



Building Division, Planning and Development Department
4949 Canada Way, Burnaby, BC V5G 1M2
Phone: 604-294-7130 Fax: 604-294-7986
E-Mail: Permits@Burnaby.ca

TREE CUTTING PERMIT APPLICATION

Application Date: _____

Customer Service Assistant: _____

Please submit the completed application to the City of Burnaby, Building Division.

Mail or in person: 2nd Flr, 4949 Canada Way, Burnaby BC, V5G 1M2

E-mail: treebylaw@burnaby.ca

Section 1: Property Information

SITE ADDRESS:	TRE	(Office Use Only)
Property Type: <input type="checkbox"/> Residential <input type="checkbox"/> Strata Property <input type="checkbox"/> Other:		

Section 2: Applicant Information

<input type="checkbox"/> OWNER <input type="checkbox"/> OTHER:		
LAST NAME:	FIRST NAME:	
COMPANY NAME:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

Section 3: Tree Permit Request

Location of Tree(s) to be removed: _____

Brief description of tree(s) to be removed: _____

Reason for removal: _____

Notes:

- This application is for removal of trees on private property only. For trees on City property, phone Burnaby Tree Service Line: 604-297-4500;
- City staff will review your application. If necessary, staff will visit your property and discuss your concerns with you directly. It is helpful to City staff if you can mark the tree(s) you are concerned about with a distinctive marking such as a ribbon tied around the tree, for easy identification.
- When a decision has been made, you will be notified by phone or by e-mail. If a Tree Cutting Permit is approved, it must be paid for and the permit must be issued before the tree is removed.

I hereby declare that the Provincial licence and/or certification is in effect and valid and that all other information contained in this application is accurate. I acknowledge that the City is relying on this declaration for issuance of permit. I further confirm that all work performed under this permit shall be done in accordance with all applicable City of Burnaby Bylaws and Provincial Regulations.

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. For questions regarding the collection, use and disclosure of personal information please contact the FOI Administrator at FOI@burnaby.ca or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.

Print Name

Signature

Date

Section 4: If the applicant is not the property owner this section is mandatory

I _____ (name), authorized _____ (name), to act as agent to
Owner's Name Agent's Name

Obtain a Tree Cutting Permit for _____ (address).

Print Name

Signature

Date