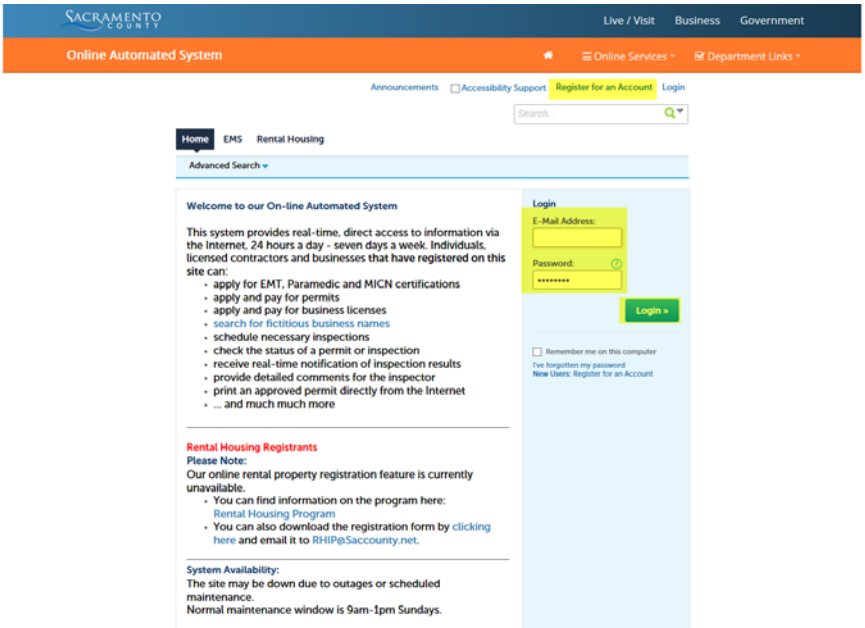
County of Sacramento
Instructions for filling out an online Tree Permit

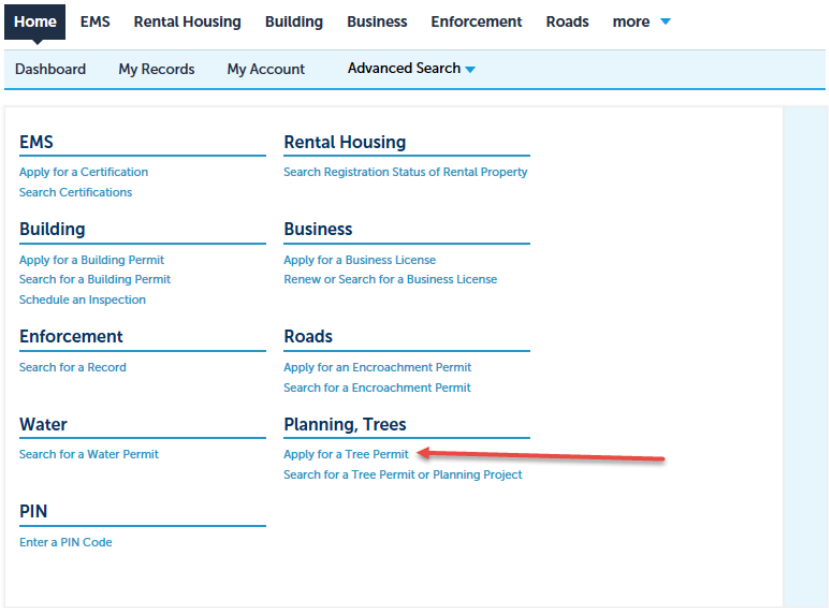
July 14, 2017

To start your permit……

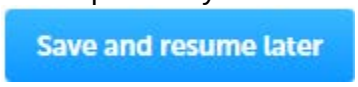
1. Create an account or log in if you already have an account. https://actonline.saccounty.net

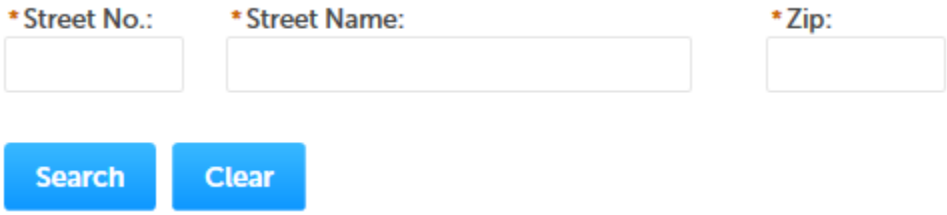


2. Click on "Apply for a Tree Permit" Or in you already have a tree permit you can search for it by selecting the link and entering your permit number or search by address.

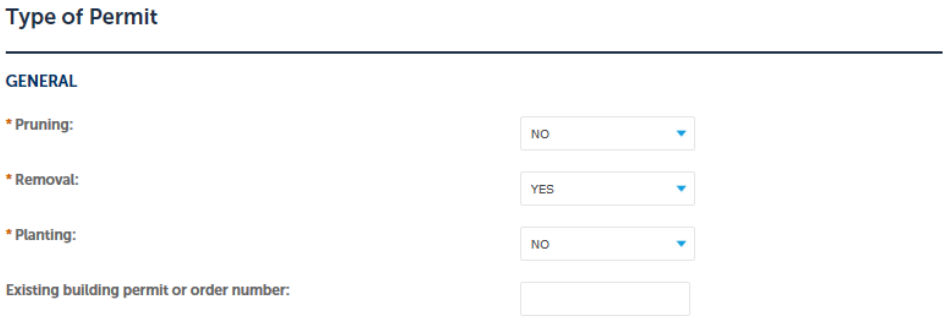


3. Read the General Disclaimer and check the box. Then click ok.
4. For the address where the trees are located, you can search by address, parcel or owner. Enter the street number and name only. Do not enter the street type. Then click Search and select the address from the search results by checking the button. Then click the Select button. Note: you may need to scroll down to see the Select button. Review the address information and click Continue Application at the bottom of the page.

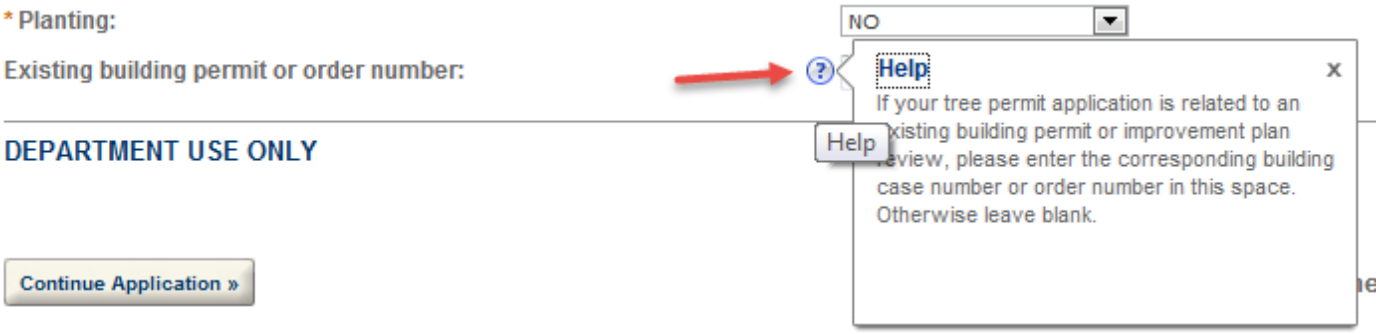
Note: Throughout this process some fields with have a gold asterisk next to them. These are required fields and must be filled out to continue the application. Also, during the permit application process you have the ability to save and resume later in case you need to gather more information. 



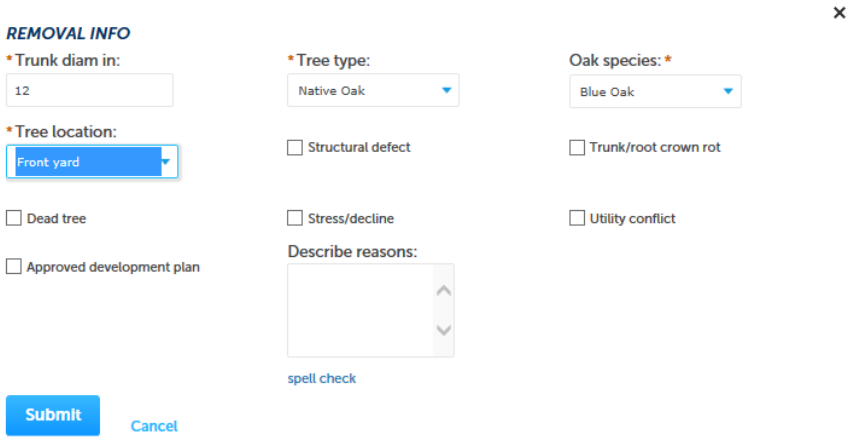
5. For the Applicant section, use the Select From Account and select your contact by checking the button. Then click Continue.
6. When done with the Applicant step click Continue Application.
7. Select the type of work being performed. You can select one or all three types here by setting the box to Yes. For this example we will choose Removal. Then click Continue Application.



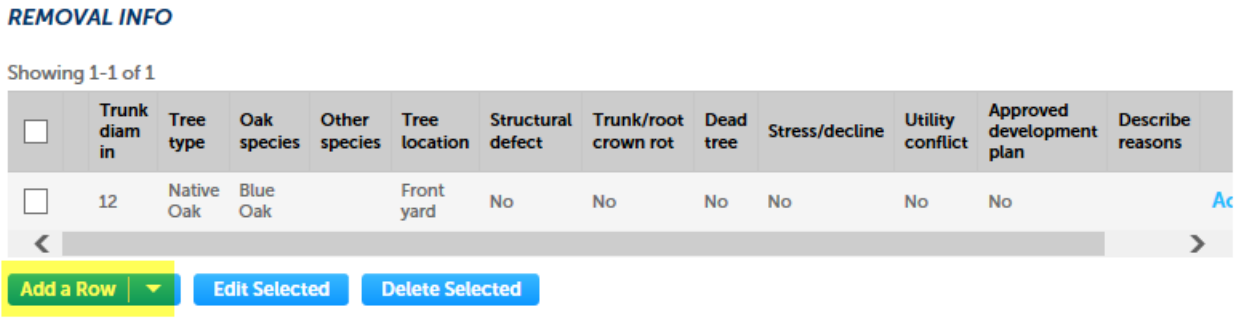
Note: You will see icons with a question mark in them near some fields. Click this icon to and it will provide you with useful information on the field.



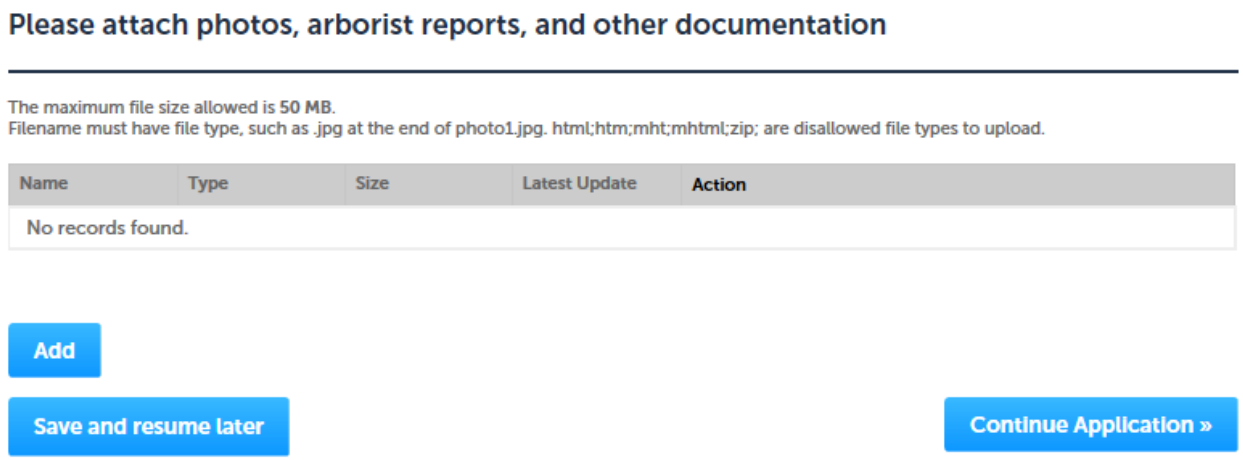
8. Fill in the required fields as needed. Then click Submit.



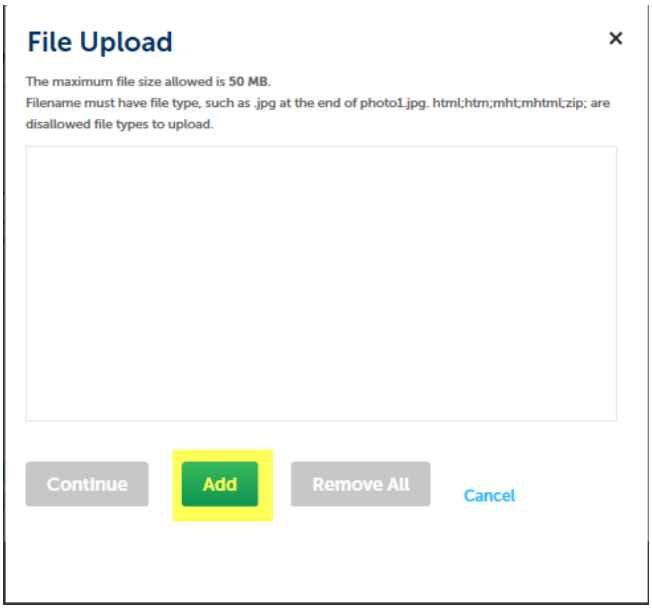
9. You can add more trees by clicking the Add a Row button, or just click continue application.



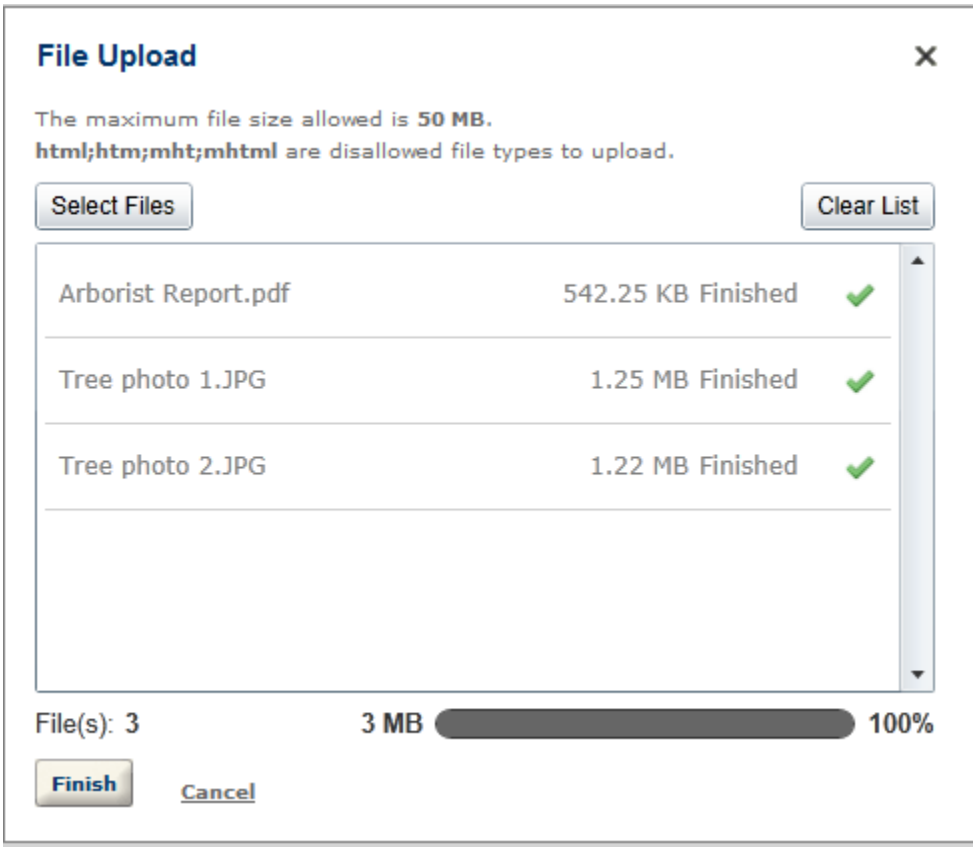
10. To attach photos or other supporting documents for your permit. Click the Add button to locate the attachments on your computer.



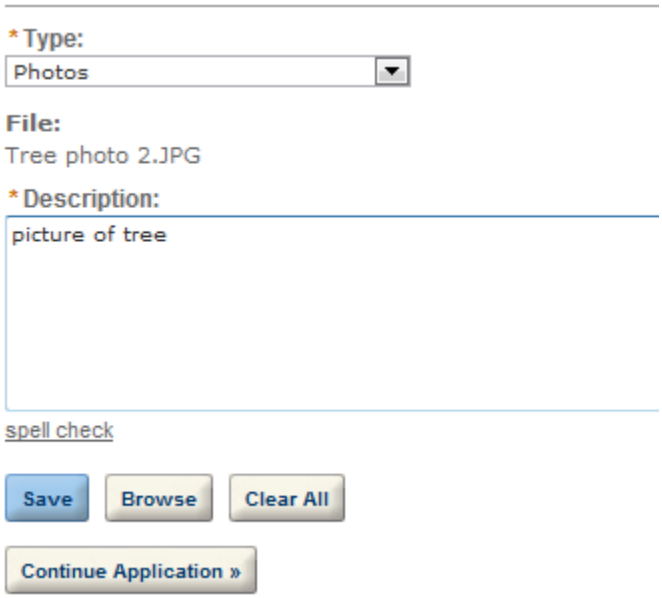
11. Click Add.



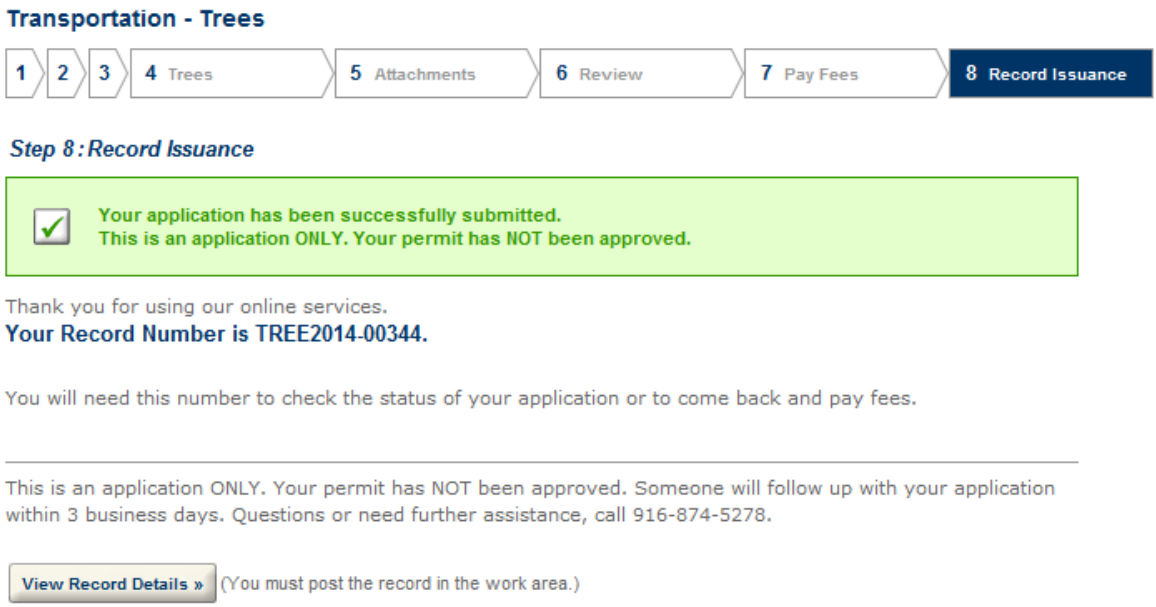
12. Map to your files, highlight them and click open. You can select more than one file by holding down the Ctrl button while selecting them. Once they are uploaded, click finish.



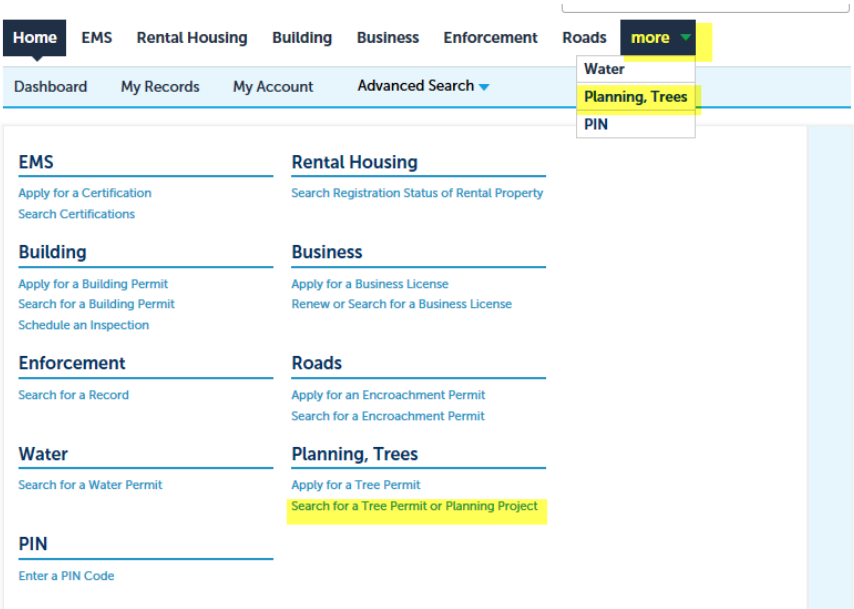
13. You will be asked to provide some information about each file you uploaded. This is required. Enter the information for each file and click Save. The photos will upload to your application automatically. Click continue application.



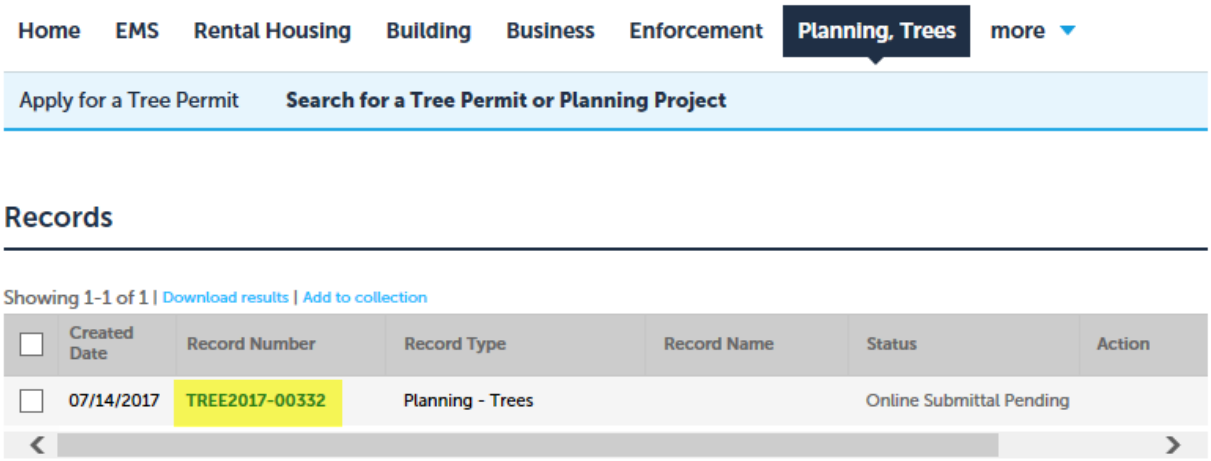
14. Review page. Review all the information you entered during this process. If you need to make a change you can click the Edit button in the appropriate section. If the information is all correct, click continue application. You should receive a message stating that your application was successfully submitted.



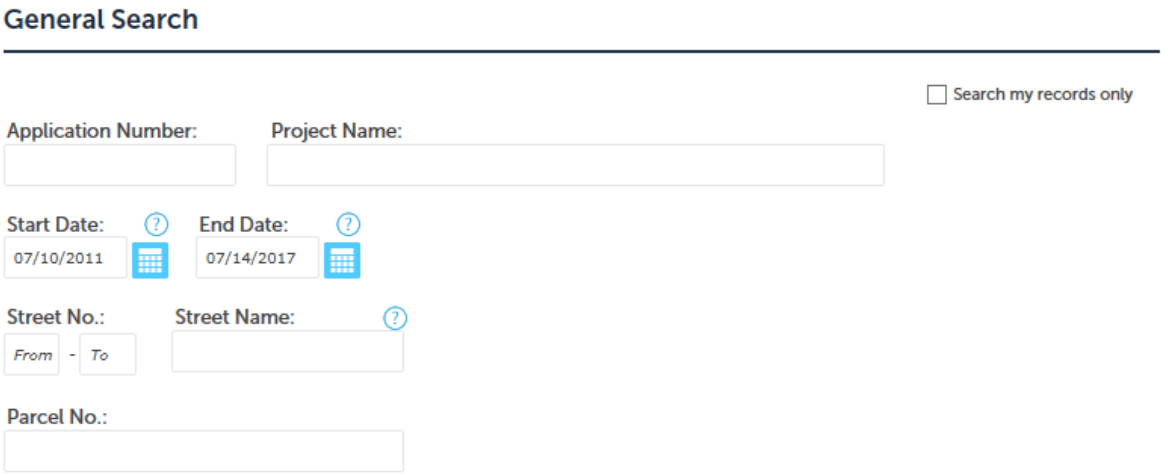
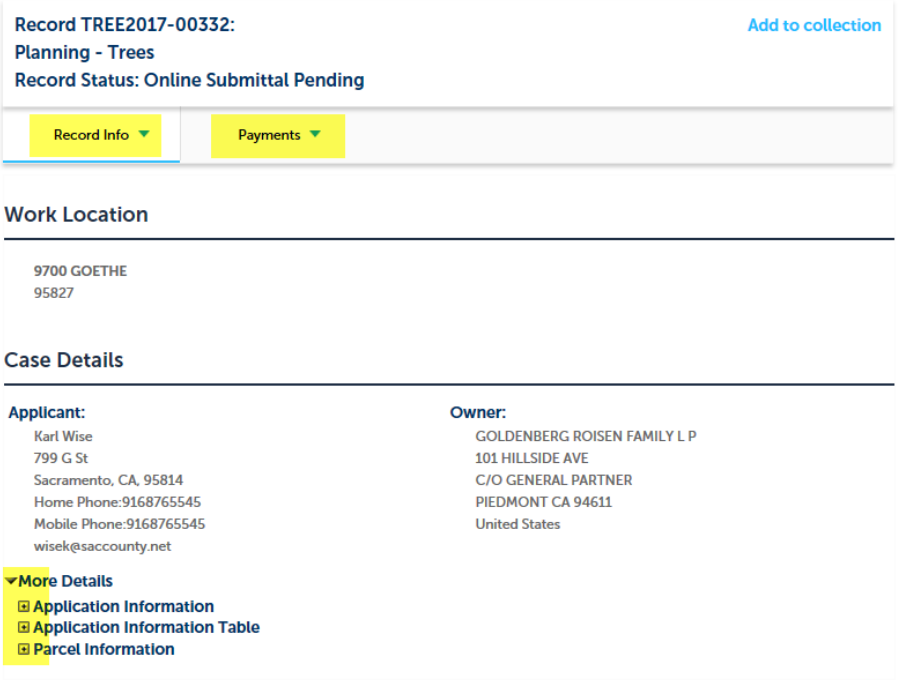
To check the status of your permit, click on the Home tab and select Search for a Tree Permit or Planning Project.



Your permit will be visible in the records section. Clicking on the underlined permit number will take you to the permit. Click on the link.



If you do not see your tree permit listed you can use the General Search section to locate it using the permit number or address.



From here you can view the information in each section by clicking on the arrows or + symbols. The section will expand to display the details for that section.