



City Clerk's Office
 211 Walnut Street
 P.O. Box 426, Neenah, WI 54957-0426
 Phone: (920)886-6100 Fax: (920)886-6109

FOR OFFICE USE ONLY	
Date of Application:	_____
Permit Fee: \$25.00	Acct. Code: XM
Receipt No:	_____

Application for CHRISTMAS TREE LOT Permit

SECTION 1 – APPLICANT INFORMATION – Answer all questions completely. Please PRINT clearly			
Name of Applicant			
Street Address		City	State Zip
Phone Number:	Date of Birth:	Date Sales Will Begin:	Permit Expires: December 31 st
SECTION 2 – PERSON IN CHARGE			
Who will be in charge and responsible for the sale of trees? Name of Employee (Last, First, MI)		Phone Number:	
Home Street Address		City	State Zip
SECTION 3 – PERMIT LOCATION			
Street Address:			
Describe any other business conducted on the premises:			
SECTION 4 – PENALTY NOTICE			
<input type="checkbox"/> Under penalty of law, I swear that the information provided in the application is true and correct to the best of my knowledge and belief. <input type="checkbox"/> I certify that I have no delinquent taxes, assessments, or other claims in whole or part owed to the City nor any unpaid forfeiture resulting from a violation of any City Ordinance. <input type="checkbox"/> I certify that I have read the NM Fire Rescue requirements for Christmas Tree Dealers and will comply with those requirements and all City of Neenah ordinances.			
Signature of Applicant: _____			

Return application to: City Clerk, 211 Walnut Street, P.O. Box 426, Neenah, WI 54957-0426

CHRISTMAS TREE PERMIT LOT REGULATIONS

- An annual permit is required to sell Christmas Trees in the City of Neenah. The permit expires on December 31st of each year.
- To apply for a Christmas Tree Lot permit, sign and file your completed application with the City Clerk's office. One permit is required to cover each location where trees are to be sold. The permit is issued upon completion of application and payment of fees.
- Permit fees are non-refundable and are to be paid at the time of filing the application form. The fee for a Christmas Tree Permit is \$25.00.
- QUESTIONS? Please call 886-6100.



Neenah-Menasha Fire Rescue

Office of Assistant Chief/Fire Marshal Vernon A. Green

CHRISTMAS TREE DEALERS

The following requirements of Neenah-Menasha Fire Rescue, the authority having jurisdiction, shall be met for the sale of Christmas trees within the Cities of Neenah and Menasha.

1. A minimum of one (1) fire extinguisher, with a minimum rating of 2A:10BC, shall be at each Christmas tree lot and readily accessible in a conspicuous location. A properly trained and approved extinguisher service company shall have serviced the extinguisher within the previous 12-month period in accordance with NFPA10 and manufacturers instruction.
2. *No Smoking* signs shall be posted. These signs can be picked up at Neenah-Menasha Fire Rescue at 125 E. Columbian Avenue, Neenah or by calling the 886-6200.
3. Christmas trees shall be stored away from all flammable and combustible liquids.
4. Electrical cords and lighting shall be minimized and used in a safe manner.
5. Open flames shall not be allowed on the premises.
6. A small trailer or warming hut may be on site. However, it shall not be used for sleeping purposes.

Failure to fully comply with any of the aforementioned requirements may cause the forfeiture of the sales permit and may be justification for issuance of a citation.

Vernon A. Green
Assistant Chief/Fire Marshal
Neenah-Menasha Fire Rescue