

Tree Permit

Purpose

The purpose of the Tree Permit is to allow for the removal of trees within the City of Issaquah when consistent with retention and protection requirements, established policies, codes, plans, and regulations. These submittal requirements identify the minimum documents necessary for a complete Tree Permit application and to facilitate an efficient review process.

Submittal Requirements

Application fees are due at submittal and invoiced to the applicant via mybuildingpermit.com. Payable online by credit card up to \$5,000. Check and cash accepted. Application intake and processing will only commence once required fees are received.

Required documents:

1. **Application**
Application form completed via [MyBuildingPermit.com \(MBP\)](http://MyBuildingPermit.com). MBP application path:
Application Type—Clearing and Grading.
Project Type—Any Project Type.
Activity Type—Trees or Vegetation Only.
Scope of Work—Tree Removal.
2. Evaluation of the site's tree canopy coverage pursuant to [IMC 18.812.060](#). *The Canopy Cover and 20-Year Projection Worksheet* must be submitted.
3. Site plan demonstrating the location of the tree proposed for removal. An aerial image of the site may be sufficient.
4. Supporting documentation prepared by a qualified professional arborist. This will be based on the proposed tree removal and approval criteria. This may include, but is not limited to, written recommendations, an abbreviated tree plan, a hazard mitigation evaluation, and Tree Risk Assessment Qualification (TRAQ) form.
5. Tree replacement plan pursuant to [IMC 18.812.080](#).