CITY OF ATLANTA

M. KASIM REED
MAYOR

ARBORIST DIVISION

DEPARTMENT OF PLANNING,
AND COMMUNITY
DEVELOPMENT

JAMES E. SHELBY
COMMISSIONER

Standard of Practice

Steps for Final Certificate Of Occupancy Inspection

In The Office

1. Verify the number of trees to be installed as required for recompense obligation and include on work order. **Caution** there may have been more than one posting.
2. Verify any additional trees such as dead dying or hazardous permitted for removal during the project.
3. Verify any illegal recompense monies or trees to be installed.
4. Requested letters, reports, pictures and/or stamped PAID invoices (for prescriptions) submitted and approved.

In The Field

1. Official stamped set of plans or a copy of the official stamped plans and permit card are provided by the builder and must be on site for the inspection.
2. Verify saved trees still on site and check for.
   a) Mechanical damage
   b) Any cut or fill of Root save area
   c) Compaction of the soil in the critical root zone area
   d) Any impact of the structural root plate
   e) Injurious pruning especially close to the structure for pruning done for framing
   f) Nuisance Trees and hazardous conditions
   Note: Saved trees are not always 6" DBH or greater – there can be smaller trees that were installed to satisfy previous recompense obligations and these trees cannot be removed or destroyed without permitting

3. Verify the installation of new trees for recompense obligations
   a) Number of trees
   b) Caliper of trees, 2.5" being the smallest acceptable size.
   c) Species of trees, insure that unacceptable trees are not given credit

d) Location of trees should be as on plan, check for spacing requirements and any proximity concerns.
e) Condition of trees: check for mechanical damage to trunk; healthy buds, deadwood; taper; proper installation (burlap unwrapped from trunk, pulled back to edge of root ball and removed); proper staking, if needed; adequate fill to both cover and support the root ball.
f) Soil conditions: check for poor drainage that could kill the new tree.