



Parks Recreation & Waterfront
Parks Division – Forestry Unit

Instructions for Filling Out and Returning the Tree Pruning or Removal Permit

1. Open .pdf file as provided by the city, or on the city website. If using Acrobat Reader, be sure that the 'Highlight Existing Fields' button in the upper right corner is activated. This will allow you to enter your information in the form.
2. Fill out the form.
3. Save the file.
 - a. In the '*File*' menu, choose '*Save as*'. It is common to '*Save as*' to your desktop for easy retrieval. This selection is made in the left side-bar window.
 - b. In the lower part of the window you will select the '*File name*'. Change the current file name to 'Tree Pruning or Removal Permit + the tree address'.
Ex. Tree Pruning or Removal Permit 1326 Allston Way
 - c. Choose 'Save' and the completed form will now be on your desktop, or in any other location you chose to save it to.
4. Return the completed .pdf file to trees@cityofberkeley.info or to whomever you were corresponding with.
 - a. Return the permit as an email attachment. You can retrieve it from your desktop or anywhere else that you saved it.
 - b. **Be sure that you are attaching the completed form, and not a blank copy of the original.**
5. Notify the Urban Forestry Unit when a job has been completed (include date the work was done), as this is a standard condition of approval for the Pruning or Removal of City Trees permit, so we can properly track, update and close these customer cases. Please note: Coast Live Oak Pruning or Removal permits do not require notification of completion. These cases are closed after issuance of the permit, whether approved or denied.