



TREE SERVICE LICENSE INFORMATION

Thank you for your interest in obtaining a Tree Service License. Denver's municipal code requires any business engaged in the care of trees and shrubs to be licensed through the Office of the City Forester. The license requirement applies to individuals who provide tree and/or shrub pruning and/or removal for monetary pay, barter, or trade of services. This licensing program was developed in an effort to provide Denver's residents with professional tree care service opportunities, and protect the trees within Denver's urban forest from substandard practices.

The Office of the City Forester issues a Tree Service License to an individual in the ownership, or employment of a tree service company. A licensed company is required to have a minimum of one license holder (the licensee) representing the company.

Classes of Licenses

Licenses are issued under two classes and the scope of service to be provided by the applicant's business will determine the class for that particular company.

Large Tree Classification-

Issued to an individual working for a business engaged in tree and/or shrub trimming and/or removal that will **require workers to leave the ground** through climbing or use of an aerial lift. Work may be done on any size tree, shrub, or evergreen.

Ornamental-

Issued to an individual working for a business engaged in tree and/or shrub trimming and/or removal that **do not require workers to leave the ground** through climbing or use of an aerial lift. The Office of the City Forester will allow businesses to use a ladder with a maximum height of 12' to remain under this classification.

Tree Service License Fees and License Term

The current fee for a Tree Service License is \$25.00 annually, plus a first time \$25.00 application fee. All new tree service licenses will expire on December 31st. Upon renewal, the license will be valid for one year. Failure to renew the tree service license within 90 days of expiration can result in the imposition of a late fee in addition to the license fee, or the suspension or revocation of the license. Re-testing will be required before reinstatement of the license if the license has been expired for more than 90 days. In addition, licenses may also be suspended or revoked for any violation of Denver municipal codes or Forestry Rules and Regulations.

It is the responsibility of the licensee to update their address and insurance information, and the Office of the City Forester will not be responsible for lost or misdirected mail based on the individual/company-provided file information.

Insurance Requirements

Chapter 57 Section 77 of Denver’s municipal code requires each applicant for a Tree Service License to meet the following insurance requirements (prior to field exam):

- Liability coverage of all operations of the applicant and the operation of all vehicles operated in the business in the sum of at least **\$150,000 for each person injured and \$500,000 in the case of the injury of two or more persons in a single occurrence**, and the sum of not less than **\$500,000 for property damage for a general tree license** and **\$100,000 for property damage for an ornamental tree license**.
- Policy may be written to allow the first \$500 of liability for damages to property and persons to be a deductible.
- The policy **must contain a non-cancellability endorsement** which requires that the City Forester be notified of any proposed cancellation at least 30 days prior to cancellation.
- License **requires a certificate of workman’s compensation insurance** satisfying the statutes of the State of Colorado and cannot be cancelled without 30 days’ notice to the City Forester
 - www.colorado.gov/cs/Satellite/CDLE-WorkComp/CDLE/1240336932511

It is the responsibility of the Tree Service License holder to maintain a current Certificate of Insurance in the Office of the City Forester at all times. Failure to do so may result in the suspension or revocation of the tree service license. **It is required that you list the Office of the City Forester as a ‘Certificate Holder’** on your policy so that your insurance company forwards policy renewals for you.

Your company name will be automatically dropped from Denver’s listing of ‘Licensed Tree Service Contractors’ that is provided free-of-charge to citizens if your insurance certificate renewals are not received within 30 days of expiration.

Applicants Holding Current Licenses in Other Cities

In an effort to reduce the need for businesses to take repeated municipal tests to prove their arboricultural qualifications, the Office of the City Forester has established a reciprocal licensing program with the cities listed below. The Office of the City Forester will waive the need for applicants to complete Denver’s written and field tests when the applicant has satisfied those testing requirements through either the City of Aurora or City of Lakewood. The Office of the City Forester reserves the right to check with the reciprocal cities to verify if Denver testing requirements were met and/or may require any applicant to complete Denver testing when deemed necessary by the City Forester. The cities of Aurora, Englewood, Lakewood, Littleton, and Wheat Ridge generally accept the City and County of Denver tree service license to qualify applicants for new licenses in their community.

Applicants licensed in one of Denver’s qualified testing municipalities will be required to furnish a copy of the cooperating city’s license, verify successful completion of Denver level testing in the licensing community, provide proof of insurance in the amounts meeting Denver City Code minimums, pay the license fee, complete a Denver Tree Service License application, & provide 2 forms of identification (i.e. Driver’s License & Social Security card preferred).

Applicants Holding International Society of Arboriculture Certifications

The Office of the City Forester will waive the need for applicants to complete the required written test if the applicant can provide documentation verifying that they are a current Certified Arborist of the International Society of Arboriculture.

The Office of the City Forester will waive the tree climbing portion of the required field testing if the applicant can provide documentation verifying that they are a current Certified Tree Worker of the International Society of Arboriculture.

The Office of the City Forester reserves the right to verify said documentation.

Links to International Society of Arboriculture

International Society of Arboriculture www.isa-arbor.com

Rocky Mountain Chapter International Society of Arboriculture www.isarmc.org

Testing Requirements

Written Test –

Applicants who are not Certified Arborists nor have met Denver’s testing requirements through a qualified reciprocal testing community will be required to schedule and pass a written test. A grade of at least seventy percent (70%) is required on the exams. Denver will accommodate those with reading and writing disabilities. The written exam must be passed prior to taking the field test. The written exam covers general knowledge of: Tree Biology, Tree Identification, Safety, Insects and Diseases, Practical Tree Work Skills, and Tree Risk Assessment. The results of the written test are valid for only six months from date of test. If remaining requirements for the Tree Service License are not completed, the entire application is void, and the applicant must retake the test.

Field Test (proof of required insurance must be provided prior to field test)-

Applicants who are not Certified Tree Workers nor have met Denver’s testing requirement through a qualified reciprocal testing community will be required to pass a field test after completion of the written exam. The field exam includes practical work competencies, and worker/work-site safety. General license applicants must provide their own personal climbing and personal safety equipment, and be prepared to conduct aerial work in a large tree. Ornamental license applicants need to come prepared to prune a small tree or shrub.

Field tests average two (2) hours in length, so please be prepared to be available for the duration.

Study Resources-

International Society of Arboriculture: Arborists Certification Study Guide

Tree Climbers Guide

American National Standards Institute A300 Tree Pruning Standard

American National Standards Institute Z133.1 Tree Worker Safety Standard

Regional tree and pest issues – <http://cmg.colostate.edu/gardennotes.shtml>

Regional pruning and planning - <http://cmg.colostate.edu/gardennotes.shtml>

General tree care - <http://www.treesaregood.com>

Tree Identification - <http://www.treebrowser.org>

Denver tree inventory: <https://denverco.mytreekeeper.com/>

City Codes

[City municipal/zoning codes](#) and [Forestry Rules and Regulations](#) are not covered in any of the tests administered by the Office of the City Forester. However, all licensed contractors are required to have knowledge of these rules, and pass this knowledge on to their employees.

Work on and use of the public right-of-way may fall under other city codes and have associated fees. If a tree service plans to work within street rights-of-way within Denver, it is important that each company works within the rules and regulations established by Denver Public Works and the Colorado Department of Transportation.

Loss of Licensee

If the licensee leaves the company for any reason, the Office of the City Forester will allow that company 30 days for a new licensee to be established. If a new licensee is not established within the 30-day period, the company is no longer licensed in the City and County of Denver until another representative fulfills the current licensing requirements.

Website

For more information about Denver's Forestry Program visit www.Denvergov.org/forestry or email forestry@denvergov.org for further assistance.