Tree Permit Process Flow

Applicant

- Start
- Plan to conduct 'work' as defined in the Public Tree Bylaw
- Go to the City's eServices portal to apply for necessary permits
- Start Development Permit/Building Permit Application
- Start OSCAM Permit/ULA Permit Application
- Start Tree Permit Application
- Determine if the work falls within
  - 5 metres of a Boulevard or Open Space Tree OR
  - 10 metres of a Natural Stand
- **NO** → Tree Permit not required → End
- **YES** → Tree Permit requirements triggered
- Submit the application form and provide site plan, tree protection or preservation plan and application fee
- Make required revisions
- Post the Tree Permit on site, install tree protection and begin work; Submit photos of tree protection
- Work continues; Upon completion of work, remove tree protection → End

Tree Permit Agent/Forester

- Review the application to determine if it meets requirements
- **NO** → Contact applicant and ask for revisions
- **YES** → Issue Tree Permit*
- Review photos and conduct site inspection (when required) to determine if plan is being followed and trees are in healthy condition
- **YES** → (Work continues)
- **NO** → Create bylaw job
- Remedy the issue

*Development, Building, OSCAM and ULA permit processes continue as is and are not dependent on the tree permit

Enforcement Agent

- Create bylaw job
- Enforcement action taken
- **YES** (Remedy the issue)
- **NO** (Enforcement action taken)