



**APPLICATION FOR RENEWAL TIMBER OPERATOR LICENSE**

RM-3C (rev 08/2020)

<b>MAIL TO:</b> CALIFORNIA DEPARTMENT OF FORESTRY & FIRE PROTECTION TIMBER OPERATOR LICENSING P.O. BOX 944246 SACRAMENTO, CA 94244-2460 (916) 653-7211		<b>LEAVE BLANK—FOR ADMIN. USE ONLY</b>  DID #: LICENSE #: DATE ISSUED:	
<b>1. CHECK LICENSE TYPE TO BE RENEWED:</b>			
<b>a. CURRENTLY <u>ACTIVE</u> LICENSE (POSTMARKED <u>BEFORE</u> DEC 1<sup>ST</sup>):</b> <input type="checkbox"/> Type A (FULL COMMERCIAL) - <b>\$100.00</b> fee <input type="checkbox"/> Type B (LIMITED—MINOR FOREST PRODUCTS ONLY) - <b>\$50.00</b> fee <input type="checkbox"/> Type C (RESTRICTED—LANDOWNER USE ONLY) - <b>\$100.00</b> fee		<b>b. EXPIRED LICENSE OR <u>LATE</u> RENEWAL (POSTMARKED <u>AFTER</u> DEC 1<sup>ST</sup>):</b> <input type="checkbox"/> Type A (FULL COMMERCIAL) - <b>\$125.00</b> fee <input type="checkbox"/> Type B (LIMITED—MINOR FOREST PRODUCTS ONLY) - <b>\$60.00</b> fee <input type="checkbox"/> Type C (RESTRICTED—LANDOWNER USE ONLY) - <b>\$125.00</b> fee	
<b>2. NAME TO APPEAR ON LICENSE (Can be listed as: Individual, Business, Firm, Corporation, Partnership, etc.)</b>  IS THIS A NAME CHANGE? <input type="checkbox"/> Yes <input type="checkbox"/> No (If 'Yes', please attach 'Licensee Name Change Form' RM-3D)		<b>3. PREVIOUS LICENSE #</b>	
<b>4. APPLICANT'S NAME (MUST BE real party in interest)</b>		<b>5. DRIVERS LICENSE # &amp; STATE OF ISSUANCE OR OTHER IDENTIFICATION #</b>	
<b>6. MAILING ADDRESS (If mailing address is a P.O. Box, a street address is also required)</b>		<b>PHONE NUMBER</b>	
<b>CITY, STATE, AND ZIP CODE</b>		<b>COUNTY</b>	
<b>7. STREET (PHYSICAL) ADDRESS (Include Address, City, State and Zip Code, if different from mailing address)</b>		<b>COUNTY</b>	
<b>8. IF APPLYING FROM <u>OUTSIDE OF CALIFORNIA</u>, PLEASE PROVIDE A CALIFORNIA RESIDENT AGENT OR OFFICER FOR SERVICE OF DOCUMENTS (Name, Street Address, and Phone Number—P.O. Boxes will not be accepted)</b>			
<b>9. WILL THIS BE A PARTNERSHIP OR CORPORATION LICENSE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>IF 'YES', PLEASE PROVIDE NAMES AND ADDRESSES OF ALL PARTNERS OR OFFICERS</b> 1) _____ 2) _____ 3) _____	
<b>10. IF A CORPORATION, PROVIDE STATE IN WHICH INCORPORATED AND OFFICE ADDRESS</b>		<b>PHONE NUMBER</b>	
<b>EMAIL ADDRESS (OPTIONAL; Your information will not be shared)</b>			
<b>11. UNLESS EXEMPT, LIST NAME OF INSURANCE CARRIER, AGENT, ADDRESS, AND PHONE NUMBER (Only required for type <u>A</u> license)</b>			

12. Consent is hereby given to the Director, his agents and employees to inspect timber operations of the applicant. All the above information is accurate and complete and does not misrepresent the facts.

**TIMBER OPERATOR ACKNOWLEDGEMENT (See reverse for definition)**

I hereby certify in applying for a timber operator license that I am the real party in interest making application for the license. As a licensed timber operator, I shall comply with all provisions on the Z'berg-Nejedly Forest Practice Act of 1973, Board of Forestry rule and regulations, the applicable approved Timber Harvesting Plan and any approved amendments to the plan. I am familiar with the Act, rules and regulations and understand it is my responsibility that employees under my direction comply with the provisions of the Act, applicable plans and amendments, rules and regulations contained in Division 1.5 chapter 4 of Title 14, California Code of Regulations.

<b>PRINT NAME OF APPLICANT</b>	<b>TITLE</b>
<b>SIGNATURE OF APPLICANT</b>	<b>DATE</b>

**LANDOWNER EXEMPTION (Exempt from providing work experience and proof of insurance; Only required for type C license)**

I hereby certify under penalty of perjury that I am the principal owner of, or principal officer of the entity that owns the land on which timber operations under this license will be conducted and I will not conduct timber operations on lands owned by others.

<b>SIGNATURE</b>	<b>DATE</b>
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## APPLICATION FOR RENEWAL TIMBER OPERATOR LICENSE

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### INSTRUCTIONS

(Numbers refer to corresponding numbers on front page of application)

This form must be used to apply for a timber operator license renewal. The application must be filled out fully, accurately and legible. Material misrepresentation or false statement is cause for denial, suspension, or revocation of a license or prosecution. A license cannot be renewed until a complete application, insurance certificate (if required) is received and the proper fee has been paid.

The fee must be enclosed with the application. The fee must be in the form of a check, money order, or bank draft made payable to the **CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION** or **CAL FIRE**.

1. Check the box for the type of license which you are renewing, indicating whether it is a renewal for an **ACTIVE LICENSE** (sent *BEFORE* December 1<sup>st</sup> of the year it expires) or a renewal for an **EXPIRED LICENSE/LATE RENEWAL** (sent *after December 1<sup>st</sup>* of the year it expires).
2. State the name as it was identified on the license. If you are changing the licensee name, please indicate by checking the box 'Yes' or 'No' and attach the 'Name Change Form' (RM-3D) to your renewal application. The name on the license may be a business name, partnership, corporation, or individual. Please note that if changing entities (e.g. from Sole Proprietorship to LLC, LLC to Corporation, etc.), issuance of a new license number may be required.
3. Provide the number for the license you wish to renew.
4. Provide Applicant Name. If the applicant has changed, provide proof that the applicant has attended the LTO Training class. He/she shall be:
  - (a) The sole proprietor, principal owner, or principal officer of an entity that is applying for a license or the renewal of a license.
  - (b) The on-site supervisor responsible for the conduct of timber operations, including the authority to hire and fire persons conducting those timber operations.Please note that in some instances, issuance of a new license number may be required.
5. Every applicant must provide his/her driver's license number and the issuing state or another form of identification that proves the identity of the individual applying for the license.
6. Every applicant must provide a mailing address. This can be a post office box.
7. Every applicant must provide an actual street address. This cannot be a post office box.
8. Every applicant not a California resident (individual, partnership, corporation, etc.) must designate a California resident upon whom process of notice may be served. Provide the name, address, and telephone number of a natural person who is a California resident who is either the agent or principal officer of the applicant for the service of documents. This cannot be a post office box.
9. List all members of the partnership and provide their addresses. (It is recommended that all partners take the LTO Training class).
10. If applying as a corporation, complete this section. If not, continue to Item 11.
11. Type-A (Full Commercial) license applicants must provide insurance carrier information. Type-B (Limited) and type-C (Restricted) license applicants are exempt from the insurance requirement and can continue to Item 12.
12. The signature must be that of the Applicant who is the real party in interest. This could be the owner, principal officer, manager, partner, or company forester who is responsible for license compliance with the Act and rules and has the authority to immediately stop or modify any phase of timber operations in order to comply with the Act. A title for the applicant must be provided to support the applicant as the real person-in-interest.

Mail completed application, fee, and insurance certificate (if required) to:

**California Department of Forestry & Fire Protection**  
**Timber Operator Licensing**  
**P.O. Box 944246**  
**Sacramento, CA 94244-2460**

#### EXCERPTS FROM STATE LAW

"Any person who willfully violates a provision of this chapter or rule or regulation of the board is guilty of a misdemeanor and shall be punishable by a fine of not more than one thousand dollars (\$1,000) or by imprisonment in the county jail for not more than six months or by both such fine and imprisonment." Section 4601, Public Resources Code.

"The licensee shall notify the Director at the Sacramento Office in writing 15 days of any change of address." Section 1080, California Code of Regulations, Title 14.

"Each subsidiary of companies or corporations, and each division thereof that is a separate unit and separately managed which conducts timber operations shall be individually licensed. Partnerships consisting of individual licenses and operating as a co-partnership must obtain a license as a partnership. A license is not transferable." Section 1023.1, California Code of Regulations, Title 14.

"Licenses are good only for the calendar years issued. Renewals shall be submitted to the Director on alternating years, with odd-numbered licenses expiring on January 1<sup>st</sup> of odd-numbered years and even-numbered licenses expiring on January 1<sup>st</sup> of even-numbered years. An application for renewal shall be submitted to the Department prior to December 1<sup>st</sup> of the year before the license expires. All licenses for which renewal applications with the required fee are not received by the Department or postmarked by December 1<sup>st</sup> shall expire and a new license shall be required." Section 1026 California Code of Regulations, Title 14.

(NOTE: The term "natural person" is a legal term referring to an individual person as contrasted with entities such as corporations or partnerships.)



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY  
 DEPARTMENT OF FORESTRY & FIRE PROTECTION  
**APPLICATION FOR RENEWAL TIMBER OPERATOR LICENSE**  
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**Any person who engages in timber operations on non-federal timberlands must have a Timber Operator License.**

(a)(1) "**Timber operations**" is the cutting or removal, or both, of timber or other solid wood forest products, including Christmas trees, from timberlands for commercial purposes, together with all the incidental work, including, but not limited to, construction and maintenance of roads, fuel breaks, firebreaks, stream crossings, landings, skid trails, and beds for the falling of trees, fire hazard abatement, and site preparation that involves disturbance of soil or burning of vegetation following timber harvesting activities, but excluding preparatory work such as tree marking, surveying, or road flagging.

(a)(2) "**Commercial purposes**" includes (A) the cutting or removal of trees that are processed into logs, lumber, or other wood products and offered for sale, barter, exchange, or trade, or (B) the cutting or removal of trees or other forest products during the conversion of timberlands to land uses other than the growing of timber that are subject to the provisions of Section 4621, including, but not limited to, residential or commercial developments, production of other agricultural crops, recreational developments, ski developments, water development projects, and transportation projects" (Section 4527 PRC).

The application must be submitted on the prescribed form, "Application for Timber Operator License" (Form RM-3, 11/16). It must be completed, printed in ink or typewritten and legible.

**FEE SCHEDULE**

<u>Timber Operator License (A or C)</u>		<u>Limited Timber Operator License (B)</u>	
New License	\$125.00	New License	\$60.00
License Renewal	\$100.00	License Renewal	\$50.00
Expired License Renewal	\$125.00	Expired License Renewal	\$60.00

**PAYMENT OF FEES**

An application for a Timber Operator License is not complete until the Department receives the proper fee. The fee must be paid by cashier's check, certified check, money order, postal money order, or personal check. A license will not be valid if checks are dishonored. **Cash and postage stamps are not acceptable.** The application must be sent with all required documents and accompanying payment to:

CALIFORNIA DEPARTMENT OF FORESTRY & FIRE PROTECTION  
 TIMBER OPERATOR LICENSING  
 P.O. BOX 944246  
 SACRAMENTO, CALIFORNIA 94244-2460

**MAKE SURE TO READ AND FOLLOW ALL INSTRUCTIONS ON THE BACK OF THE APPLICATION FORM. ANY MISSING OR INCORRECT INFORMATION WILL DELAY PROCESSING TIME.**

**LICENSE TYPES**

**Full Commercial Timber Operator License (A):** Valid for all types of timber operations not covered by a Limited Timber Operator License.

**Limited Timber Operator License (B):** Valid only for harvest of the following minor forest products: Christmas trees, tanbark, fuelwood, root crown burls, posts, and split products, **but not** poles, piling, pulp logs, saw logs, veneer logs, and any other forest products.

**Restricted (Landowner Use Only) Timber Operator License (C):** Valid for timber operations on the licensee's property **only**.

**LIABILITY INSURANCE**

Timber Operators (type-A only) must maintain liability insurance, including third party loggers insurance, with a minimum limit of \$1,000,000 per occurrence. Limited Timber Operators (type-B) and Restricted Timber Operators (type-C) who conduct timber operations only on their lands are exempt from this requirement.

**LICENSE RENEWAL**

Licenses that are kept current/active may be renewed at the reduced renewal fee for the succeeding two calendar years, **only if** the application is postmarked or received by the Department **on or before December 1st of the year the license expires.** Renewing an expired license **OR** submitting an application **AFTER** the December 1st deadline will require a late fee payment, in addition to the renewal fee.

**NEW LICENSE**

**Timber Operator License (A or C)**

If you are applying for a license for the first time, the following will be needed: a copy of your certificate of completion of an approved timber operator education program with payment of the full license fee and the application for the license, which must include verifiable work experience and proof of insurance if you are applying for the Full Commercial (type-A) license.

**Limited Timber Operator License (B)**

For a limited license, you must attach a completed questionnaire with payment of the full license fee and the application for license.

**NO LICENSE WILL BE ISSUED WITHOUT THE LTO TRAINING CLASS CERTIFICATE OF CLASS COMPLETION (A OR C LICENSE) OR THE COMPLETED QUESTIONNAIRE (B LICENSE).**