

CONSTRUCTION AND DEMOLITION PERMIT APPLICATION PACKAGE



CITY OF RANCHO SANTA MARGARITA

22112 El Paseo

Rancho Santa Margarita, CA 92688

(949) 635-1800 x 6506

Revised July 2017

City of Rancho Santa Margarita

Construction and Demolition Waste Reduction and Recycling Plan

Construction and Demolition (C&D) Recycling Requirements

The City of Rancho Santa Margarita adopted the California Green Building Code (including the 65% diversion requirement as explained below) in Section 10.02.010(a)3 of the Rancho Santa Margarita Municipal Code (RSMMC). Furthermore, Chapter 5.06 – Article IV of the RSMMC outlines construction and demolition debris diversion requirements. Collectively, these applicable RSMMC sections are referred to below as “Code.”

Whenever a building or demolition permit is issued (as required by the Code), sections 4.408.1 (residential projects) and 5.408.1 (non-residential projects) of the California Green Building Code requires the applicant to recycle and/or salvage for reuse **65 percent** of the non-hazardous construction and demolition waste generated by a project, and also requires the applicant to develop and submit for approval to the City a construction waste management plan.

This permit application serves as the construction waste management plan. Proof of compliance with the plan is done at the end of the project.

The applicant shall submit a final Disposal and Recycling Report Summary to the City within 60 days of job completion, together with all receipts and weight tickets showing minimum diversion requirements were met.

City of Rancho Santa Margarita
Construction and Demolition Waste Reduction and Recycling Plan

Construction and Demolition Permit Instructions

1. Complete, sign and submit the attached **C&D Permit Application (pgs. 12 & 13)** and Estimated Construction and Demolition Tonnage Diversion Worksheet (pg. 14).

2. Coordinate with **Permitted Temporary Solid Waste Haulers (pg. 4)** for assistance. If you plan to self-haul your waste, you can either take your waste to a **Certified Recycling Facility (pg. 4)** or if you source separate your waste you may take it to any recycling facility that can provide you with weight tickets or receipts showing tonnages recycled. **Always ask the recycling facility or collector for all your weight tickets and receipts.**

3. Provide the City with a Security Deposit equal to 3% of the permit valuation (minimum deposit is \$500.00 and maximum deposit is \$10,000.00). The Security Deposit must be in the form of cash, personal check, cashier's check, or a money order. No credit cards accepted.

4. Once your project is complete, you must submit the attached **Construction & Demolition Disposal and Recycling Report Summary (pgs. 7 & 8)** and Actual Construction & Demolition Tonnage Diversion Worksheet (pg. 9) within 60 days of project final signoff by the City. Make sure to include all weight tickets and receipts for all your recycled and disposed materials, showing minimum diversion requirements have been met (minimum 65%).

5. E-mail the completed report summary and diversion worksheet together with all receipts and weight tickets to the Associate Engineer in the Public Works Department. Contact information can be found at <http://www.cityofrsm.org/Directory.aspx?did=26>
Alternatively, mail to:

City of Rancho Santa Margarita
Attn: Construction & Demolition Refunds
22112 El Paseo
Rancho Santa Margarita, CA 92688

Failure to comply with City requirements may result in forfeiture of the security deposit.

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Permitted Temporary Solid Waste Haulers

City-permitted temporary haulers collect C&D waste from roll-off boxes and other temporary collection bins. These haulers are required to divert at least 65% of the waste they haul from any site from the landfill. Contacting one of these haulers for your on-site collection services is the simplest way for you to comply with the C&D ordinance as they guarantee at least 65% diversion.

CR&R Incorporated 31641 Ortega Highway San Juan Capistrano, CA 92893 (877) 728-0446	Universal Waste Systems 2051 Placentia Costa Mesa, CA 92627 (949) 722-7099	Ware Disposal PO Box 8089 Newport Beach, CA 92658 (714) 834-0234
Roberts Waste and Recycling 1580 E. Edinger, Suite L Santa Ana, CA 92705 (714) 557-2533	Waste Management 1800 South Grand Avenue Santa Ana, CA 92705 (714) 558-7761	

This list is occasionally updated. For the most complete and current list of City-permitted haulers visit www.cityofrsm.org.

Certified Recycling Facilities

City-certified recycling facilities are facilities that have gone through the City’s permitting process and guarantee a 65% diversion rate from all waste brought to their facility, which originates in the City of Rancho Santa Margarita. If you plan to self-haul your waste from your project site, you can take your waste to one of these facilities.

CR Transfer 11232 Knott Avenue Stanton, CA 90680 (714) 891-2776	CVT Recycling 1071 N Blue Gum Street Anaheim, CA 92806 (714) 238-3301	Sunset Environmental 16122 Construction Circle West Irvine, CA 92606 (949) 451-2600
Madison Materials 1035 E. 4 th Street Santa Ana, CA 92701 (714) 664-0159	Rainbow Transfer 17121 Nichols Street PO Box 1026 Huntington Beach, CA 92647 (714) 847-3581	This list is occasionally updated. For the most complete and current list of City-certified facilities visit www.cityofrsm.org

City of Rancho Santa Margarita
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Deconstruction

Deconstruction is a cost saving alternative to traditional complete demolition by recycling, reusing or reselling materials instead of just taking your waste to a landfill. The advantages of deconstruction may include tax deductions for material donations, cost-savings by reusing materials and preservation of vintage architecture.

Salvaged items in working condition, such as double-pane windows, lighting fixtures, cabinets, ceiling fans, doors, etc., can be dropped off at:

Habitat for Humanity Restore

2200 Ritchey Street, Santa Ana, CA 92705 - (714) 434-6200.

***This reference is provided for resource purposes only and is not an endorsement by the City.

If self-hauling to a re-use facility and you want to use this effort towards your diversion requirements, make sure to obtain receipts documenting materials taken and estimated weights.

Construction & Demolition
Recycling Report Summary

City of Rancho Santa Margarita

Construction and Demolition Waste Reduction and Recycling Plan

Construction & Demolition Recycling Report Summary

Please complete the following form for construction and demolition (“C&D”) materials actually generated as a result of work performed in the City of Rancho Santa Margarita. If you have any questions regarding this form or the city’s C&D waste reduction and recycling program, please contact the City’s C&D Compliance Officer at 949-635-1800 x 6506.

1. Owner Information

Name		Telephone	
Project Address			

2. Contractor Information

Company Name		Contact Name	
Company			
Telephone		Email	

3. Project Information

Project Type	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Other:
Construction Type	<input type="checkbox"/> Wood frame	<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel	<input type="checkbox"/> Other:

Actual Square Footage of Project	
Actual Project Cost	

Actual Demolition Dates	Start		End	
Actual Construction Dates	Start		End	

If waste hauling services were contracted by a City-permitted solid waste hauler, indicate which hauler or check self-haul if you source separated materials and self-hauled to recycling facilities:

Contracted hauler name: _____ Self-haul

****Attach weight slips or other records of measurement from recycling companies that show actual tonnage of diverted materials.**

4. Material Handling Estimate

Please complete the worksheet on page 9 that will help identify the types of materials, actual quantities of waste materials that were reused, recycled or disposed from your project site. Actual weights should be calculated in tons. Use the attached Tonnage Conversion/Diversion Calculation Guidance Sheet on page 10 for assistance. Fill in the actual Diversion Percentage calculated on line 4a below.

4a. Diversion Percentage Projection (result from bottom of page 9) _____%

4b. Is the percentage listed in 4a above greater than or equal to 65%? YES NO

City of Rancho Santa Margarita
Construction and Demolition Waste Reduction and Recycling Plan

4c. If NO, explain why: _____

5. Verification

To the best of my knowledge, the tonnage and diversion percentage estimates reported on this form are my best estimates of the construction and demolition materials generated at this project site. **I have attached weight slips or other records of measurement from recycling companies that show actual tonnage of diverted materials.**

Print name: _____ Signature: _____ Date: _____

***** For City Use Only*****

Building or Grading Permit Number:	
Compliance Status <input type="checkbox"/> Approved <input type="checkbox"/> Good Faith <input type="checkbox"/> Further explanation needed (see attached) <input type="checkbox"/> Denied	Security Deposit: <input type="checkbox"/> Full Refund: \$ _____ <input type="checkbox"/> Partial Refund: \$ _____ <input type="checkbox"/> No Refund Account Number: 100-610-660.001
Comments:	
Building Final By: _____ Summary Reviewed By: _____	Signature: _____ Signature: _____
Mail Check:	
_____ _____	

City of Rancho Santa Margarita
Construction and Demolition Waste Reduction and Recycling Plan

Actual Construction & Demolition Tonnage Diversion Worksheet

Permit number:	Date:
Project address:	Zip Code:
Owner Name:	Phone:
City/State/Zip:	Project Size: sqft
Type of project: () Construction () Demo () Roofing () AC () Electrical () Plumbing	

	A	B	C	D	E
¹ Material Type	Total Tons Generated	Tons Reused or Salvaged	Tons Recycled	Tons Disposed (Landfill)	² Actual Destination(s)
Asphalt					
Brick					
Cardboard					
Concrete					
Dirt/Clean Fill					
Drywall/Sheetrock					
Lumber					
Plastic					
Roofing Materials					
Metals					
Mixed Materials					
Landscape Debris					
Trash Debris					

¹Actual Diversion Percentage:

¹ Use Tonnage Conversion/Diversion Calculation Guidance Sheet (page 9) for help with calculations.

² List facility name, address and telephone number. If all material generated is taken to a city certified facility, 65% diversion shall be assumed. Reporting requirements must still be adhered to.

If you have nothing to report, please explain:

City of Rancho Santa Margarita
Construction and Demolition Waste Reduction and Recycling Plan

Tonnage Conversion/Diversion Calculation Guidance Sheet

Calculate the percentage of materials recycled and/or reused:

Divide the NUMBER OF TONS which was recycled / reused by the TOTAL tons generated.

$$\text{Percent Recycled and Reused} = \frac{\text{recycling (column B) + reused tons (column C)}}{\text{Total generated (column A)}} \\ \text{(recycling tons + reused tons + disposed tons)}$$

Example: $\frac{1 \text{ ton recycling} + 1 \text{ ton reused}}{1 \text{ ton recycling} + 1 \text{ ton reused} + 2 \text{ tons disposal}} = \frac{2}{4} = 0.5$ (multiply 0.5 by 100 = 50%)

Salvaged Materials:

Estimate the quantity of material recycled/reused. Your estimates should be **provided in tons.**

Example: 25 pounds ÷ 2000 pounds = 0.02 tons

How to convert pounds into tons:

Divide the number of pounds by 2000 lbs (1 ton = 2,000 pounds)

Example: 700 pounds ÷ 2000 pounds = 0.35 tons

How to convert cubic yards into tons:

<p>Select the type of material recycled/reused from the chart to the right →</p> <p>Multiply the corresponding number by the total number of cubic yards (cy) recycled/reused.</p> <p>1 cy of asphalt = 0.69 tons</p> <p><i>Example:</i></p> <p>5 cy of asphalt = 5 X 0.69 = 3.45 tons</p>	Material Type	Tons per Cubic Yard
	Asphalt	0.69
	Brick	1.51
	Cardboard	0.05
	Concrete	0.93
	Dirt/Clean Fill	1.00
	Drywall/Sheetrock	0.20
	Lumber	0.17
	Plastic	0.17
	Roofing Materials	0.21
	Metals	0.45
	Mixed Materials	0.25
	Landscape Debris	0.15
Trash Debris	0.18	

***Please call 949-635-1800 x 6506 for further assistance.**

City of Rancho Santa Margarita
Construction and Demolition Waste Reduction and Recycling Plan

C&D Permit Application

City of Rancho Santa Margarita

Construction and Demolition Waste Reduction and Recycling Plan

C&D Permit Application

Please complete the following form for construction and demolition (“C&D”) materials that will potentially be generated as a result of work performed in the City of Rancho Santa Margarita. Should you have any questions regarding this form or the City’s C&D waste reduction and recycling program, please contact the City’s C&D Compliance Officer at 949-635-1800 x 6506.

1. Owner Information

Name		Telephone	
Project Address			
Permit Number			

2. Contractor Information

Company Name		Contact Name	
Company			
Telephone		Email	

3. Project Information

Project Type	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Other:
Construction Type	<input type="checkbox"/> Wood frame	<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel	<input type="checkbox"/> Other:

Approximate Square Footage of Project	
Approximate Project Cost	

Estimated Demolition Dates	Start		End	
Estimated Construction Dates	Start		End	

Indicate whether you will contract for waste hauling services utilizing a City-permitted solid waste hauler or self-haul source separated material to recycling facilities:

Potential contract hauler name: _____ Self-haul

Will any waste collection containers be placed in the public right-of-way? Yes No

4. Exemption

If you believe that your project is entitled to an exemption and not required to divert or recycle C&D debris, please briefly explain below: _____

City of Rancho Santa Margarita
Construction and Demolition Waste Reduction and Recycling Plan

5. Description of Diversion Plan

Briefly state how waste materials will be handled at your job site to ensure salvage or recycling. Explain how you will inform your workers and sub-contractors of the Waste Reduction and Recycling Plan and ensure their participation.

6. Material Handling Estimate

Please complete the worksheet on page 14 that will help identify the types of materials, estimated quantities, and how the waste material will be reused, recycled or disposed from your project site. Estimates should be calculated in tons. Use the attached Tonnage Conversion/Diversion Calculation Guidance Sheet on page 15 for assistance. Fill in the estimated Diversion Percentage Projection calculated on line 6a below.

6a. Diversion Percentage Projection (result from bottom of page 12) _____%

6b. Is the percentage listed in 6a above greater than or equal to 65%? YES NO

6c. If NO, explain why: _____

7. Verification

To the best of my knowledge, the tonnage and diversion percentage estimates reported on this form are my best estimate of the construction and demolition materials generated at this project site.

By signing below, I further understand and acknowledge that my security deposit may be forfeited to the City of Rancho Santa Margarita: 1) If I am not able to achieve a minimum 65 percent diversion rate for my project; or, 2) I do not submit documentation to the C&D compliance official within sixty (60) days from the date of the final inspection.

Print name: _____ Signature: _____ Date: _____

*** For City Use Only***	
Plan Approval Status:	Exemption Status:
<input type="checkbox"/> Approved Hauler or Self-Haul Verified	<input type="checkbox"/> Exemption Approved
<input type="checkbox"/> Further explanation needed (see attached)	<input type="checkbox"/> Exemption Denied
<input type="checkbox"/> Denied	
Fees Collected:	
<input type="checkbox"/> Administration Fee: \$ _____	
<input type="checkbox"/> Security Deposit Amount: \$ _____, form of payment _____	
Comments: _____	
Reviewed By: _____	Signature: _____
Date: _____	

City of Rancho Santa Margarita
Construction and Demolition Waste Reduction and Recycling Plan

Estimated Construction & Demolition Tonnage Diversion Worksheet

Permit number:	Date:
Project address:	Zip Code:
Owner Name:	Phone:
City/State/Zip:	Project Size: sqft
Type of project: () Construction () Demo () Roofing () AC () Electrical () Plumbing	

	A	B	C	D	E
¹Material Type	Total Tons Generated	Tons Reused or Salvaged	Tons Recycled	Tons Disposed (Landfill)	²Proposed Destination(s)
Asphalt					
Brick					
Cardboard					
Concrete					
Dirt/Clean Fill					
Drywall/Sheetrock					
Lumber					
Plastic					
Roofing Materials					
Metals					
Mixed Materials					
Landscape Debris					
Trash Debris					

¹Estimated Diversion Percentage:

¹ Use Tonnage Conversion/Diversion Calculation Guidance Sheet (on page 14) for help with calculations.

² List facility name, address and telephone number. If all material generated is taken to a city certified facility, 60% diversion shall be assumed. Reporting requirements must still be adhered to.

If you have nothing to report, please explain:

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Construction and Demolition Waste Reduction and Recycling Plan

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Example: $\frac{1 \text{ ton recycling} + 1 \text{ ton reused}}{1 \text{ ton recycling} + 1 \text{ ton reused} + 2 \text{ tons disposal}} = \frac{2}{4} = 0.5$ (multiply 0.5 by 100 = 50%)

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