

**DPS**Montgomery County
Department of Permitting Services2425 Reedie Drive, 7th Floor
Wheaton, MD 20902
240-777-0311
montgomerycountymd.gov/dps

HOLIDAY TREE SALES

A Use and Occupancy (U&O) certificate is required for the sale of holiday trees in Montgomery County. Please see the DPS Fee Schedule for the current Use and Occupancy (U & O) certificate fee. You may pay this fee online using the DPS ePay program. The application packet must include a completed U & O application along with a site plan (drawn to 1"=30'; 1"=20' scale) showing all existing structures and where the holiday tree lot will be located on the site. The site plan must be drawn in accordance with an accurate boundary line survey. You may submit your application package electronically at the email address noted below.

If you are hardwiring lights or temporarily tapping into an existing electrical circuit, you will also need an electrical permit for your tree lot. The electrical permit application must be submitted electronically (using the DPS apply online program) and should indicate whether a generator (its size) or hardwire installation is used as means of primary power source. Please see the DPS Fee Schedule for the current electrical fees.

Evergreen tree sales are permitted in every zone of the County (*except* the IH zone) and may only be sold beginning the first Saturday following Thanksgiving Day through Dec. 24 (see Section 3.2.11.B of the Montgomery County Zoning Ordinance). The U & O certificate and the electrical permit are *temporary* permits. **You must reapply each year.** For more information about holiday tree sales, call 240-777-0311 (3-1-1 in Montgomery County) or email DPS.eServices@montgomerycountymd.gov.