



City of San Clemente/Environmental Programs
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DO NOT LANDFILL CONSTRUCTION DEBRIS

City of San Clemente Building Permit Applicants

Construction & Demolition Debris Recycling Requirements

San Clemente Municipal Code 8.69, Ordinance #1286

To obtain a Building Permit for covered construction and demolition (C&D) projects, Applicants are required to have one of the following:

- **An approved Waste Management Plan (WMP)**
- or
- **Elect to use a C&D recycling bin provided by the City's franchise waste hauler.**

Applicants can choose to use the City's franchise waste hauler and can arrange for service by contacting **CR&R** at (877) 728-0446 and requesting a C&D bin for their project.

Covered Projects

All construction, demolition, and renovation projects within the City removing recyclable material shall be considered "Covered Projects."

The **WMP** documents how Applicants will meet the City's State mandated goal of reducing the quantity of C&D debris disposed of at landfills by 75% or greater.

All forms are available at permit application and must be completed, submitted and approved prior to permit issuance.

Building Permits will not be issued without an approved WMP or CR&R work order.

A **Recycling Summary Report (RSR)** must be submitted upon completion of construction. The **RSR** indicates actual recycling activities and documents compliance with Municipal Code 8.69. Failure to submit a RSR within 60 days of completing the project can result in forfeiture of your security deposit.

Have questions? Please contact the Environmental Programs at (949) 498-9436. **WMP** forms may be picked up at Building Department.

What You Need To Do

There are 3 steps to comply with the City's C&D Debris **WMP** Requirements. (If you elect to use CR&R you only need to contact CR&R and request a C&D bin for your project).

- **Step 1** - Complete and submit a **WMP** with your Building Permit application along with the applicable fees. See the attached **WMP Fee Schedule** to determine the required fee.
- **Step 2** - During construction/demolition, gather supporting data for your **RSR**
- **Step 3** - Submit a completed **RSR** within 60 days of project completion

Construction & Demolition Debris Facilities flyers are available to help you identify facilities that will accept your construction and demolition debris for recycling. For other assistance and questions about filling out forms, call the Environmental Programs at (949) 498-9436.

The **WMP** is part of your building permit application and is your plan for reusing, diverting, and/or recycling 75% or greater of all construction and demolition debris from your project.

Note: Quantities must be listed in tons to meet City and State mandated reporting requirements. To convert volume (e.g., cubic yards, square feet, etc.) to tons, use the Materials Conversion Worksheet provided.

To avoid delays in obtaining your Building Permit:

- Submit your completed **WMP** with your permit application.
- Allow 3-5 business days for **WMP** processing.
- Remember that your Building Permit application is deemed incomplete without an approved **WMP**. Building Permits will not be issued prior to **WMP** approval.

Step 1 - Complete and Submit a WMP

If your submitted **WMP** indicates that less than 75% of the C&D debris will be reused or recycled, you may need to provide additional information (in writing) explaining why the 75% requirement cannot be met. For example, written verification of hazardous materials contamination is required if stated as the reason for not meeting the City's waste reduction and recycling requirements.

Where to Submit Forms: Submit completed **WMP** at the Building Permit Counter, 910 Calle Negocio. Keep a copy for your records.

Who Should Fill Out the WMP: The Applicant (e.g., architect, contractor, owner, etc.) is ultimately responsible for submitting a completed **WMP** with their Building Permit application. The **WMP** can be filled out by whoever is knowledgeable about the types and quantities of debris that will be generated from the project. If you need help, ask the contractor, subcontractor, or estimator for assistance.

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 waste reduction and recycling program 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, weights and destination of materials. It must also specify amount salvaged and/or recycled. We strongly recommend including 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.

Review Process: The **WMP** Form will be reviewed to ensure that it is complete and accurate. City staff will review the **WMP** to determine if the applicant's estimates for quantities of materials generated and overall plan for reducing waste by 75% or greater are realistic.

If the **WMP** is not acceptable (e.g., the form is incomplete, the calculations are unrealistic, etc.) the applicant will be contacted and advised of needed changes. A HOLD WILL BE PLACED ON ISSUANCE OF THE PERMIT once the applicant has been notified by phone or fax of necessary revisions. The hold remains effective until the identified issue(s) has been addressed and the **WMP** is approved. The review process for a properly completed **WMP** is 3 to 5 business days.

Step 2 - Gather Data for Your RSR

After your Building Permit is issued and you are ready to begin work, you will need to begin recording information for your **RSR**. Unlike the **WMP**, which is an estimate, the **RSR** documents your actual tonnages. 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(s) of this requirement before work begins.

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

Step 3 - Complete and Submit Your RSR

A completed **RSR** must be submitted to the City within 60 days of completion. The **RSR** is similar to the **WMP**, except that it indicates actual quantities and destinations of materials rather than estimates. Quantities must be verifiable, based on weight tags or other sufficient documents. If less than 75% of the C&D debris from the project was diverted from landfill disposal, you must submit documentation with your **RSR** demonstrating that a "good faith" effort was made to achieve the 75% waste reduction goal. Documentation must specify, in detail, the reasons why you could not meet the City's requirement.

Due Date: **RSR's** are due within 60 days of completion. They must be submitted to the Environmental Programs at 380 Ave. Pico, #N, San Clemente, 92672. Be sure to keep a copy for your records.

Review Process: The **RSR** will be reviewed to determine if the applicant met or exceeded the goals for reuse and recycling stated in their **WMP**.

Rules for Transporting C&D Debris

Q. Who can transport construction and demolition debris in the City of San Clemente?

A. It is unlawful for any person other than the City's licensed franchised solid waste collector to collect or haul any solid waste or construction and demolition debris within the City except:

i) Solid waste otherwise within the scope of the Franchise which is transported to an appropriate disposal facility by a resident of the premises upon which the solid waste was generated **(includes any contractor of such resident that owns their own dumpster and is on-site throughout the job and is the generator of the debris);**

ii) Waste material otherwise within the scope of the Franchise which is transported to an appropriate disposal facility by an officer or full time, permanent employee of the commercial, construction or industrial enterprise that generated the waste **(includes any contractor of such resident that owns their own dumpster and is on-site throughout the job and is the generator of the debris);**

iii) The sale or donation of Recyclable Material or compostable material other than to contractor; provided, however, to the extent permitted by law, a reduction or discount in price for the collection, transportation or processing of such materials shall not be considered a sale or donation;

iv) Waste material or Recyclable Material otherwise within the scope of the Franchise which is collected or transported to a disposal or recycling facility by City employees in the course and scope of their employment with the City;

v) The collection, transportation or disposal of hazardous, bio-hazardous, untreated medical waste, or infectious waste which is transported to an appropriate disposal facility by any person or entity properly licensed and/or certified to collect, transport and dispose of such materials;

vi) The collection, transportation, and disposal of clippings, cuttings, yard waste and related solid waste by a gardener, or landscaper, as part of the gardening or landscaping services they provide, provided that such waste is taken to a legal place of composting, diversion, or disposal.

Waste Management Plan (WMP) Fee Schedule
Performance Security Deposit and Administrative Fees

C&D Recycling Performance Security Deposit.

The Applicant for any Covered Project shall submit with the Waste Management Plan a refundable C&D Performance Security Deposit. The amount of the C&D Performance Security Deposit shall be as follows:

- A. For each application for a building permit for re-roofing with tear-off of the existing roof, a loft remodel and/or projects with dirt removal, the C&D Performance Security Deposit shall be \$250.
- B. For each application for a building permit for a Renovation consisting of alteration, remodel, or modification (except for additions, which are addressed in paragraph C below) of a residential or commercial structure, the C&D Performance Security Deposit shall be \$500.00.
- C. For each application for a building permit for a Renovation that consists of an addition to an existing residential or commercial structure, the C&D Performance Security Deposit shall be \$750.00.
- D. For each application for a building permit for new Construction of a residential or commercial structure, the C&D Performance Security Deposit shall be \$1,000.
- E. For each application for a building permit for the Demolition of a residential or commercial structure, the C&D Performance Security Deposit shall be \$1,000.
- F. For each application for a City-sponsored Project, regardless of size, the C&D Performance Security Deposit shall be \$1,000.00.

Note: Failure to submit your Recycling Summary Report within 60 days of project completion will result in forfeiting your security deposit.

Administrative Fee.

Prior to the City's issuance of any permit for a Covered Project, the Applicant shall pay to the City a \$60.00 non-refundable fee for processing the Applicant's Waste Management Plan.