.myclearwater.com</a>.
- 2. Log in to your account.



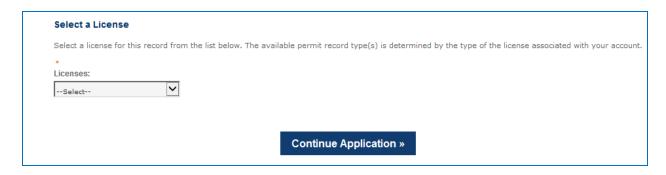
3. Click the "Create an Application" link in the Planning tile.



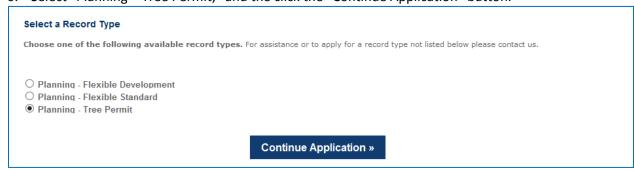
4. Accept the General Disclaimer and click on the "Continue Application" button.



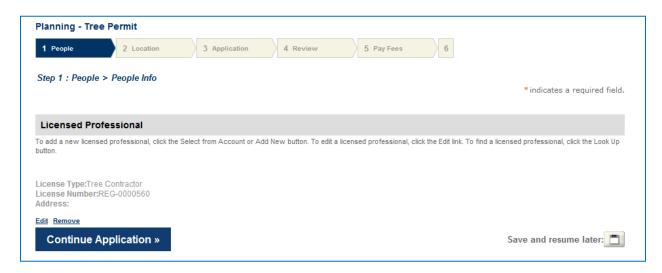
5. Select your license from the drop down box, and then click the "Continue Application" button.



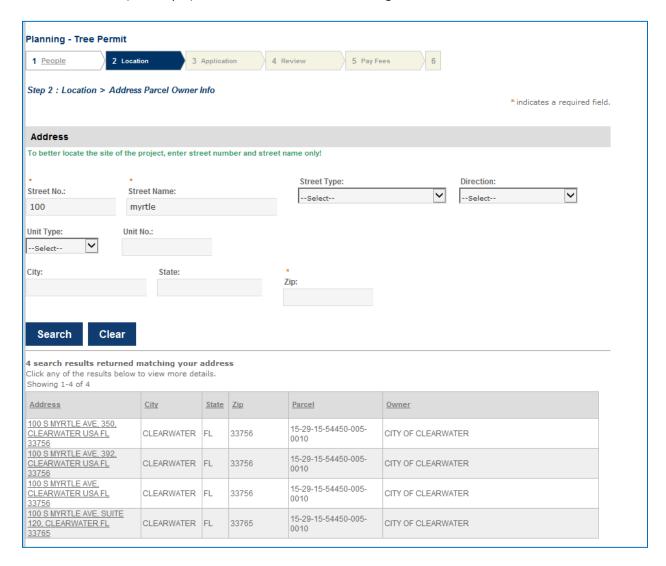
6. Select "Planning – Tree Permit," and the click the "Continue Application" button.



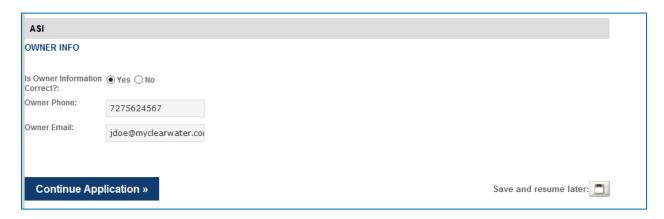
7. Verify that your license information is correct and edit as needed. Then click on the "Continue Application" button.



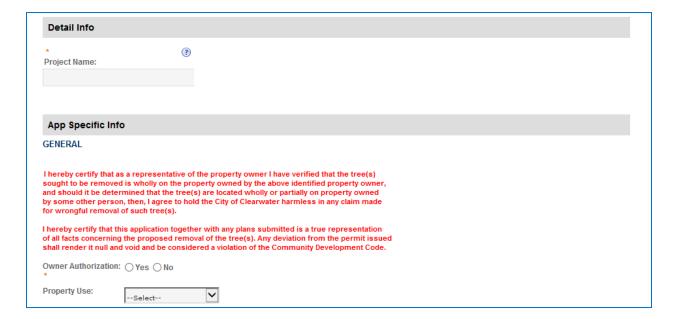
8. Enter the street address of the work site (you only need to enter the street number and street name), and then click on the "Search" button. This will generate search results. Click on the correct search result (if multiple) and it will auto-fill the remaining Parcel and Owner fields.



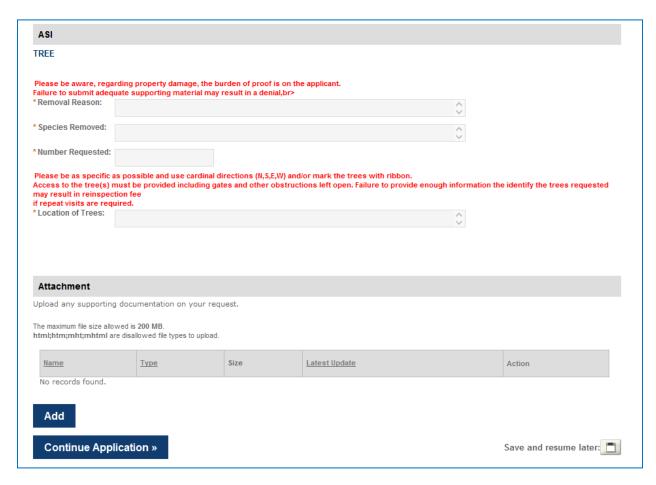
9. At the bottom of the page you will asked to confirm that the listed owner information is correct. Click either "yes" or "no" and provide the property owners phone number and email address. Click the "Continue Application" button.



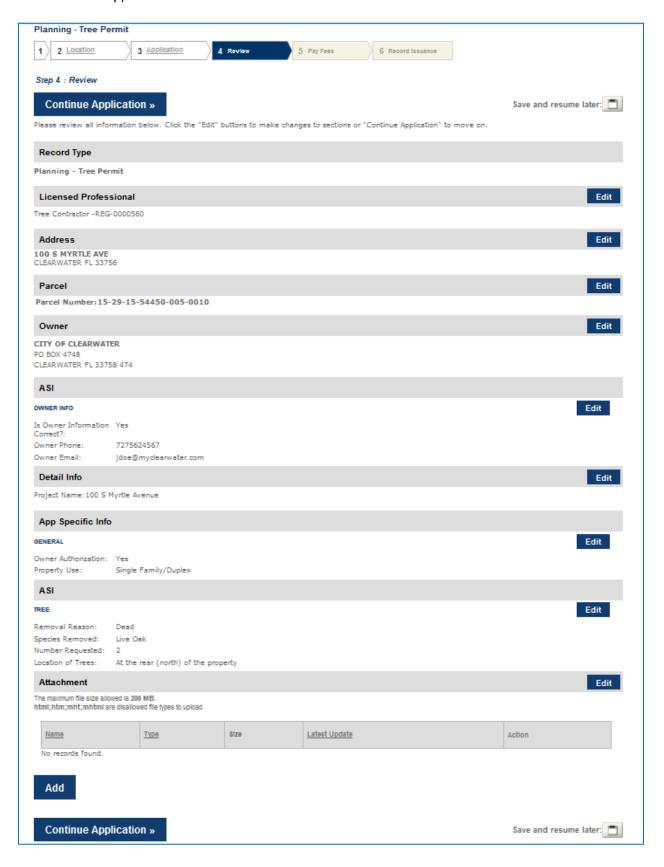
10. Provide a name the project. This can be the clients' name, address, or a description of the job. Also, verify that the property owner has given you proper authorization to act on their behalf, and identify the use of the property on which the Tree Removal Permit is being applied for (click on the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



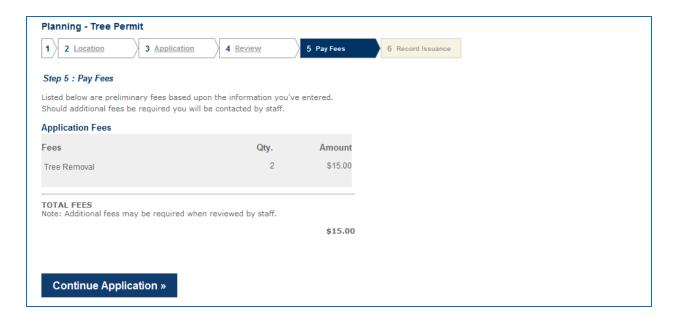
11. Provide a reason that the tree(s) in question needs to be removed, the species of the tree(s), and the number of trees being requested to be removed. Additionally, you can also add attachments such as inventories, arborist reports, maps, photos, engineering reports regarding damage, etc. However,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



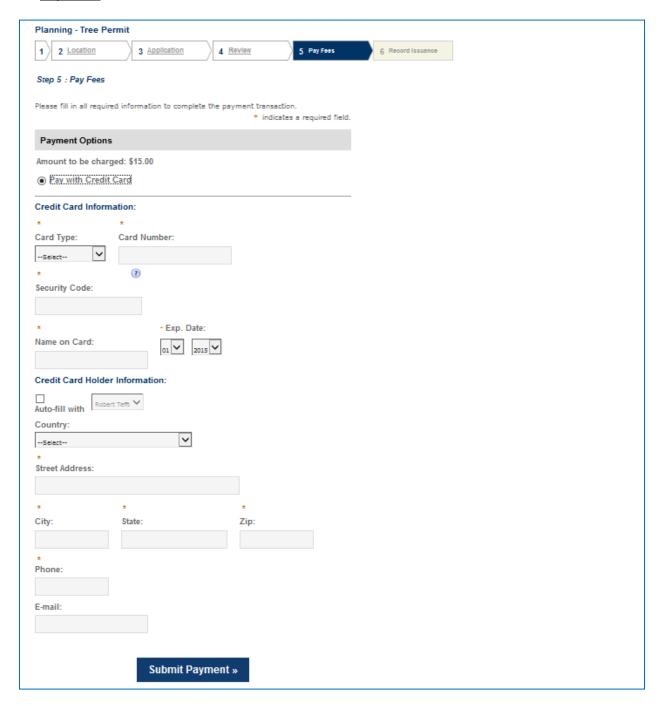
12. Review all of the information on the application, making any necessary edits, and then click on the "Continue Application" button.



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.



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.



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