



Town of Atherton Building Department
80 Fair Oaks Ln Atherton, California 94027
Phone: (650) 752-0560

QUARTERLY MONTHLY INSPECTION REPORT REQUIREMENT INFO SHEET

At the start of construction, a monthly arborist inspection report is required for the following building permits:

Demo of site
Grading & Drainage
New Residence
Large remodel
Large addition

Contact the Town Arborist to find out if this is required if you are unsure. A list of Arborists that work in Town is located on the Town website under Building Department and Arborist Services.

The monthly reports are required the month when the construction begins. Construction includes demo and grading and drainage work.

The quarterly report is required to be uploaded February 15th, May 15th, August 15th, and November 15th. If the 15th is on a weekend day, then it can be uploaded the following business day.

The reports are required to be uploaded at the Town of Atherton Public Works website link:

<https://www.ci.atherton.ca.us/545/Public-Works-ePlan-Submittal>

Upload here: Private Arborist Quarterly Reports Submittals - [Click here](#)

What is required on the report:

Name of contact
Site Address
Date of visit
Photos of visit
Fencing to be fixed
Any damages to roots, trunks, branches, etc.
Any previous damage
Mitigation
What you directed the site to do and was completed
Follow up if needed

If a report is not received:

If the Town does not receive the uploaded report by the 15th then the Town Arborist will send out a notice email the following business day notifying you that you have 5 days to submit the report.

If the report is not submitted by the 5 days, then a citation will be issued. Once a citation is issued you will have an additional 5 days to submit the report, or a **Stop Work Order** will be issued.