



INSTRUCTIONS FOR OBTAINING A TREE TRIMMER LICENSE

- Complete the Tree Trimmer License Application. Each individual, partner, or company officer must also complete an Auxiliary Questionnaire. Copy the form as needed for each person.
- Pay license fee. The license period is July 1 to June 30. Fees are not prorated and are non-refundable.
- Attach Certificate of Liability Insurance to application or Fax to 715-839-3889
 - \$250,000 for any one person injured or killed
 - \$500,000 for more than one person injured or killed
 - \$100,000 for injury or destruction of property or person other than the licensee
- Review City of Eau Claire Ordinance 5.52 relating to Tree Trimmers.
- Contact the City Forester at 715-839-5039 to schedule your exam.
- After you have obtained the signature from the City Forester, return the form to the City Hall to obtain the license.
- Mail or bring application with payment to:
Licensing, City of Eau Claire
203 S Farwell St.
PO Box 909
Eau Claire WI 54702-0909
Phone: 715-839-4923

Questions:

Email – licensing@eauclairewi.gov
Phone – 715-839-4923



TREE TRIMMER LICENSE APPLICATION

FEE: \$33.00

See Instructions on back of form

A. SOLE PROPRIETOR (ONLY) COMPLETE THIS SECTION

Male <input type="checkbox"/> Female <input type="checkbox"/>	First Name	Middle Name	Last Name	
Home Address		City	State	Zip

* Sole Proprietor must complete an Auxiliary Questionnaire

B. PARTNERSHIP (ONLY) COMPLETE THIS SECTION

FULL NAME OF EACH PARTNER

Male <input type="checkbox"/> Female <input type="checkbox"/>	First Name	Middle Name	Last Name	
Male <input type="checkbox"/> Female <input type="checkbox"/>	First Name	Middle Name	Last Name	

* Each Partner must complete an Auxiliary Questionnaire

C. CORPORATION or LIMITED LIABILITY (ONLY) COMPLETE THIS SECTION

Registered Name of Corporation			
List all officers below (use additional paper if necessary)			
First Name	Middle Name	Last Name	Title

* Each Officer must complete an Auxiliary Questionnaire

D. ALL APPLICANTS MUST COMPLETE THIS SECTION

Business Trade Name		Business Phone	
Mailing Address	City	Zip	

Continued on back of form

Mail or bring completed form with payment and Certificate of Liability Insurance to:
Licensing, City of Eau Claire
PO Box 909
203 S. Farwell St
Eau Claire WI 54702-0909

Tran Code: 1359 Fee: \$33.00
Office use only – do not write in this area

TREE TRIMMER LICENSE APPLICATION (continued)

APPLICANT'S STATEMENT

I hereby certify that the answers on this application are true and correct to the best of my knowledge. I agree, in the consideration of the granting of this license, to comply with the laws of the State of Wisconsin, and the provisions of the Municipal Code of Ordinances of the City of Eau Claire.

Signature _____

Date ____/____/____

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- After you have obtained the signature from the City Forester, return the form to City Hall to obtain the license.

EXAMINATION AND PROOF OF LIABILITY INSURANCE REQUIRED BEFORE LICENSE CAN BE ISSUED

Applicant must contact the City Forester at 715-839-5039 to schedule an examination and obtain signature. All fees must be paid prior to scheduling the examination. Proof of Liability insurance required before license may be issued.

Examination Successfully passed? <input type="checkbox"/> Yes <input type="checkbox"/> No	City Forester's Signature	Date
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**TREE TRIMMER LICENSE APPLICANTS
AUXILIARY QUESTIONNAIRE**

EACH PERSON LISTED ON THE TREE TRIMMER LICENSE APPLICATION MUST COMPLETE THIS FORM

Drivers License or I.D.#		DL State	Date of Birth	Phone No. () -	
Male <input type="checkbox"/>	First Name		Middle Name	Last Name	
Female <input type="checkbox"/>					
Home Address			City	State	Zip
Mailing Address (if different from above)			City	State	Zip
Social Security Number			Name of Business where license will be used		
Previous Address (1 yr prior to application date)			City	State	Zip

- Have you EVER been convicted of a felony, criminal violation, misdemeanor, ordinance violation, or have you ever been convicted of violating any other Federal, State, or local laws or ordinances of any municipality?
 * If you answered YES you must fill out the back of this form Yes No
- Have you EVER changed your name? Yes No
 If yes, list other names you have had: _____
- Are there any CRIMINAL charges PRESENTLY PENDING against you? Yes No
 * If you answered YES you must fill out the back of this form
- How long have you continuously resided in Wisconsin prior to this date?

- Employment history for the past two years:

APPLICANT'S STATEMENT

I hereby certify that the answers on this application are true and correct to the best of my knowledge. I agree, in the consideration of the granting of this license, to comply with the laws of the State of Wisconsin, and the provisions of the Municipal Code of Ordinances of the City of Eau Claire.

Signature _____

Date ____/____/____

**Mail or bring completed form with Tree Trimmer license application to:
 Licensing, City of Eau Claire
 PO Box 909
 203 S. Farwell St.
 Eau Claire WI 54702-0909**

TREE TRIMMER LICENSE APPLICANTS AUXILIARY QUESTIONNAIRE (continued)

LIST ALL PAST VIOLATIONS

Date ___ / ___ / ___ Nature of Offense _____

Date ___ / ___ / ___ Nature of Offense _____

Date ___ / ___ / ___ Nature of Offense _____

Date ___ / ___ / ___ Nature of Offense _____

Date ___ / ___ / ___ Nature of Offense _____

Date ___ / ___ / ___ Nature of Offense _____

Date ___ / ___ / ___ Nature of Offense _____

Date ___ / ___ / ___ Nature of Offense _____

Date ___ / ___ / ___ Nature of Offense _____

Date ___ / ___ / ___ Nature of Offense _____

PENDING CHARGES

Date ___ / ___ / ___ Nature of Charge _____

Date ___ / ___ / ___ Nature of Charge _____

Date ___ / ___ / ___ Nature of Charge _____

Date ___ / ___ / ___ Nature of Charge _____

Date ___ / ___ / ___ Nature of Charge _____

Chapter 5.52

TREE TRIMMER*

Sections:

5.52.010 License--Required--Procedure.

5.52.020 Licensee--Liability insurance.

5.52.030 License--Revocation--Suspension--Appeal.

5.52.040 Violation--Penalty.

5.52.010 License--Required--Procedure. A. No person shall engage in the business of tree trimming, tree removal or tree stump removal within the city without first obtaining a license to do so.

B. Applications for such license shall be on forms furnished by the city clerk and shall be accompanied by a license fee as stated in the City of Eau Claire Fees and Licenses Schedule.

C. The license shall be signed by the city clerk and shall have a term from July 1st of each year to the next succeeding June 30th. The license shall be nontransferable.

D. No license shall be issued to any applicant who has not successfully completed an appropriate examination, oral or written or both, as administered by the city forester. (Ord. 6363 §18, 2002; Ord. 6233 §4, 2001; Ord. 4967, 1989; Prior code §13.17 A).

5.52.020 Licensee--Liability insurance. A. No license shall be issued until the applicant has in full force and effect a public liability insurance policy, in a company authorized to do business in the state, in amounts of \$250,000 for any one person injured or killed and a total of \$500,000 for more than one person injured or killed, and \$100,000 for the injury or destruction of any property of any person other than the licensee.

B. No licensee shall continue to engage in the business of tree trimming or tree or stump removal after the above required insurance has lapsed, expired or is otherwise not in full force and effect. (Ord. 4967, 1989; Ord. 4653 §1, 1986; Ord. 4503, 1984; Ord. 3516 §1, 1975; Prior code §13.17 B).

5.52.030 License--Revocation--Suspension--Appeal. Any license issued hereunder may be revoked or suspended by the city clerk or city forester upon administrative determination that the licensee has failed or refused to comply with the provisions of this chapter, or for violation of any city or state laws related to the business of tree trimming. Appeal from the afore stated determination shall be made to the administrative review board under the procedures specified in ch. 1.06. Appeal shall stay the contested administrative determination pending decision by the board. (Ord. 6572 §9, 2005; Ord. 4967, 1989; Prior code §13.17 C).

5.52.040 Violation--Penalty. Any person violating any provision of this chapter shall forfeit not less than \$20 nor more than \$200 and the costs of prosecution for each and every offense. Each day during which a violation occurs shall constitute a separate offense. In default of payment thereof, any person violating the provisions of this chapter shall be committed to the county jail for a period not to exceed 30 days. (Ord. 4967, 1989; Ord. 4650 §2, 1986; Prior code §13.18).

* For provisions of general charter law granting cities the right to license, tax and regulate businesses and business enterprises, see WSA 62.11(5).