



City of Carbondale
 City Clerk
 200 S. Illinois Avenue
 Carbondale, Illinois 62901
 Phone (618) 457-3281
 Fax (618) 457-3283
 Explorecarbondale.com

TREE TRIMMING OR CUTTING BUSINESS LICENSE

License Year January 1 – December 31, 20____
 (Application, Documentation and \$50 fee due December 1 annually)

Check one that applies		Individual	Corporation	Partnership	LLC
Applicant's Name		Address			
Email		Phone/Fax			
Business Name		Address			
Email		Phone/Fax			
Number of employees		Number of vehicles to be used by applicant			
Specify make and style of each vehicle (use additional pages if necessary):					
Certificates of Insurance - \$100,000 Public Liability for bodily injury to each person; \$300,000 for bodily injury for each accident; and \$100,000 for property damage per accident					
Insurance shall cover operations including the applicant's own direct work, work performed by subcontractors and automobiles and motor vehicles used to conduct business.					
Worker's compensation insurance certificate for applicant's agents and employees					
Valid signed and numbered State of Illinois Emerald Ash Borer (EAB) Compliance Agreement					
*License Fee is Not-Pro-Rated; Applications for Licenses Received After September 1 for a given license year will not be assessed a license fee for that partial license year; however, this does not apply towards renewal applications.					
Signature			Printed Name		

Office Use Only: \$50.00 Fee _____ Date: _____ Valid Certificates Attached _____ State License Issued _____
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Workers compensation and Insurance Liability policies may not be cancelled by the insurer except after 10 days written notice to the City Clerk, and if such insurance is so cancelled and the licensee shall fail to replace the same with another policy conforming to the provisions of this section, said licensee shall also be automatically suspended until such insurance shall have been replaced and proper documentation provided to the City Clerk.

Vehicle License and Markings: As applicable all vehicles and equipment shall be properly licensed. All vehicles and equipment shall be clearly marked with the company name and telephone number.

Removal and Disposal of Debris: After completion of any work on public or private property, the licensee shall clean the work site and remove all wood and debris from the property and public rights-of-way. Licensees are responsible for the legal disposal of all debris; debris resulting from the work of a licensed tree trimmer or cutter may not be left on private or public property for pickup and disposal by the City. Debris infected with the Emerald Ash Borer (EAB) must be disposed of according to the Illinois Department of Agriculture guidelines. At the written direction of the property owner, the Licensee may leave wood that is suitable for firewood; provided however that the property owner shall store such firewood as required elsewhere in this City Code.

Written Estimate Required: A copy of a written estimate shall be provided to the property owner for approval prior to the performance of any work. This estimate shall include the name, address and phone number of the tree trimmer and cutter, a detailed description of all services or work to be performed and the total estimated cost of the services to be provided. In the event that a determination is made that the actual charges for the services will exceed the total written estimate by 10 percent or more, the customer shall be immediately notified, in writing, of the new charges. A customer so notified may authorize or cancel the service. The customer shall be responsible for payment of services provided; in no event shall a customer be required to pay more than the amount of the original written estimate plus 10 percent of the original written estimate if the customer did not receive written notification of a change in the estimate.

Deposit: A tree trimmer and cutter may not require a deposit in excess of 50% of the written estimate for said work as outlined in section 17-10-7G of the Carbondale Revised Code.

License Suspension or Revocation: The City Manager is authorized to suspend or revoke a tree trimmer and cutter license in conformity with the provisions of this section of the City Code. No tree trimmer and cutter license shall be suspended or revoked until after an administrative hearing before the City Manager has been held. The licensee shall be given no less than 5 days written notice of the hearing, said notice shall include the place and time of the hearing. The City Manager may after notice of hearing suspend or revoke a tree trimmer and cutter license for any of the following reasons: The licensee has violated any state or federal laws or City ordinances regulating or relating to the tree servicing business; The willful making of any false statement as to a material fact in the license application or renewal; Suspension or revocation of the legal statues of the licensee such as the right to transact business in the State of Illinois; and/or Failure to pay any fees or taxes due the City of Carbondale.

A Tree Trimmer and Cutter License shall not be required for the following tree work:

- The minor pruning of bushes, shrubs, or ornamental trees incidental to performing lawn maintenance and/or landscaping on private property.
- Removal or trimming and cutting of trees on private property that are less than 10" DBH.
- Pruning, trimming, and cutting of branches that do not require the use of a mechanical lift, bucket truck, climbing and roping, or other similar equipment or operation.

Any person violating any of the provisions of this Chapter shall be subject to a fine in an amount not less than \$250 and not more than \$750. Each occurrence shall constitute a separate offence and shall be punishable as such hereunder. Each day that such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

For additional information including definitions, exemptions, and requirements, please review Title 17, Chapter 10 of the Carbondale Revised Code, "Trees, Bushes and Shrubs". The full City Code is available at www.explorecarbondale.com.