



Environmental Protection and Growth Management Department

BUILDING CODE SERVICES DIVISION

2307 West Broward Boulevard | Suite 300 | Fort Lauderdale, Florida 33312 • 954-765-4400 •
broward.org/building

Application for Tree Trimmer License Required Documents and Information

All pages of this application must be completed and accompanied by the information requested below. Applications without all required documentation will not be accepted

Governmental agencies are not required to submit credit references, insurance or corporation verification

Proof of Experience

Provide **three notarized letters** from persons with firsthand knowledge of applicant's work experience; **OR one notarized letter** from a licensed Broward County tree trimmer **OR one notarized letter** from a certified, professional arborist in the forestry or landscape industry. Letters must attest to the work experience in tree trimming and length of time the sole proprietor or business organization has been trimming trees and contain contact information as Broward County Licensing and Enforcement investigators may contact them to verify information provided.

Proof of Training

Class A License: Provide a copy of an active International Society of Arboriculture Arborist Certification (ISA) **OR** a registered consulting arborist with the American Society of Consulting Arborists (ASCA). If the ISA or ASCA certificate holder is not the company owner, chief executive officer or financially responsible officer, then the owner, chief executive officer or financially responsible officer must provide proof of having successfully completed and passed a recent training course offered by the Broward County Extension Education Section.

Class B License: The sole proprietor, owner, chief executive officer or financially responsible officer must provide proof of successfully completed and passed a recent training course offered by the Broward County Extension Education Section **954-756-8519**

Character References

Provide on application form at least **three** names and addresses of local residents, not related to you, who can attest to your character and reputation. **Business Organizations:** List at least **three** names and address of local businesses who can attest to your character and reputation in the appropriate location. If you prefer, you may submit letters as long as they provide contact information so Broward County Licensing and Enforcement investigators may check your references. (page 5)

Credit Reference

Provide **at least one** credit reference for the applicant and/or business organization which **must be less than 90 days old** and from a financial institution (*i.e. bank*) **OR** a credit report **less than 6 months old** from a recognized credit bureau.

Business Organization Verification

Corporation: Submit a copy of the articles of incorporation and proof of active status. Include the names and residential address of each member of the business organization and all officers, directors, partners, and supervisors and the names of each of its stockholders who are also officers or directors and their respective share of interest in the business organization; except the general shareholders of public corporations. (page 4 – per person)

Partnership: Submit a copy of the articles of incorporation with proof of active status and include names and residential address of each partner and their respective share of interest in the business organization. (page 4 – per person)

Business Trust: Submit a copy of the articles of incorporation with proof of active status and include names and residential address of its trustees and their respective share of interest in the business organization. (page 4 – per person)

Other Legal Entity: Submit the names of other legal entity with its members listed. (page 4 – per person)

Fictitious Name

If the business organization is not incorporated but is operating under a **trade name**, other than your proper name, the company must conform to Florida Statute §865.09, Fictitious Name Registration, and must be properly registered with the Florida Division of Corporations.

Insurance

A Certificate of Insurance is required when submitting your application. Broward County must be named as **additional insured** and as a **certificate holder**. The certificate must be issued in the applicant's name or the business organization for tree trimming. **Commercial general liability** insurance, including bodily injury and property damage, must cover at least **\$300,000**.

Workers' Compensation Insurance

Workers' Compensation insurance is required if your company has **more than three** employees. The Workers' Compensation insurance must be for tree trimmers (*the applicant must certify compliance with Chapter 440 of the Florida Statutes, Workers' Compensation, as amended*). If you are exempt from carrying Worker's Compensation insurance, please submit a notarized Workers Compensation Exemption statement (*included in this packet*) or a State of Florida Workers Compensation Exemption.

Each certificate must list as a certificate holder;
Broward County Building Code Services Division
2307 West Broward Boulevard | Suite 300
Fort Lauderdale, Florida 33312

Two Recent Photos

You must include two passport-sized photos of yourself, taken within the last three months.

Identification

You must include a clear copy of a valid driver's license or other government issued ID.

License Fee

You must include a tree trimmer license fee of \$230 with your application. **All fees are non-refundable.**



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Application for Tree Trimmer License

License Classification

Select one classification:

- Class A Tree Trimmer License:** requires a sole proprietor and at least one person affiliated with every business organization or a governmental agency to possess an International Society of Arboriculture (*ISA*) Arborist Certification or be a Registered Consulting Arborist with the American Society of Consulting Arborists (*ASCA*.) An affidavit stating that the required number of employees have either successfully completed Broward County Extension Education Section's training course (*or any successor agency*) or have completed a substitute training course must be submitted annually.
- Class B Tree Trimmer License:** requires a sole proprietor, business organization or governmental agency to demonstrate that the sole proprietor, business organization or governmental agency has the required number of employees who have successfully completed Broward County Extension Education Section's training course (*or any successor agency*) or have completed a substitute training course and passed Broward County Extension Education Section's examination.

Type of Business Organization

- Sole Proprietor:** If the business organization is not incorporated but is operating under a **trade name**, other than your proper name, the company must conform to Florida Statute §865.09, Fictitious Name Registration, and must be properly registered with the Florida Division of Corporations.
- Corporation:** Names and residential address of each member of the business organization and all officers, directors, partners, and supervisors and the names of each of its stockholders who are also officers or directors and their respective share of interest in the business organization; except the general shareholders of public corporations.
- Partnership:** Names and residential address of each partner and their respective share of interest in the business organization.
- Business Trust:** Names and residential address of its trustees and their respective share of interest in the business organization must be included.
- Government Agency:** Not required to submit credit references, insurance or corporation verification

Business Organization Information

Business Organization Name or Fictitious Name

| | | | |
|---|-----------------------|-------|-----|
| Business Address (<i>PO box not accepted</i>) | City | State | Zip |
| Business Phone | Business Mobile Phone | | |
| Email | Business Fax | | |



Please provide a list of employees that have either successfully completed Broward County Extension Education Section's training course, specifying the class titles and date of examination or proof of completion of a substitute training course with dates of completion.

Business Organization Information

This page must be completed by each officer, director, partner, supervisor, trained officer, arborist or other responsible individuals of the business organization as outlined in the application instructions. It may be reprinted to provide necessary copies to each individual.



Notice of Collection of Social Security Numbers for Government Purposes

Under the Federal Privacy Act, disclosure of social security numbers is voluntarily unless specifically required by federal statute. In this instance, social security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 409.2577 and 409.2598, Florida Statutes, to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social security numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act)."

| | | | |
|--|------------------------|-------|-----|
| Title or Position | Name | | |
| Home Address <i>(PO Box not accepted)</i> | City | State | Zip |
| Home Phone | Mobile Phone | | |
| Driver License # <i>(copy of license required)</i> | Social Security Number | | |

Email

Have you ever:

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Been convicted of, found guilty of, or entered a plea of nolo contendere or guilty to, regardless of the adjudication of guilt, including adjudication withheld, a first degree misdemeanor or a felony, which, if committed or done by a licensed tree trimmer under this article, would be grounds for suspension or revocation of such license ? |
| <input type="checkbox"/> | <input type="checkbox"/> | Been convicted of, found guilty of, or entered a plea of nolo contendere or guilty to, regardless of the adjudication of guilt, including adjudication withheld, a misdemeanor or a felony involving dishonesty, fraud or deceit, which is directly related to the professional responsibilities of a contractor? |
| <input type="checkbox"/> | <input type="checkbox"/> | Been found to be in violation of the Broward County Code of Ordinances? |
| <input type="checkbox"/> | <input type="checkbox"/> | Been served with a current demand to cease and desist or a stop work order by the Director of the Division, or designee or hearing officer? |
| <input type="checkbox"/> | <input type="checkbox"/> | Been convicted of, found guilty of, or entered a plea of nolo contendere or guilty to, regardless of the adjudication of guilt, including adjudication withheld, a felony or offense involving moral turpitude, which is directly related to the professional responsibilities of a contractor and the applicant has not been discharged from probation or parole? |
| <input type="checkbox"/> | <input type="checkbox"/> | Failed to pay a civil penalty for a citation issued pursuant to the requirements of Article XI of Chapter 9, Broward County Code of Ordinances? |

If you answered yes to any of these questions, please submit certified copies of documents showing disposition or completion and any other related documentation.

Title of Position

Signature

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me, or who has produced _____ as identification, and who did take an oath.

(Seal)

Notary Public in and for the State of Florida

Provide your experience and length of time in tree trimming in detail:

Additional sheet(s) may be attached if necessary

Empty space for providing experience and length of time in tree trimming.

References

Broward County Licensing and Enforcement investigators may check your references. Additional sheet(s) may be attached if necessary; letters may be submitted.

Applicant: list at least three names and addresses of local residents, not related to you, who can attest to your character and reputation.

Business Organization: list at least three names and addresses of local businesses who can attest to your character and reputation.

| Name | Address | Phone |
|------|---------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

Affidavit

The undersigned makes application for certification and vouches for the truth and accuracy of all statements and answers herein contained. Any willful falsification of any information contained in this application or attached forms are grounds for disqualification.

Business Organization Type

Sole Proprietor

The undersigned certifies that he/she will act only for himself/herself or that he/she is legally qualified to act on behalf of the business organization sought to be certified in all matters connected with its contracting business and that he/she has full authority to supervise tree trimming undertaken by himself/herself or such business organization and that he/she will continue during this certification to be able to so bind said business organization. If, at any time during this certification, he/she ceases to be able to so bind or act for this business organization, he/she will immediately notify the Environmental Protection and Growth Management Department in writing.

Corporation, Partnership or Government Agency

The undersigned certifies that the applicant has a sufficient number of trained persons employed to ensure that a trained person is present at all times on each jobsite when tree trimming is in progress. The applicant will immediately notify the Environmental Protection and Growth Management Department of any changes in writing.

Adherence to Standards

Applicant hereby affirms that tree trimming/pruning or removal will be carried out in accordance with standards set forth in the Broward County Tree Preservation and Abuse Ordinance (Sec. 27-401-420) and the ANSI A300 American National Standards Institute.

Occupational Safety

Applicant hereby affirms that the license holder's employees are adequately trained regarding safety procedures in accordance with applicable federal and state laws, including the federal Occupational Safety and Health Act of 1970 (OSHA) currently set forth in the Code of Federal Regulations as 29 C.F.R., §1910.296 and App. E, ANSI Z133.1, American National Standard Safety Requirements for Pruning, Trimming, Repairing, Maintaining and Removing Trees, and for Cutting Brush.

Applicant Name

Trained Executive or Financially Responsible Officer Signature

Business Organization Name

Corporate Officer Signature

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

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(Seal)

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Environmental Protection and Growth Management Department

BUILDING CODE SERVICES DIVISION

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**Affidavit
Class "A" Tree Trimmer License**

To be completed by license holders whose qualifiers are certified arborists with the International Society of Arboriculture (ISA) or the American Society of Consulting Arborists (ASCA).

The undersigned certifies that the required number of employees have either successfully completed Broward County Extension Education Section's Tree Trimmer Training Course and passed examination or have completed an equivalent substitute training course and are in compliance with Chapter 9-162(d) of the Broward County Code of Ordinances.

The applicant will immediately notify the Environmental Licensing and Building Permitting Division of any changes in writing. Any willful falsification of any information contained on this application or attached forms are grounds for disqualification.

Name of Qualifying Arborist

Signature of Qualifying Arborist

Name of Government Agency/Business Organization (if applicable)

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

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Change of Status Tree Trimmer License

This form is to be completed to reflect any changes in business status since your tree trimmer license was granted or renewed. Upon completion, it must be notarized. Additional information may be required.

| Business Information | | | |
|---|------|--|-----|
| License No. | | <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership/Corporation <input type="checkbox"/> Government Agency | |
| Business Name | | Business Phone | |
| Business Address | City | State | Zip |
| Chief Executive Officer or Financially Responsible Officer Information | | | |
| Name | | Home Phone | |
| Home Address <i>(PO Box not accepted)</i> | City | State | Zip |
| Driver's License No. | | | |
| Change in Business Operation <i>(check all that apply)</i> | | | |
| <input type="checkbox"/> Business is dissolved / no longer in operation. <i>You must attach copies of dissolution papers.</i> | | | |
| <input type="checkbox"/> In business but not providing tree trimming services in Broward County. | | | |
| <input type="checkbox"/> Any tree trimmer license class change. <i>You must attach proof of certification and include a \$25 processing fee.</i> | | | |
| <input type="checkbox"/> Change of qualifier for Class A only. <i>You must complete a new application and include a \$25 processing fee.</i> | | | |
| from _____ | | to _____ | |
| <i>Name of Current Qualifier</i> | | <i>Name of New Qualifier</i> | |
| <input type="checkbox"/> Change of Company Name. <i>You must complete pages 2, 3 and 4 and include a \$25 processing fee. If FIE/EI number is different, you must apply for a new license</i> | | | |
| from _____ | | to _____ | |
| <i>Current Name</i> | | <i>New Name</i> | |

Signature _____

Date _____

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

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License Classification

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Type of Business Organization

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Business Organization Information

Business Organization Name or Fictitious Name

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| Email | Business Fax | | |

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| | | | |
|--|------------------------|-------|-----|
| Title or Position | Name | | |
| Home Address <i>(PO Box not accepted)</i> | City | State | Zip |
| Home Phone | Mobile Phone | | |
| Driver License # <i>(copy of license required)</i> | Social Security Number | | |
| Email | | | |

Have you ever:

Yes No

Been convicted of, found guilty of, or entered a plea of nolo contendere or guilty to, regardless of the adjudication of guilt, including adjudication withheld, a first degree misdemeanor or a felony, which, if committed or done by a licensed tree trimmer under this article, would be grounds for suspension or revocation of such license ?

Been convicted of, found guilty of, or entered a plea of nolo contendere or guilty to, regardless of the adjudication of guilt, including adjudication withheld, a misdemeanor or a felony involving dishonesty, fraud or deceit, which is directly related to the professional responsibilities of a contractor?

Been found to be in violation of the Broward County Code of Ordinances?

Been served with a current demand to cease and desist or a stop work order by the Director of the Division, or designee or hearing officer?

Been convicted of, found guilty of, or entered a plea of nolo contendere or guilty to, regardless of the adjudication of guilt, including adjudication withheld, a felony or offense involving moral turpitude, which is directly related to the professional responsibilities of a contractor and the applicant has not been discharged from probation or parole?

Failed to pay a civil penalty for a citation issued pursuant to the requirements of Article XI of Chapter 9, Broward County Code of Ordinances?

If you answered yes to any of these questions, please submit certified copies of documents showing disposition or completion and any other related documentation.

Title of Position

Signature

Affidavit

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Business Organization Type

Sole Proprietor

The undersigned certifies that he/she will act only for himself/herself or that he/she is legally qualified to act on behalf of the business organization sought to be certified in all matters connected with its contracting business and that he/she has full authority to supervise tree trimming undertaken by himself/herself or such business organization and that he/she will continue during this certification to be able to so bind said business organization. If, at any time during this certification, he/she ceases to be able to so bind or act for this business organization, he/she will immediately notify the Environmental Protection and Growth Management Department in writing.

Corporation, Partnership or Government Agency

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Occupational Safety

Applicant hereby affirms that the license holder's employees are adequately trained regarding safety procedures in accordance with applicable federal and state laws, including the federal Occupational Safety and Health Act of 1970 (OSHA) currently set forth in the Code of Federal Regulations as 29 C.F.R., §1910.296 and App. E, ANSI Z133.1, American National Standard Safety Requirements for Pruning, Trimming, Repairing, Maintaining and Removing Trees, and for Cutting Brush.

Applicant Name

Trained Executive or Financially Responsible Officer Signature

Business Organization Name

Corporate Officer Signature

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

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(Seal)

Notary Public in and for the State of Florida