

# County of Sacramento

## Instructions for filling out an online Tree Permit

May 13, 2019

To start your permit....

1. Create an account or just log in if you already have an account. <https://actonline.saccounty.net>

2. Click on "Apply for a Tree Permit". Or, if you already have a Tree Permit you can click on Search for a Tree Permit or Planning Project and entering your permit number in the General Search section and Application Number field. You can also search by Address or a parcel Number.
3. Read the General Disclaimer and check the box and then click Continue Application.
4. Next, you will need to expand the Planning dropdown list by clicking the arrow to see the Tree Permit. Check the Planning –Trees option and click Continue Application.

### 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.

5. Search for the address where the work will be performed. Use the Street No. and Street Name and click Search. Then select the address and click Select. It will populate the fields on the page. Then click Continue Application.

### Address (Location of trees)

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6. Applicant Section: We recommend using the Select From Account button to select the account you are logged in with. That way the next time you log in to our site you will see your Tree Permit in your record list. Just select your account and click continue.

### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

7. Once the Applicant section is complete, click Continue Application.
8. Type of Permit Section: On this page, you will select the type of work to be done, Pruning, Removal or Planting. If your Tree Permit is associated with an existing Building Permit, please enter the Building Permit Number (optional). When done, click Continue Application.

### Type of Permit

#### GENERAL

At least one of Pruning, Removal, Planting or Violation must be YES

\* Pruning:

At least one of Pruning, Removal, Planting or Violation must be YES

\* Removal:

At least one of Pruning, Removal, Planting or Violation must be YES

\* Planting:

Existing building permit or order number:

9. Depending the type of permit you selected, the next page will have certain required fields. They will have a gold asterisk near them. Fill in the required fields for your permit. When done, click Submit at the bottom of the page.

#### PRUNING INFO

Required Replacement Planting

\* Trunk diam in:

\* Tree type:

Oak species:

Other species:

\* Tree location:

Health/maintenance

Dead wood/canopy cleaning

Roof clearance

Weight reduction

Utility clearance

Other reason:

[spell check](#)

#### REMOVAL INFO

\* Trunk diam in:

\* Tree type:

Oak species:

Other species:

\* Tree location:

Structural defect

Trunk/root crown rot

Dead tree

Stress/decline

Utility conflict

Approved development plan

Describe reasons:

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10. Review your selections. If complete, click Continue Application.

### Step 4: Trees > Tree Detail

Enter the details for each tree you are requesting to prune, remove, or plant.

\* indicates a required field.

#### List each Tree

##### PRUNING INFO

Required Replacement Planting

Showing 1-1 of 1

<input type="checkbox"/>	Trunk diam in	Tree type	Oak species	Other species	Tree location	Health/maintenance	Dead wood/canopy cleaning	Roof clearance	Weight reduction	Utility clearance	Other reason	
<input type="checkbox"/>	12	Other		elm	Front yard	No	No	No	No	No		Action

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

##### REMOVAL INFO

Showing 1-1 of 1

<input type="checkbox"/>	Trunk diam in	Tree type	Oak species	Other species	Tree location	Structural defect	Trunk/root crown rot	Dead tree	Stress/decline	Utility conflict	Approved development plan	Describe reasons	
<input type="checkbox"/>	13	Native Oak	Blue Oak		Back yard	No	No	No	No	No	No		Action

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

##### PLANTING INFO

Showing 1-1 of 1

<input type="checkbox"/>	Size	Tree type	Oak species	Other species	Reason	Location	
<input type="checkbox"/>	24 inch box	Other		apple	Neighborhood enhancement	Other	Actions

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#)

[Continue Application »](#)

11. Attach photos or other supporting documentation for your permit. Click the Add button to locate the documents on your computer.

### Step 5: Attachments > Documentation

Please attach all documentation to support your application here, including: Photos, Arborist Reports, and Tree Location Sketches.

\* indicates a required field.

Please attach photos, arborist reports, and other documentation

The maximum file size allowed is 50 MB.  
Filename must have file type, such as photo1.jpg, html;htm;mhtml;zip; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

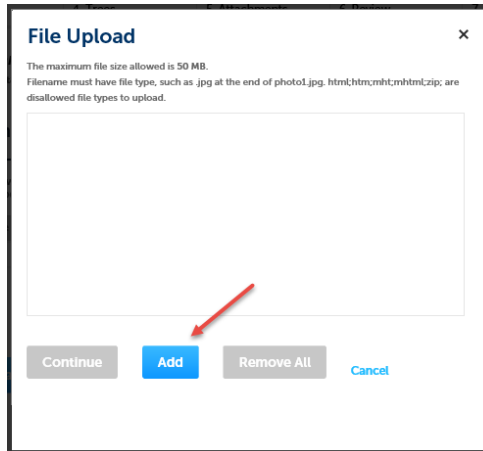
[Save and resume later](#)

[Continue Application »](#)

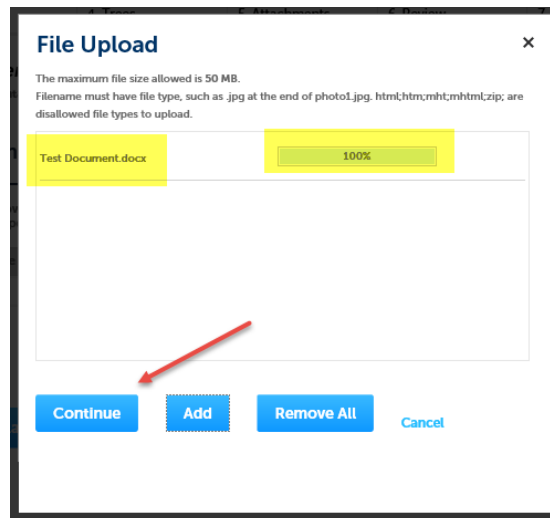
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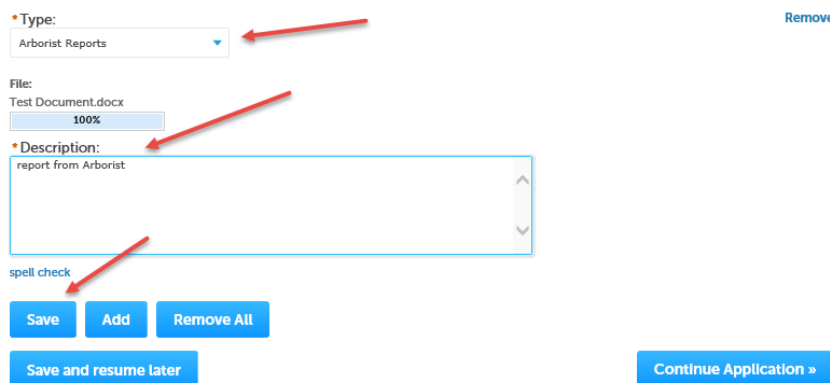
Click the Add button again.



Then browse to the documents to upload. You can select a single or multiple documents to upload at one time. The document will show in the list with a status bar that will say 100% when all documents have been uploaded. When done, click continue.



You will need to give each document a document type. Choose it from the drop down menu. Then give each document a description. When all documents have been given a type and description, click Save.



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12. When done with documents, click Continue Application.

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Planning - Trees**

1	2	3 Detail	4 Trees	5 Attachments	6 Review	7 Pay Fees	8
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**Step 5: Attachments > Documentation**  
Please attach all documentation to support your application here, including: Photos, Arborist Reports, and Tree Location Sketches. \* indicates a required field.

**Please attach photos, arborist reports, and other documentation**

The maximum file size allowed is 50 MB.  
Filename must have file type, such as .jpg at the end of photo1.jpg. html;htm;mht;mhtml;zip; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Test Document.docx	Arborist Reports	12.31 KB	04/19/2019	Actions ▾

[Add](#)

[Save and resume later](#)

[Continue Application »](#)

13. Review Section: Review all of the information you entered and if it is correct, click Continue Application at the bottom of the page.

You should see a success message when done. Planning staff will then review your permit application and will contact you if needed. Once it is reviewed, you should get an email stating your permit is ready for payment.

### Step 8: Record Issuance

**Your application has been successfully submitted.**  
Please print your record and retain a copy for your records.

Thank you for using our online services.

**Your Record Number is TREE2019-00153.**

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Summary](#)

Your Tree Permit application has been submitted and will be reviewed by county staff. Once all required information has been provided, it may take up to 10 business days to process your Tree Permit application. Instructions for payment of the Tree Permit fee will be sent upon approval of your Tree Permit.

[View Record Details »](#) (You must post the record in the work area.)