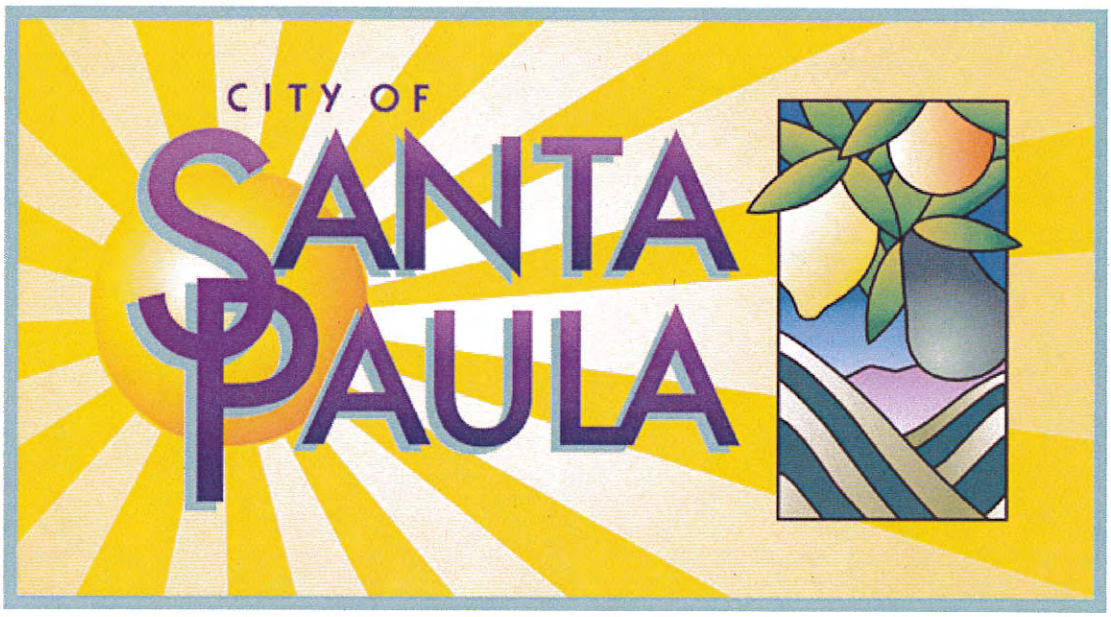

Construction and Demolition (C & D) Debris Re-use & Recycling Program

SEPTEMBER 2013

Prepared by: Department of Public Works
Contact: (805)933-4212

C&D APPLICATION

PUBLIC WORKS DEPARTMENT

APPLICATION FEE: $60.00

***(Please print clearly, except for signatures)**

***PROPERTY OWNER (APPLICANT)**

Name: _____ Contact: _____

Mailing Address: _____
(street address, city, state, zipcode)

Telephone #: _____ Business #: _____ Email: _____

REPRESENTATIVE (PERSON APPLYING ON BEHALF OF OWNER)

Name & Title: _____

Mailing Address: _____
(street address, city, state, zipcode)

Telephone #: _____ Business #: _____ Email: _____

SIGNATURES

An application may be filed only by the owner(s) of the property or by a person with the power of attorney or permission from the owner authorizing the application or by the attorney-at-law representing the owner. Indicate your authority and submit written verification.

***OWNER SIGNATURE:** _____ **Date:** _____

I, _____, am the applicant's representative and have power of attorney or permission from the property owner as indicated above or attached hereto authorizing the filing of this application.

REPRESENTATIVE: _____ **Date:** _____
(Signature)

FOR CITY USE ONLY

FEES COLLECTED: $_____

RECEIVED BY: _____

DATE: _____

****Please contact the Public Works Department-Administration Division to file this application**

113 North Mill Street • Santa Paula, CA 93060 • tel 805 933-4212 x0 • fax 805 525-3742

Getting Started with your Affidavit and Certification to Implement a Waste Reduction and Recycling Summary Report (WRRS)

Step 1 - Complete and Submit an Certificate of Implementation

Where to get the forms: Santa Paula City Hall Public Counter or City website: www.ci.santa-paula.ca.us/.

Where to submit forms: Submit a signed Certificate of Implementation to the Public Works Department located at, 113 N. Mill St., Santa Paula, CA. For Over the Counter permitted jobs, submit signed forms to Permit Services staff. Keep a copy for your records.

Who should fill out the Certificate of Implementation: The Applicant (e.g., architect, owner, contractor etc.) is responsible for submitting the Certificate of Implementation, indicating their intent to carry out a C & D Program with their Building Permit application and construction processes.

Subcontractor participation: If subcontractors are required to remove debris from the job site, they can play a key role in helping you meet the City's recycling requirements. Inform subcontractors of your C & D Program Plan and what is required of them early in the project. The applicant must provide documentation for any materials subcontractors are hauling. Documentation must include types, quantities and destination of materials, and specify amount salvaged or recycled. We strongly recommend including C & D provisions in the specifications or other language for recycling and/or reuse in your contracts. Informing your sub-contractors of your requirements up front helps eliminate confusion later.

Where to take materials: The Builders' Recycling Resource List is available on line at: http://www.calrecycle.ca.gov/ConDemo/Recyclers/RecyclerSearch.aspx. This lists local facilities and the materials they accept.

Step 2 - Gather Data for Your Summary Report

After your Building Permit is issued and you are ready to begin work, you will need to start recording information for your Summary Report. You are required to keep all weight tags, gate receipts, and/or invoices necessary to document actual quantities of materials generated, reused, recycled, and/or disposed of throughout the project, as well as facilities or service providers used.

It is **your responsibility** to obtain written receipts from subcontractors and other parties removing debris from your site. Notify subcontractors/hauler of this requirement before work begins.

City staff is available to help you with this process. Please call (805)933-4212 and speak with the City staff person assigned to your project.

Important: The City may review weight tags or other related documents at any point in the project.

Step 3 - Complete and Submit Your Summary Report

A completed Waste Reduction and Recycling Summary Report (WRRS) must be submitted for review and approval by the Director of Public Works or their designee prior to sign-off at Final Inspection and issuance of a Temporary Certificate of Occupancy or Certificate of Occupancy. The Summary Report requires actual quantities and destinations of materials. Quantities must be verifiable, based on weight tags or other sufficient documents.

If less than 50% of the C&D debris from the project was diverted from landfill disposal, you must submit documentation with your Summary Report explaining/demonstrating that a "good faith" effort was made to achieve the 50% waste reduction goal. This additional documentation must specify, in detail, the reasons why you could not meet the City's requirement.

Due Date: Summary Reports are due 5 (five) days prior to the Final Inspection. They may be submitted to the Public Counter. Be sure to keep a copy for your records.

Review Process: After Final Inspection, and prior to issuance of a Temporary Certificate of Occupancy or Certificate of Occupancy, the **Summary Report** will be reviewed to determine if the applicant met or exceeded the reuse and recycling goals. The Director of Public Works or designee will sign off on the Summary Report indicating that the project is in compliance with all "Solid Waste Conditions" (AB 939).

Form A: Certificate of Implementation

City's Implementation of State Law:

Construction and Demolition (C&D) Debris Recycling Program
Pursuant to Integrated Waste Management Act of 1989 (Assembly Bill: AB 939)

California AB 939 states: "Requires each city or county plan to include an implementation schedule which shows: diversion of 50 percent of all solid waste by January 1, 2000 through source reduction, recycling, and composting activities." The City has therefore implemented a mandatory Construction and Demolition (C&D) Debris Recycling Program to divert at least 50% of these highly recoverable materials from the landfill in accordance with AB 939. This Program shall apply to residential and non-residential projects within the City.

Address _____ Project Number (e.g. CDP, APR, OC, Permit) _____

Owner/Developer Name _____ Phone# _____ E-mail address _____

AFFIDAVIT OF PROJECT TYPE: (check one)

❑ **The project involves new construction.** A Summary Report shall be submitted to the Public Works Department detailing how a 50% or greater diversion **was met** to comply with AB 939. Sign both the Affidavit and Certification below.

❑ **The project involves a demolition of 500 square feet or greater.** A Summary Report shall be submitted to the Public Works Department detailing how a 50% or greater diversion **was met** to comply with AB 939. Sign both the Affidavit and Certification below.

❑ **The project involves commercial/residential addition/alteration of 500 square feet or greater**. A Summary Report shall be submitted to the Public Works Department detailing how a 50% or greater diversion **was met** to comply with AB 939. Sign both the Affidavit and Certification below.

❑ **The project involves addition/alteration or demolition of less than 500 square feet**. Summary Report not required. Sign the Affidavit only.

Signature _____ Printed Name _____ Date _____

❑ Property Owner/ Authorized Agent (circle which) ❑ Licensed Contractor, License No. _____

CERTIFICATION OF IMPLEMENTATION: C&D DEBRIS RECYCLING PROGRAM

This is to certify a C&D Recycling Program for the above-referenced address will be implemented to divert a minimum of 50% and a Summary Report (detailing how the diversion was met) shall be submitted to the Public Works Department upon project completion, prior to obtaining a Certificate of Occupancy.

I declare that I have read and understand the requirements of the City's C&D Debris Recycling Program and that the foregoing is true and correct.

Signature _____ Printed Name _____ Date _____

❑ Property Owner/ Authorized Agent (circle which) ❑ Licensed Contractor, License No. _____

Form B: WRRS
Post-Construction Waste Reduction & Recycling Summary Report

This form must be completed for the following types of projects:

- Demolition projects
- All New Construction (non-residential & residential)
- Additions/Remodels greater than 500 square feet

NOTE: Completed WRRS Reports shall be submitted to the City of Santa Paula 5 days prior to Final Inspection and issuance of Certificate of Occupancy or Temporary Certificate of Occupancy. If you have questions, please call: 805-933-4212.

Building Permit#: _____

Project Address (Include floor, suite, etc.):_____

Contact Name:_____ Title:_____

Company Name: _____

Contact Mailing Address:_____

Phone:_____ Fax: _____Email: _____

1. Type of Project: ❑New Construction ❑Addition/Alteration ❑Demolition
2. Type of Building: ❑Commercial ❑Single Family Residence ❑Apartment/Condominium
3. Tenant Improvement: ❑Yes ❑No
4. Size of Project:_____sq. ft. Construction Valuation $_____
5. Project Completion Date:_____
6. Briefly state how solid waste material was handled on your job site to ensure salvage/reuse or recycling.

_____

_____

_____

_____

_____

Please do not write below this line

Plan approved by: _____ Title:_____

Signature: _____ Date:_____

AB 939 Goal Requirement: Reduce quantity of materials disposed at landfills by 50% or more.

Column A: List actual quantities of waste for each material type (in tons). To convert yards to tons, use the Materials Conversion Worksheet provided in your packet.
Columns B, C, D: List actual quantities reused, recycled, or disposed.
Column E: State the name of all vendors or facilities used to reuse, recycle or dispose of material listed. See example below for cases where more than one facility was used for a particular material type.
Column Totals: Add up all quantities listed in Column A. Do the same for Columns B, C and D.

Building Permit#: _____ Project Address: _____

Waste Reduction & Recycling Summary REPORT (WRRS Report)

Material Handling Methods - Indicate quantities (in tons only) for each material listed.					
Material Type	A Total Tons Generated (A=B+C+D)	B Quantity Salvaged or Reused	C Recycling	D Disposal	E Actual Destination(s) (R): Recycled (D): Disposal
Example: Cardboard	2 tons		1.5	.5	(R) Looney Bins (D) Toland Landfill
Asphalt & Concrete					
Brick/Masonry/Tile					
Building Materials (doors, windows, fixtures, etc.)					
Carpet					
Carpet padding/Foam					
Cardboard					
Ceiling tile (acoustic)					
Dirt					
Drywall (used)					
Drywall (new, unpainted sheets or scrap)					
Landscape Debris (brush, trees, stumps, etc.)					
Scrap metal					
Unpainted Wood and Pallets					
Garbage/Trash					
Other					
Recycled mixed debris					
Column Totals					

7. To determine if the required 50% project waste reduction was met, complete the following with the Column Totals:

(B _____ + C _____ ÷ ÷ A _____ = _____ x 100 = _____ %

8. Is the percentage listed in #7 greater than or equal to 50%? ☐YES ☐NO - If "NO" please explain why:

_____

9. Print Name: _____ Signature: _____ Date: ___/___/_____

MATERIALS CONVERSION WORKSHEET - SEPARATED MATERIALS[1]
(Total Tons Generated)

This worksheet lists materials typically generated from a construction or demolition project and provides formulas for converting common units (i.e. cubic yards, square feet and board feet) to tons. It can be used for preparing your WRRS and Summary Report, which require that quantities be provided in tons. Step 1 - For your WRRS, enter estimated quantity for each applicable material in Column I, based on units of cubic yards (cy), cubic foot (cu ft),square feet (sq ft), or board foot (bd ft). For your Summary Report, use the actual quantities, based on weight tags, gate receipts, or other documents. Step 2 - Multiply by Tons/Unit figure listed in Worksheet Column II. Enter the result for each material in Column III. Step 3 - Enter quantities for each separated material from Column C on the Worksheet into the corresponding section of Column A of your WRRS or Summary Report.

Material Category		Column I Volume	Units	x	Column II Tons/unit	=	Column III Tons
Asphalt/Concrete	Asphalt (broken)		cy	x	.7	=	
	Concrete (broken)		cy	x	.9	=	
	Concrete (solid slab)		cy	x	1.2975	=	
Brick/Masonry/Tile	Brick (broken)		cy	x	.7	=	
	Brick (whole, palletized)		cy	x	1.512	=	
	Masonry Block (broken)		cy	x	.6	=	
	Tile		sq ft	x	.00175		
Building Materials (doors, windows, cabinets, etc.)			cy	x	.15	=	
Cardboard (flat)			cy	x	.05	=	
Carpet	(by square foot)		sq ft	x	.0005	=	
	(by cubic yard)		cy	x	.3	=	
Carpet Padding/Foam			sq ft	x	.000125	=	
Ceiling Tiles	(whole - palletized)		sq ft	x	.0003	=	
	(loose)		cy	x	.0875	=	
[1]Dirt			cu ft	x	.3852	=	
Drywall (new or used)	1/2" (by square foot)		sq ft	x	.0008	=	
	5/8" (by square foot)		sq ft	x	.00105	=	
Drywall (demo/used)	(by cubic yard)		cy	x	.25	=	
Garbage/Trash			cy	x	.175	=	
Landscape Debris (brush trees, etc.)			cy	x	.15	=	
Scrap Metal			cy	x	.453	=	
Unpainted Wood & Pallets	(by board food)		bd ft	x	.001375	=	
	(by cubic yard)		cy	x	.15	=	
[2]Other				x		=	

cy = cubic yards cu ft= cubic foot sq ft = square foot bd ft = board foot

Total Tons = _____

Sources:
[1] CalRecycle (factor averaged between 5 different types of dirt and converted to tons for consistency
[2] For additional conversion factors go to http://www.calrecycle.ca.gov/ConDemo/Recyclers/RecyclerSearch.aspx

City of Santa Paula, Public Works Department
113 N Mill St., Santa Paula California
(805) 933-4212

Construction and Demolition (C&D) Debris Re-use and Recycling Program

What is the Construction and Demolition Debris Re-use and Recycling Program?

State law, AB 939, requires the City to divert 50% of all solid waste generated from the landfill through the use of waste prevention, recycling and re-use. To meet this law, City of Santa Paula Municipal Code Section 50.140 requires permit applicants working on construction, remodeling and/or demolition projects within City limits to practice waste prevention; re-use, recycle or salvage; and, least preferred, landfilling.

The established Santa Paula Municipal Codes regarding Construction and Demolition Diversion are as follows:

§ 50.140 DECONSTRUCTION AND SALVAGE AND RECOVERY.

Every structure planned for demolition must be prepared for deconstruction, salvage and recovery before demolition. It is the owner's, general contractor's, and each subcontractor's responsibility to recover the maximum feasible amount of salvageable designated recyclable and reusable materials before demolition. Recovered and salvaged designated recyclable and reusable materials from the deconstruction phase must qualify to be counted in meeting the diversion requirements of this chapter. Recovered or salvaged materials may be given or sold on the premises or may be removed to reuse warehouse facilities for storage or sale. Title to recyclable materials transfers to the transporter when materials leave the construction the site.

(Ord. 1091, passed 1-5-04)

§ 50.141 DIVERSION REQUIREMENTS.

(A) It is required that at least the following specified percentages of the waste tonnage of demolition and construction debris generated from every demolition, remodeling and construction project shall be diverted from going to land fill by using recycling, reuse and diversion programs:

(1) Demolition: 50% of waste tonnage including concrete and asphalt, and 15% of waste tonnage excluding concrete and asphalt.

(2) Reroofing of homes with shingles or shakes as a separate project: 50% of waste tonnage.

(3) Construction and Remodeling: 50% of waste tonnage.

(B) Separate calculations and reports are required for the demolition and for the construction portion of projects involving both demolition and construction.

(Ord. 1091, passed 1-5-04) Penalty, see Ch. 13

§ 50.142 INFORMATION REQUIRED BEFORE ISSUANCE OF PERMIT.

Every applicant must submit a properly completed "Recycling and Waste Reduction Form," on a form prescribed by the Building and Safety Department, to the city as a portion of the building or demolition permit process. The form must contain an accurate estimate of the tonnage or other specified units of construction and/or demolition debris to be generated from construction and demolition on the site. Approval of the form as complete and accurate is a condition precedent to issuance of any building or demolition permit.

(Ord. 1091, passed 1-5-04)

§ 50.143 DEPOSIT REQUIRED.

Before the city issues any building or demolition permit involving production of solid waste destined to be delivered to a landfill, the applicant must post a cash deposit in an amount set by City Council resolution, but not less than $5,000. The deposit or cash bond will be returned, without interest, in total or in proportion, upon proof to the satisfaction of the building official, that not less than the required percentages or proven proportion of those percentages of the tons of debris generated by the demolition and/or construction project were diverted from landfills and were recycled or reused. If a lesser percentage of tons or cubic yards than required is diverted, a proportionate share of the deposit will be returned. The deposit is entirely forfeit to the extent that there is a failure to comply with the requirements of this subchapter.

(Ord. 1091, passed 1-5-04)

§ 50.144 ADMINISTRATIVE FEE.

Before the city issues any building or demolition permit involving production of solid waste destined to be delivered to a landfill, the applicant must pay the city a fee in an amount specified by resolution sufficient to compensate the city for all expenses incurred in administering the permit.

(Ord. 1091, passed 1-5-04)

Thresholds for Reporting –

The thresholds for planning and reporting job site waste diversion are:

- Commercial and residential additions or alterations that require a building permit and are greater than 500 square feet;
- Demolition of any structure requiring a permit, regardless of cost or value.
- All New Construction (pursuant to the Green Building Code)

Reporting Forms –

For all projects within the City limits meeting or exceeding the above listed thresholds, submission of reporting Forms A: Certificate of Implementation and Form B: Waste Reduction & Recycling Summary Report (WRRS) are required:

Form A: Certificate of Implementation

- ✓ Submitted prior to the issuance of building permits;
- ✓ Identifies project type and permit number;
- ✓ Certifies the implementation of a C&D Recycling program.

Form B: Post Construction Waste Reduction/Recycling Summary Report (WRRS)

- ✓ Submitted five (5) days prior to final inspection;
- ✓ Reports actual quantities of waste generated;
- ✓ Original weight tickets or receipts to verify solid waste material diversion.

Landfill Diversion Requirement –

City of Santa Paula Municipal Code Section 50.141 requires a minimum of 50% (by weight) diversion, through recycling, re-use or salvaging solid waste materials generated at all City project sites meeting or exceeding the reporting thresholds as identified herein.

Local Landfills:

- Toland Landfill
- Simi Valley Landfill

Authorized Haulers –

The following company is the only hauler maintaining a franchise agreement within the City of Santa Paula:

- Crown Disposal (805) 933-0100