

## **What is needed to harvest saw palmetto berries in Florida?**

An approved Request for Permit to Harvest issued by FDACS/DPI. To apply for a permit, you must complete both pages 1 and 2 of the form Request for Permit to Harvest Endangered or Commercially Exploited Plant(s) or Plant Part(s) FDACS 08025. The form must be completed in full and include your signature on page one (1) and include the permission letter or letters form from the property owner(s) with their signature on page two (2). Permits will not be issued for incomplete applications. There are 3 pages to the form. Page three (3) is not required and is used only if you are collecting additional plants or plant parts unrelated to saw palmetto berries.

## **What formats can I use to send in my request for permit? Can I take a picture of my request for permit with my smart phone and email it?**

You may either mail in a hard copy of your request for permit or you may email it. You may submit a picture of your request for permit however the image and all information must be clearly visible. Incomplete applications may not be processed.

## **Where do I send my completed request?**

To send your request for permit by mail, address it to:

Division of Plant Industry

Attn: Plant Inspection

P.O. Box 147100

Gainesville, FL 32614-7100

To send your request for permit by email, send it to email address:

[DPISPB@FDACS.gov](mailto:DPISPB@FDACS.gov)

**When can I submit a request for a permit?**

The request can be submitted anytime throughout the year.

**Is there a fee associated with a request for permit?**

No, there is no cost associated with this permit.

**Can I start harvesting prior to obtaining a permit?**

No, you will need an issued permit from FDACS/DPI before harvesting.

**How long does it take to process a request and issue the permit?**

Review of the request may take up to 14 business days depending upon the information provided. Incomplete requests will delay the permit and possibly prevent you from receiving one. The permit cannot be issued until all information is received.

**How long is a permit valid?**

The permit is valid for one (1) year from the date it was issued. The valid until date is located at the top left of the Request for Permit to Harvest (page 1) directly under the permit number.

**Can I renew my permit?**

No, a new request for permit must be submitted each year.

**How will I know if my request for permit is approved?**

If approved, it will be sent by email unless no email was included then it will be mailed.

**Is there a limit to how many individuals can harvest under 1 permit?**

No, but all harvesters must be listed on the request for permit to harvest except day workers reporting to a crew leader. Each harvester should carry a copy of the issued permit with them.

**How do I add additional harvesters to my permit?**

An updated Request for Permit to Harvest (page 1) must be completed and resubmitted with the additional person(s) listed. If, however they are day workers reporting to a crew leader, and the crew leader is already listed on the permit, an updated request is not required.

**Is there a limit to the quantities of berries I can harvest?**

No, unless stipulated by the landowner or your issued permit.

**Do I have to fill out a Permission Letter for Harvest form (page 2) if I am harvesting from my own property?**

Yes, but both Request for Permit to Harvest (page 1) and Permission Letter for Harvest form, (page 2) must be submitted for approval. Incomplete applications may not be processed.

**What if you have more than one property that you are harvesting from?**

You must obtain permission from the owner of every property you harvest from. Complete one (1) Request for Permit to Harvest (page 1) and then complete the Permission Letter for Harvest form, (page 2) for each property. If an owner has multiple properties that you will be harvesting from, then they must complete a Permission Letter for Harvest form (page 2) for each property.

**How do I add additional properties to my issued permit? How do I know if the additional properties have been approved?**

You will need to complete an additional Permission Letter for Harvest form, (page 2) for each additional property and include the exact name of the agency or person who applied along with your issued permit number. Once received and reviewed by FDACS/DPI it will be either emailed or mailed back to you with a stamp indicating the permission letter has been added to your permit.

**On the Permission Letter for Harvesting form (page 2) where it asks name of person granted permission to harvest, what name do I put on that line?**

The name you list on that line must be the same as the name of agency or person applying that is listed on the Request for Permit to Harvest form (page 1).

**Can I list multiple properties on the Permission Letter for Harvesting form (page 2)?**

No, every property must have an individual Permission Letter for Harvest form (page 2).

**How do I submit a permission letter?**

All permission letters must be submitted on the Permission Letter for Harvest form (page 2) of the Request for Permit to Harvest and submitted together for approval. You may either mail in a hard copy or email it.

**Can I harvest on state, county, city, or public land?**

Only if permission is granted by the proper authority (ie: county, city, state, etc.) and submitted for approval on a Permission Letter for Harvest form (page 2). A Request for Permit to Harvest form (page 1) is also required.

**Why is there a page 3 and do I have to submit it with my request for permit?**

Page three (3) is available for listing any additional plants you plan to harvest. If you are harvesting one (1) species of plant or plant part, for example saw palmetto berry, page three (3) is not needed.

**How do I use my permit?**

Your permit must be in your possession at all times when you are doing any activity associated with harvested saw palmetto berries.

**If I misplace my permit can I receive another copy?**

Yes, by contacting the DPI Helpline at 1-888-397-1517 or emailing

[DPIHelpline@FDACS.gov](mailto:DPIHelpline@FDACS.gov)

**Are the buyers, transporters, or processors of saw palmetto berries required to have a permit?**

Buyers, transporters or processors are not required to have a permit, but they are required to have the following on their person at all times:

- \* A bill of lading

- \* A copy of the harvester's entire permit, which now includes a second page that is the permission letter(s).

**Are buyers, transporters, or processors required to carry copies of their permits and permission letters from the people they purchase berries from?**

Yes. Buyers, transporters or processors are required to have a copy of the harvester's entire permit, which now includes a second page that is the permission letter(s).

## **What is a bill of lading?**

A bill of lading provides documentation of the following:

1. Name and address of the shipper or consignor.
2. Name and physical address of the receiver or consignee.
3. Description of the agricultural goods in the shipment.
4. Place and state or country of origin.
5. Ultimate destination of the shipment if other than that of the receiver or consignee.
6. All documents shall be in the English Language or shall have attached an accurate English translation containing adequate information for examination of the product.

## **Is documentation needed for harvesting berries out of state if you will then be bringing them into Florida?**

No, the request for permit is only for harvesting in the State of Florida. However, as with any agricultural good, you will need to have a bill of lading or similar document to show the location of where the berries were harvested.

## **What documentation is needed for saw palmetto berries that were harvested in Florida to be transported out of state?**

Any saw palmetto berries harvested in Florida are required to be transported with the following documents:

- \* A bill of lading
- \* A copy of the harvester's entire permit, which now includes a second page that is the permission letter(s).

**When is saw palmetto berry harvesting season?**

There is no official season. Harvest depends on many factors including where the plants are growing in the state, amount of local rainfall and other market and environmental reasons. Generally speaking the season is from August – November.

**Who do I contact if I have additional questions?**

For questions about saw palmetto berry harvesting, please contact the Division of Plant Industry Helpline at 1-888-397-1517 or email your questions to:

[DPIHelpline@FDACS.gov](mailto:DPIHelpline@FDACS.gov)