



CONSTRUCTION & DEMOLITION RECYCLING PLAN





Instructions For Construction & Demolition Recycling Plan

This booklet contains two forms that must be completed:

- Form 1 - Construction & Demolition Recycling Plan, and
- Form 2 - Construction & Demolition Recycling Plan Summary Report.

The forms are located in the front pocket and are used to identify pre-project estimates of potential waste generation (Form 1) and provide post-project documentation of waste diverted and disposed (Form 2).

FORM 1

Please complete Form 1 by filling in the required information. Submit the form when applying for a building or demolition permit.

FORM 2

Please complete both sides of Form 2. Submit the form and your disposal and diversion tonnage documentation to the City within 30 days after completion of the project. Certificate of Occupancy can be delayed if form is not fully completed.

Construction & Demolition Recycling Plan

The City of Ontario (City) adopted Ordinance No. 2806, Sec. 6-3.602 in late 2004. The Ordinance requires all building and demolition permit applicants to submit a Construction & Demolition Recycling Plan. State law (AB 939) requires cities to achieve 50% waste diversion. Construction & Demolition debris represents a large portion of materials going to the landfill. This booklet will assist you in preparing the plan and identifying materials qualifying for recycling or reuse, and also saving money through reduced waste disposal costs. Technical assistance is available by calling **(909) 395-2642**.

If you plan to conduct any of the following projects, a Construction & Demolition Recycling Plan is required:

- ✓ **New construction and demolition of any structure whereby the total costs are projected to be greater or equal to \$100,000; or**
- ✓ **The renovation, additions or tenant improvements to any building other than a single-family residential building whereby the total costs are projected to be greater or equal to \$100,000; or**
- ✓ **Any City sponsored construction, demolition or renovation whereby the total costs are projected to be greater or equal to \$100,000; or**
- ✓ **Any re-roofing activity.**

Prior to Construction or Demolition...

Complete Form 1 – Construction & Demolition Recycling Plan

An applicant for a building or demolition permit is required to prepare a Construction & Demolition Recycling Plan (enclosed in this guide). On this form, the applicant will estimate the amount of waste they expect to generate through their construction and/or demolition project. Materials to be included in the plan are concrete, asphalt, clean wood (unpainted or untreated), brick, metal, cardboard, and sheetrock. As part of your Construction & Demolition Recycling Plan, you should decide how you intend to assure that at least 50% of the waste generated at the project site will be diverted from the landfill. Materials included in this plan, as well as many others are readily recyclable or reusable.



Please fully and accurately complete this form. Submittal of an accurate and completed Form 1 (Construction & Demolition Recycling Plan) is a precondition to issuance of a Building or Demolition Permit. Submit your completed Form 1 to the Solid Waste Department.

If you need assistance in completing Form 1, please contact (909) 395-2642.

During Construction or Demolition...

Divert Construction & Demolition Wastes Through Recycling or Reuse

It is the responsibility of every owner, general contractor, subcontractor and developer to divert the maximum amount of salvageable and reusable materials from the landfill. Materials diverted prior to demolition and during/after construction are equally eligible for diversion. “Divert” or “diversion” means a reduction in the amount of waste being disposed in landfills by any of the following methods:

- ✓ Use of new construction methods that reduce the amount of waste generated.
- ✓ Onsite reuse of waste materials.
- ✓ Job site separation of materials and delivery to a recycling processing facility.

Keep all weight receipts issued by any recycling and/or disposal facility and maintain records or logs of the volume and weight of materials reused on the job site. This booklet contains a matrix of local processing facilities.

The City will monitor and evaluate each construction and demolition project to follow progress toward the diversion requirement.

All waste diversion methods are subject to restrictions and documentation requirements set forth in the City Ordinance.

After Project Completion...

Complete Form 2 – Construction & Demolition Recycling Plan Summary Report

Within 30 days after the completion of the project, the applicant shall submit documentation to the Solid Waste Department that proves compliance with the diversion requirements of the Construction and Demolition Recycling Plan. The documentation shall consist of:

1. A completed Form 2 (Construction & Demolition Recycling Plan Summary Report) summarizing the weight data of materials diverted and disposed (Form 2 is included in this booklet).
2. The attached copies of receipts and weight tickets or other records of measurement from recycling facilities, salvage companies, deconstruction contractors, waste haulers, processors, transfer stations and landfills.

A properly completed *Construction & Demolition Recycling Plan Summary Report* and all receipts must be submitted to the Solid Waste Department prior to issuance of a Certificate of Occupancy.

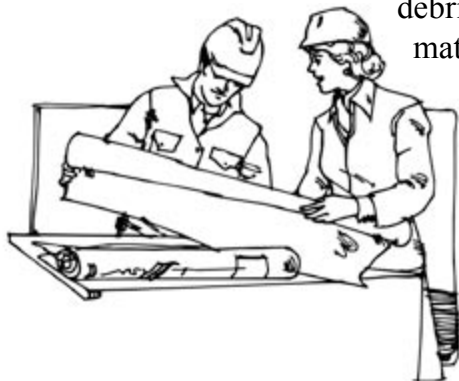


City Ordinances Pertaining To The Construction & Demolition Waste Recycling Plan

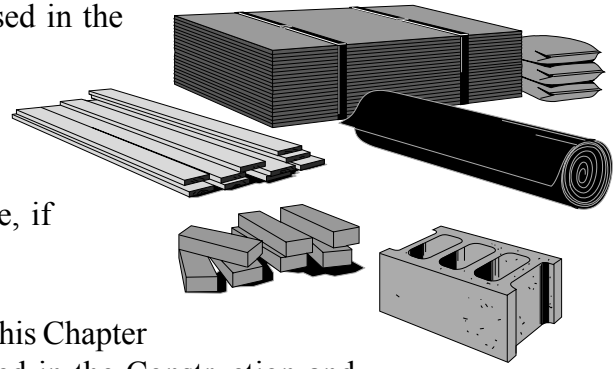
Sec. 6-3.602. Construction and Demolition Recycling Plan.

Waste going to the landfill from construction and demolition activities must be minimized to the greatest extent possible by recycling, deconstruction for reuse, or by use of “green building” practices. Material targeted for recycling shall include concrete, asphalt, clean wood (unpainted or untreated), brick, metal, cardboard and sheetrock. The Public Works/Community Services Director may modify the targeted materials based on available markets.

- (a) A Construction and Demolition Recycling Plan shall be submitted for conducting the following types of development activities:
 - (1) The construction, demolition or renovation of any structure whereby the total costs are projected to be greater than or equal to one hundred thousand dollars (\$100,000) or;
 - (2) The construction, demolition or renovation of and/or additions of tenant improvements to any building other than a single-family residential building whereby the total costs are projected to be greater than or equal to one hundred thousand dollars (\$100,000) or;
 - (3) Any City sponsored construction, demolition or renovation whereby the total costs are projected to be greater than or equal to one hundred thousand dollars (\$100,000) or;
 - (4) Any re-roofing activity.
- (b) A Construction and Demolition Recycling Plan is not required for smaller construction, demolition, and renovation projects within the City whose total costs are less than one hundred thousand dollars (\$100,000). Customers performing these types of projects shall be encouraged to divert at least fifty percent (50%) of all project-related construction and demolition debris from the landfill to recycling or reuse operations.
- (c) In preparing the Construction and Demolition Recycling Plan, customers for building or demolition permits involving the removal of all or part of an existing structure shall consider deconstruction, to the maximum extent feasible.
- (d) Plans may be required to be submitted on City approved forms. Plans shall focus at least fifty percent (50%) of the total construction and demolition debris generated by the project via reuse or recycling and shall include but not be limited to the following information:
 - (1) The estimated volume or weight of the project construction and demolition debris to be generated, by materials type, the estimated volume or weight of construction and demolition debris that can feasibly be diverted for reuse or recycling and the estimated volume or weight of construction debris that will be hauled as refuse. In estimating the volume or weight of materials identified in the Construction and Demolition Recycling Plan, the customer shall use the standardized conversion rates approved by the City for this purpose;
 - (2) A drawing that identifies an area for the loading and collection of recyclable materials with appropriate access for collection vehicles;
 - (3) A description of how the materials will be separated at the source and/or recycled by utilizing the services of a processor;



- (4) Identification of the recycled materials to be used in the construction or remodeling of the facility;
- (5) Identification of the proposed vendor or facility proposed to collect or receive recycled material;
- (6) A description of green building practices in use, if any.



- (e) All customers with projects subject to the provisions of this Chapter shall implement, at a minimum, the measures identified in the Construction and Demolition Recycling Plan and shall demonstrate compliance with the following construction site requirements:
 - (1) Construction waste and demolition debris shall be removed from the construction site on a regular basis and shall not be stored on site in the open for a period in excess of four (4) weeks, provided that such waste is not hazardous or noxious and does not constitute a nuisance, in which case it must be appropriately secured and regularly removed from the construction site.
 - (2) Reasonable efforts shall be demonstrated to provide for segregation of recyclable construction materials and demolition debris for diversion from landfills.
 - (3) Construction waste and demolition debris that may become windblown shall be containerized to prevent litter.
- (f) No Demolition Permit or Building Permit shall be issued for any development activity subject to this chapter unless the Construction and Demolition Recycling Plan has been approved by the City.
- (g) The issuance of the Certificate of Occupancy will be conditional on submittal of a report that documents the construction and demolition debris recycled. The report shall be submitted to the Public Works/Community Services Director and shall contain the following information:
 - (1) The estimated and actual quantities of all construction waste and demolition debris listed in the Construction and Demolition Recycling Plan, and;
 - (2) Copies of recycling receipts or other pertinent documentation that demonstrates waste diversion and recycling in conformance with the approved Construction and Demolition Recycling Plan. Customers shall make reasonable efforts to ensure that all construction and demolition debris diverted by recycling or landfilled are measured and recorded using the most accurate method of measurement available. To the extent practical, all construction and demolition debris shall be weighed by measurement on scales in compliance with all regulatory requirements for accuracy and maintenance. For construction and demolition debris for which weighing is not practical due to small size or other considerations, a volumetric measurement shall be used, customers shall use the standardized conversion rates approved by the City for this purpose, and;
 - (3) Any additional information the customer believes is relevant to determining its efforts to comply in good faith with this section

Sec. 6-3.603. Infeasibility Exemption.

If a customer subject to this Chapter experiences unique circumstances or emergency conditions that make it infeasible to comply with the diversion requirement, the City may waive the diversion requirements required under Sec. 6-3.602 (a) of this article. The customer shall indicate on the Construction and Demolition Recycling Plan the maximum rate of diversion feasible for each material and the specific circumstances that make it infeasible to comply with the diversion requirement.

Construction & Demolition (C&D) Recycling Plan

Frequently Asked Questions

What is the Construction & Demolition Recycling Plan? Construction & Demolition debris represents a large amount of the City's waste stream. In order to ensure that this waste stream is being diverted from the landfill, the City has enacted an Ordinance that requires developers and contractors that have projects valued at \$100,000 or more to submit to the City a Construction & Demolition Recycling Plan at the time of application for a Building or Demolition Permit. The plan will show how the contractor or developer plans to reach the 50% diversion requirement. This program is mandated by Municipal Code (Ordinance Number 2806).

Will it delay the start of my project? Generally, no, because this matter is addressed at the time you normally take out building and demolition permits. However, if you do not comply with the program or do not submit the required documentation or forms, there could be a delay in issuance of the Certificate of Occupancy.

Will there be additional permitting cost or assessment fees? No. There are no additional fees or assessments associated with this program.

Can someone help me with the forms? Yes, the City has experts available to help with the completion of the forms. Also, the City as the primary hauler will assist you in completing your reporting requirements.

Why are we doing this now? Not only is the State of California developing a model ordinance, the City is under mandates to reduce the amount of waste entering landfills by 50%. Failure to achieve this mandate could cause the City to face up to a \$10,000 per day fine and other penalties.

Who else is doing this program? Construction & Demolition waste is a growing statewide problem. To comply with State mandates, many communities are implementing similar programs. Local cities such as Claremont, Chino Hills, Diamond Bar, Pomona and Rancho Cucamonga have implemented similar programs.

Won't my costs increase? Not necessarily. The costs of labor to salvage or separate materials should be weighed against the avoided costs to haul and dispose of materials. Material recovery often proves more cost effective than disposal.

How important is it to keep materials separated on the job site? Very important. Even a small amount of other materials in a bin of recyclable C&D materials can make the entire bin unacceptable for recycling, thus increasing the cost for disposal.

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