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[montgomerycountymd.gov/dps](http://montgomerycountymd.gov/dps)

## EVERGREEN TREE SALES

A Use and Occupancy (U&O) certificate is required for the sale of Evergreen trees in Montgomery County. See the DPS Fee Schedule for the current 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 Evergreen 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 our Apply Online program) and should indicate whether a generator (its size) or hardwire installation is used as means of primary power source. See the DPS Fee Schedule for the current electrical fees.

If a tent is to be installed for more than 10 days (but less than 180 days), it would be considered a temporary tent and would require a building permit. The building permit application must be submitted electronically (using our Apply Online program).

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 information on Evergreen tree sales, you may call building information at 240-777-0311 or email [DPS.eServices@montgomerycountymd.gov](mailto:DPS.eServices@montgomerycountymd.gov).