



Department of  
**CITY PLANNING**

Office of Buildings – Arborist Division  
55 Trinity Avenue, Suite 3800  
Atlanta, Georgia 30303  
Tel: 404.330.6874  
Email: arborist.dpcd@atlantaga.gov

**ARBORIST PRE-DEMOLITION INSPECTION REQUEST FORM**

**SUBMITTAL REQUIREMENT:** Tree protection fencing must be **properly installed** per site plan approved and stamped by City arborist.

**INSTRUCTIONS:**

1. COA will complete an inspection within 2 business days.
2. Inspection will PASS if the fence is properly installed.
3. Inspection will FAIL if the fence is not property installed.
4. To check the status of the inspection, go to Accela Citizen Access. There is no need to login to check the status.
5. If the inspection FAILS correct the tree protection fencing and resubmit this form and a scan or photo of the arborist approved stamped drawings to [arborist.dpcd@atlantaga.gov](mailto:arborist.dpcd@atlantaga.gov)

<b>BB Permit Number</b>					
<b>Date</b>					
<b>Site Address</b>		<input type="checkbox"/> NE	<input type="checkbox"/> NW	<input type="checkbox"/> SE	<input type="checkbox"/> SW
<b>Special Instructions (if applicable)</b>					
<b>Contact Name</b>					
<b>Contact Phone</b>					
<b>Contact Email</b>					
<b>Submitted by (name)</b>					
<b>Note relationship to project</b>	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor <input type="checkbox"/> Expediter <input type="checkbox"/> Other (please note):				