



CITY OF CLEVELAND
Mayor Justin M. Bibb

**Instruction Sheet
for
Christmas Tree Sales License**

City of Cleveland
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2264

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

DALLicenses@clevelandohio.gov

When do you need a Christmas Tree Sales License?

A Christmas Tree Sales License is required to engage in the sale of Christmas trees. This special license is for a specific premise, which must be zoned for business purposes. No license or registration for the casual sale of Christmas trees is required of any church or charitable institution, which is the recipient of the entire proceeds from such sale.

This license is valid for a period-of-time not to exceed thirty (30) days in any one year.

City of Cleveland Codified Ordinance Chapter §672, Christmas Tree Sales

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

How to obtain and/or submit a Christmas Tree Sales License application

In Person: Cleveland City Hall, Division of Assessments and Licenses, 601 Lakeside Avenue, Room 122, Cleveland, OH 44114. Applications are accepted Monday-Friday, 8:00 a.m. – 4:00 p.m.

By Mail: Cleveland City Hall, Division of Assessments and Licenses, 601 Lakeside Avenue, Room 122, Cleveland, OH 44114

Email: Complete, scan and email the application and required secondary documentation to DALLicenses@clevelandohio.gov.

What to bring or submit to the Division of Assessments and Licenses

- 1) Completed and signed application.
- 2) A **copy** of the location's Certificate of Occupancy or Building Use permit.

If you are unable to locate this permit for each location or you do not have this permit for each location, please contact the Department of Building and Housing, Code Enforcement Section at (216) 664-2910.

- 3) **Fee of \$50.00.** This fee must be paid before December 1st. Fees are payable by cash, check or credit card. This fee is non-refundable. Make checks payable to the City of Cleveland. For email submissions, an Automatic Payment Authorization form must be completed and submitted **via secured fax** to (216) 420-7804 **prior** to the application being processed



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Christmas Tree Sales License Application

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Date:	License # (internally assigned):
Fee: \$50.00 (Non-Refundable)	

SECTION A – BUSINESS INFORMATION

BUSINESS TYPE

<input type="checkbox"/> Person (Sole Proprietorship)	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership (General or Limited)
<input type="checkbox"/> Other (specify)	
Legal Name:	
DBA / Alias:	
Business Address:	
City:	State: Zip:
Mailing Address (if different than above):	
City:	State: Zip:
Telephone #:	Email:
Federal ID Number:	Ward Number:
Certificate of Occupancy Number: <small>(Issued from the Department of Building and Housing)</small>	
Approximate value of trees: \$	Sale Dates:

SECTION B – APPLICANT INFORMATION (INDIVIDUAL)

Name:	Title:
Address (Residential):	
City:	State: Zip:
Telephone #:	Email:
Are you the Owner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION C - OWNERSHIP INFORMATION

(PROVIDE THE FULL NAME, COMPLETE ADDRESS AND TELEPHONE NUMBER OF EACH CORPORATE OFFICER, OWNER, GENERAL PARTNER, STOCKHOLDER AND/OR DIRECTOR WITH CONTROLLING INTEREST. ATTACH AN ADDITIONAL SHEET IF MORE SPACE IS NEEDED.)

Name:	Title:
Home Address:	
City:	State: Zip:
Telephone #:	Email:
Name:	Title:
Home Address:	
City:	State: Zip:
Telephone #:	Email:

SECTION D - ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand City of Cleveland Codified Ordinance Chapter §672, Christmas Tree Sales. I declare under penalty of perjury that the above information is true and correct. I understand that if this information is found to be fraudulent, the license/permit issued in association with this statement will be revoked.

SIGNATURE OF APPLICANT

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