



City of
Tega Cay, South Carolina

www.tegacaysc.org

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TREE REMOVAL PERMIT GUIDE

To apply for a tree removal permit in the City of Tega Cay follow these steps:

1. Determine Permit Requirements:

- If you plan to remove a tree with a diameter exceeding 4 inches (measured one foot from the ground), a permit is required.
- If you are doing a project such as building a house or installing a pool the tree(s) inside the buildable area should be included in the Land Disturbance Permit. Trees outside the project area will have to be approved with a tree permit.
- If you are not sure if a tree is on your property, then a property survey can be done to determine the exact boundary. This expense is the responsibility of the property owner.
- The City of Tega Cay only approves the tree(s) removal, it is the property owner's responsibility to contact a tree company with a valid business license to perform the work.
- The tree company is responsible for removing the tree parts from the property.
- Pruning may be done without a permit as long as it is your tree.

2. Complete the Application for Permit:

- Visit the City of Tega Cay's website and apply online through the Evolve permit portal. Create an account or log in, then navigate to the "Apply for Permit" section to select "Tree Removal."
- Gather any property survey, plans, diagrams, or photographs to submit with your application.
- Submit a completed application and wait for staff to complete the review process.
 - Applications will be processed, and a site visit to evaluate the tree(s) requesting to be removed will occur on Tuesdays and Thursdays each week.
 - Clearly mark the tree(s) you intend to remove using paint, tape, or ribbon. Indicate these on your application with a general diagram or photograph.
 - You may be contacted by staff requesting information or clarification.

- ### **3. Tree Permit:** Once the application has been processed and the site visit is completed staff will contact you to provide clear instructions on the next steps. Any conditions or instructions provided by staff on a tree removal permit should be followed.

For further information, contact the Development Services Department at (803) 548-3513 or visit City Hall.