

# Debris Recovery Requirements for 5,000 Square Feet & Over<sup>1</sup> Construction and Demolition Projects

Contra Costa County adopted a new ordinance, effective July 8, 2004, which requires that at least 50% of jobsite debris generated by projects of 5,000 sq. ft. or greater<sup>1</sup> be recycled, reused or otherwise diverted from landfill disposal<sup>2</sup> (ordinance attached and also available at [www.cccrecycle.org/debris](http://www.cccrecycle.org/debris)).

***Failure to comply may result in the delay of the building/demolition permit(s),  
hold on the final inspection and/or monetary fine.***

To comply with the ordinance:

1. Submit a completed and approved Debris Recovery Plan prior to the issuance of a building or demolition permit.
2. Submit a completed Debris Recovery Report prior to the final inspection.
3. Demonstrate that at least 50% (by weight) of jobsite debris was diverted from disposal in a landfill, by providing receipts and/or gate-tags from all facilities and service providers used for recycling, reuse and disposal of jobsite debris.

## Debris Recovery Plan

Complete the Debris Recovery Plan form to:

- indicate the types of debris expected to be generated from the project (e.g. wood, drywall, concrete, cardboard and metal), use the spaces marked 'other' to write in materials not listed on the form such as tile, carpet, padding and cabinets, etc.
- specify whether each material will be recycled, reused or disposed by checking the designated box
- provide the name of each facility or service provider to be used to manage each type of debris (if the debris will be reused on-site, such as dirt, so state)

Example

MATERIAL	Reuse	Recycle	Dispose	FACILITIES/SERVICE PROVIDERS TO BE USED
Asphalt		X		County Quarry in Martinez

To assist in identifying service providers and facilities please use the attached Builder's Guide to Reuse and Recycling (also available at [www.cccrecycle.org/debris](http://www.cccrecycle.org/debris)).

Submit completed Debris Recovery Plan to the Department of Conservation & Development prior to receiving your building and/or demolition permit.

The property owner must sign the Debris Recovery Plan. Their signature serves as an acknowledgment that the owner understands the requirements of this ordinance, including the requirement for demonstrating achievement of the diversion requirement, and that the owner is responsible for the actions of his/her/its contractors or other agents with regard to the all of the requirements of this ordinance.

<sup>1</sup> Re-roofing projects are exempt from the ordinance

<sup>2</sup> The diversion requirement for all projects under the ordinance is 50%, unless a diversion requirement adjustment has been granted.

## **Debris Recovery Report**

Complete the Debris Recovery Report form to:

- indicate the types of debris that were actually generated from the project
- provide the quantity of each material
- specify whether each material was reused, recycled or disposed
- provide the name of each facility or service that was actually used to reuse, recycle or dispose of each type of debris material
- attach receipts or gate-tags for all materials to verify their destination and/or use
- provide any additional information (including photographs) that the owner believes is relevant to determining compliance with the ordinance requirements

Upon completion of construction and demolition activities, but before the final inspection, the owner shall submit the completed Debris Recovery Report and required documentation (listed above) to demonstrate achievement of the diversion requirement. The Report and documentation must be submitted to the Department of Conservation & Development to release the hold on the final inspection.

All construction and demolition debris should be weighed using scales. When weighing is not practical due to small size or other considerations, a volumetric measurement may be used. Convert volumetric measurements to weight using the standardized conversion factors approved by the County for this purpose, which can be found at [www.cccrecycle.org/debris](http://www.cccrecycle.org/debris).

The Debris Recovery Report will be reviewed and a determination made whether the owner achieved the diversion requirement for the project and has demonstrated compliance with all the ordinance requirements. The report will be returned to the owner accompanied by a letter from County staff indicating if the project received either: full compliance, good-faith effort compliance, or non-compliance.

### **COMPLETED DEBRIS RECOVERY PLANS & REPORTS MUST BE SUBMITTED TO:**

Application and Permit Center  
Contra Costa County Department of Conservation & Development  
30 Muir Road  
Martinez, CA 94553  
Hours: Monday – Friday 7:30 a.m. – 5:00 p.m.

### **Questions?**

For any questions regarding the ordinance requirements, requesting assistance with achieving diversion, or if you would like copies of any materials mentioned above, please contact:

Keith Denison or Judi Kallerman at (925) 674-7200

Website: [www.cccrecycle.org/debris](http://www.cccrecycle.org/debris)

*For information about local recycling facilities call the County Recycling Hotline at 1-800-750-4096.*

# DEBRIS RECOVERY PLAN - FOR CALGREEN & COUNTY ORDINANCE

**PERMIT WILL NOT BE ISSUED UNTIL COMPLETED PLAN SUBMITTED AND APPROVED**  
**SUBMIT PLAN TO APPLICATION & PERMIT CENTER AT 30 Muir Road, Martinez, CA 94553**

APN: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_ Owner Phone: (\_\_\_\_) \_\_\_\_\_

Jobsite Address: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_ Building Type:  Single-Family House  Multi-Family Residential  
 Commercial/Industrial  Other: \_\_\_\_\_

Jobsite Contact: \_\_\_\_\_ Company: \_\_\_\_\_ Jobsite Contact Phone: (\_\_\_\_) \_\_\_\_\_

Brief description of project: \_\_\_\_\_

By signing below, I acknowledge that I am responsible for complying with the requirements of County Ordinance 2004-16 (Chapter 418-14 of County Code) or the 2010 CalGreen Building Standards Code.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For County Staff Use Only:

Circle One: CalGreen \_\_\_\_\_ County Ordinance \_\_\_\_\_

Plan Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Place this form in the Debris Recovery Box after Approval

MATERIAL	Reuse	Recycle	Dispose	FACILITIES/SERVICE PROVIDERS TO BE USED*	Amount in tons or volume but not both
Asphalt					
Brick					
Cardboard					
Carpet Padding					
Concrete					
Dry Wall/Gypsum					
Green-Waste					
Lumber-Untreated					
Rock/Stone					
Metals					
Mixed					
Other: _____					
Construction methods employed to reduce amount of waste generated					

\*Please inquire with the local franchise refuse/recycling hauler to ascertain what recycling services they offer. Also, refer to the Contra Costa Builder's Guide for locating construction and demolition debris recycling businesses (available on-line at [www.cccrecycle.org/debris](http://www.cccrecycle.org/debris) or by calling our Recycling Hotline at 1-800-750-4096).

**DEBRIS RECOVERY REPORT REQUIRED PER COUNTY ORDINANCE**

*FINAL INSPECTION WILL NOT BE SCHEDULED UNTIL COMPLETED REPORT IS SUBMITTED*

**Submit completed form to:**  
 Application and Permit Center  
 Contra Costa County  
 Dept. of Conservation & Development  
 30 Muir Road  
 Martinez, CA 94553

APN: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

Jobsite Contact: \_\_\_\_\_

Owner Phone: (\_\_\_\_) \_\_\_\_\_

Jobsite Contact Phone: (\_\_\_\_) \_\_\_\_\_

MATERIAL	Reuse	Recycle	Dispose	ACTUAL FACILITIES/SERVICE PROVIDERS USED	WEIGHT (TONS)
Asphalt					
Cardboard					
Concrete					
Dry Wall					
Green Waste					
Lumber & Wood					
Metal(s)					
Rock/Stone					
Other: _____					
Other: _____					
Other: _____					

Total tons of materials disposed of (not recycled or reused): \_\_\_\_\_

Total tons of materials not disposed of (either recycled or reused): \_\_\_\_\_

Percent recycled/reused: \_\_\_\_\_%

**Attach copies of receipts, gate tags, or other verifying documentation for all materials that were reused, recycled or disposed.**

Please sign and date indicating that the above information is true and correct to the best of your knowledge:

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Date



**THANK YOU FOR YOUR EFFORTS TO REDUCE WASTE AND SAVE NATURAL RESOURCES**

Questions can be directed to the County's Recycling Hotline at 1-800-750-4096.

## Chapter 418-14

### Construction and Demolition Debris Recovery

**418-14.002 Purpose.** The purpose of this ordinance is to reduce the quantity of construction and demolition debris disposed in landfills as required by State law. (Ord. 2004-16 § 2.)

**418-14.004 Definitions.** For the purposes of this chapter, the following definitions shall apply:

(a) "Applicant" means any person designated by an owner to submit an application for a building or demolition permit to the County Building Official for a covered project.

(b) "Construction and demolition debris" means all materials removed or left over from a covered project.

(c) "Conversion factor" means the value set forth in the standardized volume-to-weight conversion table approved by the Director pursuant to this chapter for use when materials cannot be weighed as required by Section 418-14.014.

(d) "Debris recovery plan" means a Department or Director-approved debris recovery plan form, completed by the owner. The debris recovery plan shall identify types of construction and demolition debris to be generated from the covered project, how each material will be managed, and the name of each facility or service provider the owner will use to manage each material.

(e) "Debris recovery report" means a Department or Director-approved debris recovery report form, completed by the owner. The debris recovery report shall identify the amount of each material generated from the covered project, how each material was managed, and the name of each facility or service provider used to manage materials.

(f) "Department" means the Community Development Department.

(g) "Director" means the Community Development Director or his or her designee.

(h) "Divert" means to use material for any purpose other than disposal in a landfill, including, but not limited to, reuse, salvage and recycling.

(i) "Diversion requirement" means at least 50% by weight of the total construction and demolition debris generated by a covered project is diverted, unless the owner has been granted a diversion requirement adjustment pursuant to Section 418-14.012, resulting in an alternative diversion requirement.

(j) "Facilities" means recycling and salvage/reuse establishments, transfer stations and landfills.

(k) "Recycling" means the material will be processed and made into new products or materials.

(l) "Renovation" means any change, addition or modification to an existing residential or commercial structure.

(m) "Reuse" means the material will be used again in its original form.

(n) "Service provider" means a company that provides recycling, reuse, collection or disposal services. (Ord. 2004-16 § 2)

**418-14.006 Covered projects.** (a) "Covered project" means a construction, renovation or demolition project for which a building permit or a demolition permit is required, covering 5,000 square feet or more. For the purposes of determining whether a project meets the foregoing threshold, all phases of a project and all related projects taking place on a single or adjoining parcel(s), as determined by the Director, shall be deemed a single project.

(b) Exempt projects. The following projects are exempt from the requirements of this chapter:

(1) Re-roofing projects; and

(2) Demolition projects undertaken because the County or other public agency has determined that the demolition is necessary to abate a public nuisance or otherwise protect public health or safety. (Ord. 2004-16 § 2.)

**418-14.008 Debris recovery plan requirements.** An owner shall submit to the Community Development Department (either in-person or via Certified Mail), a debris recovery plan prior to the issuance of the building or demolition permit. The debris recovery plan must include the following information:

(a) A description of the management methods planned to be used for all types of construction and demolition debris (e.g. reuse, recycling or disposal).

(b) The name of all service providers and/or facilities to be used for debris management.

(c) An acknowledgment that the owner understands the requirements of this Chapter, including the requirement for demonstrating achievement of the diversion requirement. (Ord. 2004-16 § 2.)

**418-14.010 Review of a debris recovery plan.** (a) Approval. A debris recovery plan shall be reviewed by the

Department and approved if it provides all of the information required by Section 418-14.008. An approved debris recovery plan shall be marked "Approved" and returned to the owner.

(b) Denial. A debris recovery plan shall not be approved if it does not provide all of the information required by Section 418-14.008. If a debris recovery plan is not approved, the owner shall be notified in writing that the plan has been denied, including the reasons for denial. The owner shall make the required changes to the debris recovery plan and resubmit it to the Department for approval in a timely manner. (Ord. 2004-16 § 2.)

**418-14.012 Diversion requirement adjustment.** (a) Application. If an owner of a covered project experiences circumstances that makes it infeasible to comply with the diversion requirement, the owner may apply for an adjustment. The owner shall indicate in writing, why it is infeasible to divert 50% of the materials being generated from the covered project and specify what percentage of diversion could be achieved. Increased costs to the owner generally will not be a sufficient basis for an adjustment.

(b) Review. The Director shall review the information supplied by the owner. If warranted, the Director shall attempt to contact the owner to discuss possible ways of meeting the diversion requirement.

(c) Granting of adjustment. If the Department determines that it is infeasible for the owner to divert 50% of the generated construction and demolition debris from the covered project, the percent of diversion required shall be adjusted. The owner shall be notified in writing of the adjusted diversion requirement. The owner shall be required to divert the percent required by the adjustment.

(d) Denial of adjustment. If the Department determines that it is feasible for the owner to meet the diversion requirement, the owner shall be notified in writing of the denial of the diversion requirement adjustment. The owner shall be required to meet the diversion requirement. (Ord. 2004-16 § 2.)

**418-14.014 Debris recovery report requirements.** (a) Documentation. Upon completion of the construction, renovation and demolition activities, but before the final inspection, the owner shall submit (in-person or by Certified Mail) to the Community Development Department, the documentation required to demonstrate having met the diversion requirement. The required documentation shall include the following:

(1) A completed debris recovery report, signed by the owner, indicating the quantity of each material diverted or

disposed, consistent with the requirements of subdivision (b);

(2) Receipts from all facilities or service providers utilized to divert and dispose materials; and

(3) Any additional information that the owner believes is relevant to determining compliance with this chapter.

(b) Weighing of debris. The owner shall make reasonable efforts to ensure that all construction and demolition debris diverted or disposed are measured and recorded using the most accurate method of measurement available. To the extent practicable, all construction and demolition debris shall be weighed using scales. Such scales shall be 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. The owner shall convert volumetric measurements to weight using the standardized conversion factors approved by the Director for this purpose. (Ord. 2004-16 § 2.)

**418-14.016 Compliance with the diversion requirement.** The Director shall review the information submitted pursuant to Section 418-14.014 and determine whether the owner has fully complied, made a good faith effort, or failed to comply with the diversion requirement. The Director's determination regarding compliance will be provided to the owner in writing.

(a) "Full compliance" means the owner fully complied with the requirements of this chapter.

(b) "Good faith effort compliance" means the owner did not fully comply with the requirements of this chapter but has made a good faith effort to comply. In making this determination, the Director shall consider the availability of markets for the specific construction and demolition materials disposed, the documented efforts of the owner to comply with this chapter and other relevant factors.

(c) "Failed to comply" means the owner did not fully comply with the requirements of this chapter and did not make a good faith effort to comply. An owner's failure to comply is punishable pursuant to Division 14. (Ord. 2004-16 § 2.)

**418-14.018 Appeal to Director.** An owner may appeal any determination under this Chapter to the Director within ten days of the decision or determination. The appeal shall be in writing and shall state the facts and basis for the appeal. A decision of the Director shall be final subject only to appeal to the Board of Supervisors pursuant to the provisions of Chapter 14-2. (Ord. 2004-16 § 2.)