




Marina Tree Work Permit



Online Submittal - Technical Tips

Recommended Workflow and Browser Version

The interactive PDF forms (available by clicking on  button) work only with Adobe Acrobat Reader or Adobe Acrobat Pro versions 10, 11 and DC running on Windows or Mac desktops or laptops. See additional Tips at the end of this document.

If you cannot meet those system requirements, please use the non-fillable version

 [DOWNLOAD PDF](#)

by just printing it out and submitting it by hand or fax.

Online Submittal

Open [Marina Tree Work Permit](#) webpage with one of the following web browsers: Internet Explorer 11 (recommended), Mozilla Firefox or Apple Safari.

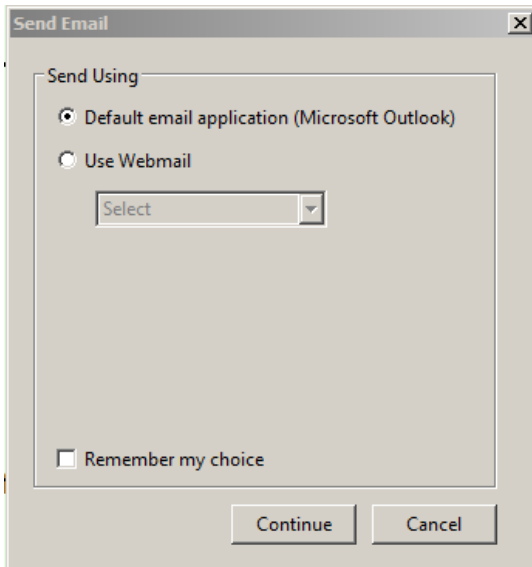


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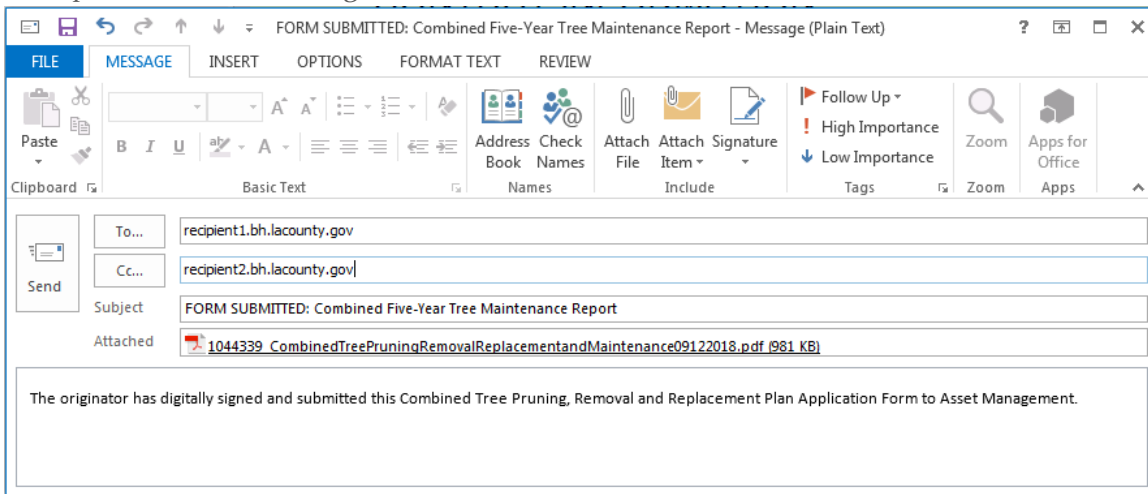
Click on appropriate **ONLINE SUBMITTAL** button based on your tree work application needs. After you have downloaded the form(s) from this page, you may fill it in, add attachments, (we recommend you to save the completed form on your computer), and submit it by clicking on **SUBMIT** button.

A *Send Email* window will pop up. Select email application (*Default email application* or *Use Webmail*) and click on **Continue** button.



This will automatically create an email submittal with your completed PDF addressed to the Department.

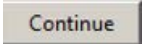

Example 1: Send email using Microsoft Outlook:



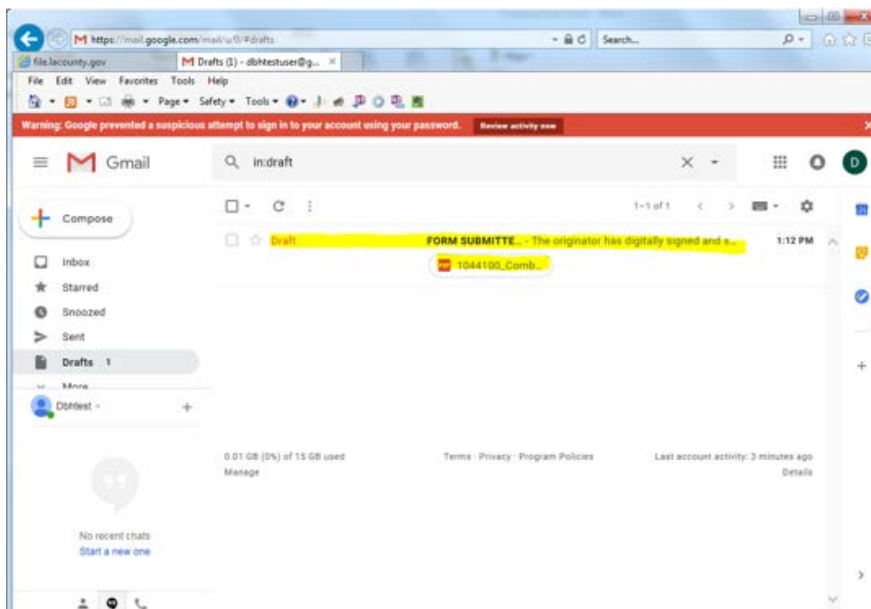
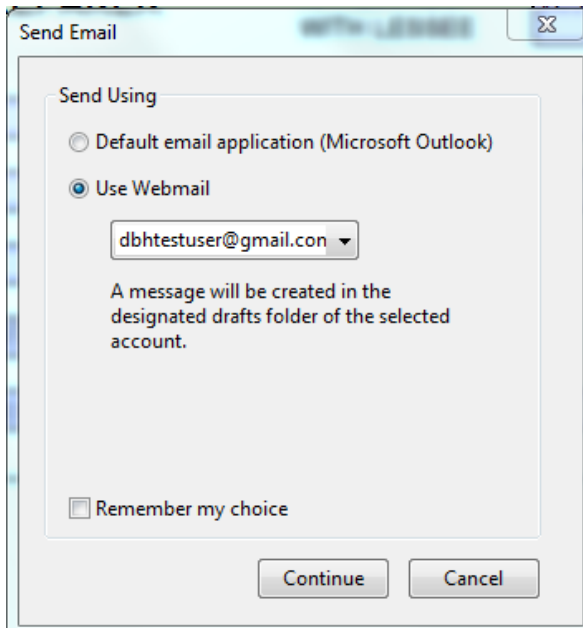


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If a new email is not created reasonable time after clicking on Send Email:  button, please repeat your attempt by clicking on  again.

Example 2: Send email using Webmail. Note that the email will be created in the designated *drafts* folder of the selected account.





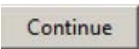

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Send the email without changing automatically created recipients, subject line, and body text.

Now you have successfully submitted your Tree Maintenance Application to the Department of Beaches and Harbors.

Notes:

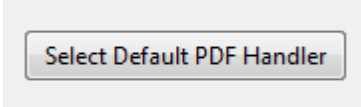
1. Make sure to download the form(s) from beaches webpage. We recommend not copying old permit form(s) from previous submittals since we may have made some modifications.
2. If a new email wasn't created reasonable time after clicking on Send Email:  button, please repeat your attempt by clicking on  again.
3. Your application is successfully submitted only when **you send the email** to which it is attached.
4. You can attach additional files to the email. If the attachments are too large, you can email some of them to your agent in a separate email. The maximum email message size supported by LA County is 25 MB.

Recommended Adobe Acrobat Reader Version

For  you have to open, fill in, and submit the PDF form using *Adobe Acrobat Reader*, so please download the most recent version of *Adobe Acrobat Reader* on your computer from <http://get.adobe.com/reader/otherversions/>.

The usual steps to make downloaded version of Adobe Acrobat Reader the default PDF handler on your machine:

1. Click START and ALL PROGRAMS. Select Adobe Reader version you installed from the program list and open it.
2. Click EDIT → Preferences → General → Select Default PDF Handler.




3. Select Adobe Reader, click APPLY button and close it.



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4. Please make sure that Adobe PDF Reader is in your **add-ons** and **enabled**.
5. Open the beaches website <http://beaches.lacounty.gov/> with IE 11 32-bit browser (recommended), navigate to Marina Tree Work Permit webpage, and click on the appropriate  button to open the PDF form. The PDF form. The steps above guarantee that it will open within Adobe Acrobat Reader.

General Instructions for online filling and submittal of the Marina Tree Work Permit forms

1. Please make sure to have the recommended browser and Adobe Acrobat Reader versions.
2. Only the most recent form downloaded from the beaches website may be submitted. We recommend not copying old permit form from previous submittals since we may have made modifications.
3. Please enter only numbers for phone numbers on the form without dashes or parenthesis.
4. Use the calendar controls provided to select dates on the form.
5. Refrain from typing in incorrect dates on the form.
6. Enter only the maximum allowed text on all fields on the form.
7. Entering incorrect information may delay the processing of your permit.
8. Please note that your application is successfully submitted only after you **send it** as an attachment to the email generated when you submit your permit.
9. Do not change emails' recipients and subject line. You may include additional recipients.
10. Please provide a valid email address on your permit request.
11. Remember to check your Clutter, Spam, and Junk Mail folder for emails from the Marina Tree Work Permits administrator.
12. We recommend that you save your filled-in form for future reference.
13. Please make sure to submit only information, relevant to the permit request.
14. The maximum size of email attachment is 25 MB. Please send additional documents in separate emails to your beaches Real Property Agent.



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15. Contact your own technical support staff if there are any browser or Adobe application issues.