City of San Clemente Building Permit Applicants

Construction & Demolition Debris Recycling Requirements

San Clemente Municipal 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)
- 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 that meet one or more of the following criteria shall be considered “Covered Projects.”

- The scope of the project is 250 square feet or greater.
- The project valuation is $10,000 or greater.
- The project is a re-roofing project that requires the tear off of the existing roof.

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 50% or greater.

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

Allow 3-5 business days for processing. 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 Ordinance #1286. 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 Engineering Division 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 Engineering Division at (949) 498-9436.

The WMP is part of your building permit application and is your plan for reusing, diverting, and/or recycling 50% 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 50% of the C&D debris will be reused or recycled, you may need to provide additional information (in writing) explaining why the 50% 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 50% 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 50% 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 50% 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 Engineering Division at 910 Calle Negocio, San Clemente, 92673. 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

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.
**Waste Management Plan (WMP)**

Complete and submit the following information with each application for a building permit.

<table>
<thead>
<tr>
<th>Property Owner Name</th>
<th>Property Owner Phone No.</th>
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<tr>
<th>Property Owner Address</th>
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<table>
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<tr>
<th>Contractor Name</th>
<th>Contractor Phone No.</th>
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<tr>
<th>Contractor Address</th>
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<table>
<thead>
<tr>
<th>Project Address</th>
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<table>
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<tr>
<th>Description of Project</th>
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<table>
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<tr>
<th>Anticipated materials removed from project</th>
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<tr>
<th>Estimated volume or weight of each material type</th>
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<table>
<thead>
<tr>
<th>Estimated volume or weight of material that can feasibly be recycled or reused</th>
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<tr>
<th>Location where material will be recycled</th>
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**Please do not landfill construction debris**
most materials are recyclable but if it's not a recyclable, name of landfilled used

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining and or providing information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and or imprisonment.

**SIGNED:**

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<th>Contractor</th>
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<th>Property Owner</th>
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**DATE:**

Once the project is completed, please fill out the Recycling Summary and turn the completed form in to the Environmental Services Coordinator at the address listed above or fax to (949) 361-8316. Failure to submit your Recycling Summary Report within 60 days of project completion will result in forfeiting your deposit.

**DUMPSTERS PLACED IN PUBLIC RIGHT-OF-WAYS REQUIRE AN ENCROACHMENT PERMIT**
# Recycling Summary Report

**Project Address**

**Contractor Name**

<table>
<thead>
<tr>
<th>Material</th>
<th>Reuse/Salvage (lbs)</th>
<th>Disposal (lbs)</th>
<th>Recycled (lbs)</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete/Asphalt/Dirt</td>
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<tr>
<td>Brick/Masonry/Tile</td>
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<td>Carpet/Foam Padding</td>
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<td>Cardboard/Paper</td>
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<tr>
<td>Drywall</td>
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<td>Scrap Metal</td>
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<tr>
<td>Unpainted Wood</td>
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<tr>
<td>Pallets</td>
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<tr>
<td>Green Waste</td>
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<td>Garbage/Trash</td>
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<td>Plastic</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

For **Refund**

**Mailing address:**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining and or providing information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and or imprisonment.

**SIGNED:**

**DATE:**

**Contractor**

**Property Owner**

Please provide completed form and certified weight tickets to the Environmental Services Coordinator within 60 days of completion of the project or your refund will be forfeited. You may fax this completed information to Danna McIntosh at (949) 361-8316. If you have any questions, please call (949)498-9436
Construction & Demolition Processing Facilities
Subject to change

Prima Deshecha Material Recovery Facility (accepts mixed materials & gives receipts/trip tickets) Cheaper than landfill
32250 Ave. La Pata
San Juan Capistrano, CA 92675
Materials Accepted: all construction materials including appliances (does not except liquids and hazardous waste)

Adams Steel, Inc. (accepts mixed materials & gives a receipt)
3200 E. Frontera St.
Anaheim, CA
(714) 630-6523
Materials Accepted: Metal, rebar, beams, any scrap metal (buyback)

Aguinaga Fertilizer Company (accepts mixed materials & gives a receipt)
7992 Irvine Boulevard
Irvine, CA
(949) 786-9558
Materials Accepted: Greenwaste, wood, clean lumber, clean pallets, trees sized to 5’x3’, wood chips (there is a fee)

All Variety Metals, Inc. (accepts sorted materials & gives a receipt)
1016 Santiago
Santa Ana, CA
(714) 835-9235
Materials Accepted: Metal, rebar, wood, Ferrous and non-ferrous metals, usable wood, occasional usable rebar (buyback)

Amazon Environmental (accepts sorted materials & gives a receipt)
7048 Elmer Avenue
Whittier, CA
(562) 789-9191
Materials Accepted: Paint, latex and oil base paint only (there is a fee)

Brea Green Recycling (accepts mixed materials & gives a receipt)
1952 Valencia Avenue
Brea, CA
(714) 529-0100
Materials Accepted: Dirt, greenwaste, wood, clean dirt only, woody trees and shrubs, sod and clean lumber (there is a fee)

Consolidated Volume Transporter (accepts sorted materials & gives a receipt)
1131 Blue Gum
Anaheim, CA
(714) 238-3300
Materials Accepted: Asphalt, brick, carpet, concrete, dirt, drywall, flooring, glass, greenwaste, metal, plastic, rebar, wood, additional charge for tires and refrigerators, no liquid or hazardous waste (there is a fee)

CR Transfer (accepts mixed materials & gives a receipt)
11232 Knott Avenue
Stanton, CA
(714) 891-2776
Materials Accepted: Asphalt, brick, carpet, concrete, dirt, drywall, flooring, glass, greenwaste, metal, plastic, rebar, wood, no liquid or hazardous waste (there is a fee)

Dan Copp Crushing Corp. (accepts mixed materials & gives a receipt)
1120 N. Richfield Road
Anaheim, CA
(714) 777-6400
Materials Accepted: Asphalt, concrete, rebar, clean concrete, asphalt, rebar, and mesh, mesh and rebar have to be sized (there is a fee)
Construction & Demolition Processing Facilities
Subject to change

DuPont Carpet Reclamation/Recycle Center  (accepts sorted materials & gives a receipt)
1355 S. Acacia Avenue
Fullerton, CA
(714) 518-1088
Materials Accepted: Carpet, flooring, wood, adhesives + VCT + rubber base DuPont Antron Carpet, winner of CIWMB 1999 WRAP award (there is a fee)

El Toro Materials Company  (accepts mixed materials & gives a receipt)
Rocky Road at Portola Pkwy.
Lake Forest, CA
(949) 458-7993
Materials Accepted: Asphalt, brick, concrete, broken concrete w/rebar ok, roofing tiles, floor tiles, concrete and asphalt (there is a fee)

Ewles Materials  (accepts mixed materials & gives a receipt)
32501 Ortega Highway
San Juan Capistrano
(949) 728-0436
Materials Accepted: Asphalt, and concrete, clean concrete and asphalt (there is a fee)

Ewles Materials  (accepts mixed materials & gives a receipt)
8182 Katella Avenue
Stanton, CA
(714) 894-0032
Materials Accepted: Asphalt, and concrete, clean concrete and asphalt (there is a fee)

Hanson Aggregates  (accepts mixed materials & gives a receipt)
California South of Spring
Long Beach, CA
(800) 300-6120
Materials Accepted: Asphalt, and concrete, clean concrete and asphalt (there is a fee)

Hanson Aggregates  (accepts mixed materials & gives a receipt)
6956 Cherry
Long Beach, CA
(800) 300-6120
Materials Accepted: Asphalt, and concrete, clean concrete and asphalt (there is a fee)

Hanson Aggregates  (accepts mixed materials & gives a receipt)
Gothard & Talbert
Huntington Beach, CA
(800) 300-6120
Materials Accepted: Asphalt, and concrete, clean concrete and asphalt (there is a fee)

Hanson Aggregates  (accepts mixed materials & gives a receipt)
6145 Santiago Canyon
Orange, CA
(800) 300-6120
Materials Accepted: Asphalt, and concrete, clean concrete and asphalt (there is a fee)

J&P Rebon Wholesaler, Inc.  (accepts sorted materials & gives a receipt)
1301 N. Hancock Street, Unit C
Anaheim, CA
(714) 779-1565
Materials Accepted: Carpet, carpet pads and sofa cushions (there is a fee)
Construction & Demolition Processing Facilities
Subject to change

Madison Materials (accepts mixed materials & gives a receipt)
1035 E. 4th Street
Santa Ana, CA
(714) 664-0159
Materials Accepted: Asphalt, brick, carpet, concrete, dirt, drywall, flooring, glass, greenwaste, metal, plastic, rebar, wood, no liquid or hazardous waste (there is a fee)

Ortiz Enterprises, Inc. (accepts mixed materials & gives a receipt)
Locations vary throughout Orange County
(949) 753-1414 ext. 114
Materials Accepted: Asphalt and concrete, clean asphalt and concrete, needs to be sized to 2’x2’x1’, any wires needs to cut flush (there is a fee)

Rainbow Disposal (accepts mixed materials & gives a receipt)
17121 Nichols
Huntington Beach, CA
(714) 847-3581
Materials Accepted: Asphalt, brick, carpet, concrete, dirt, drywall, flooring, glass, greenwaste, metal, plastic, rebar, wood, tires accepted at additional cost, no liquid and hazardous waste (there is a fee)

RJ Noble (accepts mixed materials & gives a receipt)
15505 E. Lincoln Avenue @ Batavia
Orange, CA
(714) 637-1550
Materials Accepted: Asphalt, brick, concrete, dirt, flooring, clean concrete, asphalt, dirt, tile, sand, brick, rock, plaster, reclamation (there is a fee)

Sunset Environmental (accepts mixed materials & gives a receipt)
16122 W. Construction Circle
Irvine, CA
(949) 552-8784
Materials Accepted: Asphalt, brick, carpet, concrete, dirt, drywall, flooring, glass, greenwaste, metal, plastic, rebar, and wood (there is a fee)

Sun West Metals (accepts sorted materials & gives a receipt)
1150 N. Anaheim Blvd.
Anaheim, CA
(714) 635-0470
Materials Accepted: Metal, scrap metal, stoves, washers, dryers, no refrigerators (there is a fee)

Tierra Verde Industries (accepts mixed materials & gives a receipt)
7982 Irvine Boulevard
Irvine, CA
(949) 551-0363
Materials Accepted: Greenwaste, wood, no palm or dirt, no liquid or hazardous waste (there is a fee)

Tierra Verde Industries (accepts mixed materials & gives a receipt)
31748 La Pata Road
San Juan Capistrano, CA
(949) 728-0401
Materials Accepted: Greenwaste, wood, no palm or succulents, wood painted or nails ok (there is a fee)

Ware Disposal (accepts mixed materials & gives a receipt)
1035 E. 4th Street
Santa Ana, CA
(714) 664-0677
Materials Accepted: Asphalt, brick, carpet, concrete, dirt, drywall, flooring, glass, greenwaste, metal, plastic, rebar, and wood (there is a fee)
Construction & Demolition Processing Facilities  
Subject to change

Waste Management  (accepts mixed materials & gives a receipt)
16122 Construction Circle West
Irvine, CA
(949) 552-8784
Materials Accepted: Asphalt, brick, carpet, concrete, dirt, drywall, flooring, glass, greenwaste, metal, plastic, rebar, wood, no liquid or hazardous waste (there is a fee)

Construction Recycling

NEW

Material Recovery Facility
32250 Ave. La Pata
San Juan Capistrano, CA 92675
cheaper than the landfill
80% recycling diversion
Accepts all materials
Except liquids & hazardous waste
EXEMPTION REQUEST FROM WASTE MANAGEMENT PLAN

I am requesting an exemption from the City of San Clemente’s “Construction and Demolition Recycling Program”.

Project Address: ________________________________

Reason for exemption request: ________________________________

Materials being removed: ________________________________

Where will materials go: ________________________________

Signature: ________________________________ Date: ________________________________

Contractor ________________________________

Property Owner ________________________________