

LANDSCAPE HORTICULTURIST AND/OR TREE SURGERY LICENSE GENERAL INFORMATION FOR LICENSE HOLDERS

**MISSISSIPPI DEPARTMENT OF AGRICULTURE AND COMMERCE
BUREAU OF PLANT INDUSTRY
P.O. BOX 5207
MISSISSIPPI STATE, MISSISSIPPI 39762
(662)325-3390**

ISSUANCE OF LICENSE

1. Applicants must submit a license exam application and qualify to take exam(s)
2. Applicants must pass exam(s)
3. Submit ID card application(s) for the license holder and employees
4. Submit a Surety Bond (Landscape Horticulturist) minimum of \$1,000
5. Submit a Certificate of Liability Insurance (Tree Surgery) minimum of \$100,000

CHANGE BUSINESS NAME AND/OR ADDRESS

1. Submit a letter requesting change(s) by license holder
2. Return original license and all ID cards of license holder and employees
3. Submit ID card application(s) with changes for the license holder and employees
4. Submit Bond Rider (Landscape Horticulturist) reflecting changes
5. Submit Certificate of Insurance (Tree Surgery) reflecting changes

LICENSE INVALIDATION

- Failure to notify the Bureau of Plant Industry of address change.
- Failure to renew bond or insurance.
- When license holder ceases to personally supervise and be in direct charge of operations.

IDENTIFICATION

- All vehicles and mobile equipment shall be marked for easy identification.
- License holders and employees engaged in soliciting business shall have an ID Card.
- All laborers shall have an ID Card or be accompanied by an employee with an ID Card.

RECORDS

- License holders shall keep records of all work performed including contracts issued for 2 years.
- Records shall include location, kind of services performed, date performed, materials used and any other information necessary for a complete record.