



TREE REMOVAL PERMIT APPLICATION CHECKLIST

City of Atlantic Beach Building Division

800 Seminole Road, Atlantic Beach, FL 32233

Phone: (904) 247-5826 **Email:** Building-Dept@coab.us **Website:** <http://coab.us>

** [Click here for Permit Submittal Instructions](#)*

REQUIRED PERMIT APPLICATIONS

- ☐ [Tree Removal Permit Application](#)

MINIMUM PLAN SUBMITTAL REQUIREMENTS

- ☐ One (1) digital Survey or Site Plan showing the trees to be removed or saved
- ☐ Warranty Deed or [Letter of Authorization](#)

PERMIT REVIEW STOPS (Your application will be reviewed by the following divisions)

- ☐ Planning and Zoning

OTHER REQUIREMENTS AND INFORMATION (where applicable)

- ☐ [Additional Tree Information](#)

WHAT TO EXPECT

- ☐ You will be contacted if you are missing any documents (approximately 10 days after submission)
- ☐ Resubmission of documents can be made by emailing Building-Dept@coab.us
- ☐ Resubmission of documents shall include a [Revision Request/Correction to Comments Sheet](#)
- ☐ Permits will be issued approx. 7-10 business days after all correct documents have been received and approved
- ☐ Permit will not be issued until all divisions have approved it and payment has been made
- ☐ Schedule your inspections by calling 904-247-5814 before 4:00 p.m. for a next day inspection

**Please note that this checklist is not intended to be all-inclusive
Due to changes in codes, regulations, and ordinances, other requirements may apply.**