



## CITY OF VALLEJO CONSTRUCTION & DEMOLITION DEBRIS RECYCLING INFORMATION SHEET

An increasing number of cities throughout California, including Vallejo, have adopted a construction and demolition (C&D) debris **recycling ordinance** in an effort to redirect C&D materials away from the landfills. The ordinances require that **at least 50%** of the C&D debris generated from the job-site be salvaged and/or recycled and **at least 75%** of concrete and asphalt generated from the job site be salvaged, and/or, recycled.

This information will help you **proactively manage your job-site C&D debris** and, if applicable, comply with city recycling requirements. Early planning can **save you time, money** and prevent permitting delays. The following are questions to consider:

### **Is there an Administrative Fee**

Yes, all applicants must pay a non-refundable administrative fee for the processing and handling of Waste Management Plans (WMP) for each project that meets the threshold. The fee must be paid prior to receiving your building permit or demolition permit.

### **Are you required to participate?**

Yes, participation is mandatory for all demolition projects. In addition, all public and private construction and remodeling projects that are projected to cost more than or equal to \$50,000 or that have a total square footage equal to or greater than 5,000 square feet. Applicants that have demolition projects or projects that meet the threshold requirement (\$50,000 or 5,000 sq ft.) will be required to estimate the amount of material that will be generated and develop plans to meet the diversion goals. All applicants that apply for a building permit or demolition permit and City contractors whose projects meet the threshold requirements will be required to submit a WMP. The WMP form comes with a convenient conversion table also. Applicants whose projects are below the threshold are not required to submit a WMP, but are encouraged to divert project-related C&D debris.

### **What is a Waste Management Plan (WMP)?**

The WMP comes with a convenient conversion table to assist applicants with the two step process: 1) when applying for a building permit or demolition permit, an applicant or contractor must estimate the amount of material to be generated and plan to meet the diversion goals that can possibly be diverted from a project; and 2) upon completion of the project, the applicant or contractor must submit weight tickets to verify how and where the material from the project was recycled or reused.

### **What type of C&D debris will be generated by the project (wood, metal, cardboard, concrete, etc)?**

Identifying C&D debris by material type will help you stage the materials at the job-site and plan how frequently C&D debris will need to be removed. Also, it will allow you to choose the appropriate recycling facilities or to contact Recology Vallejo (Recology) (707) 552-3110 for C&D debris recycling services.

### **How much C&D debris will be generated?**

Estimating the quantity of C&D debris that will be generated from your project is required to complete the WMP. Weight, and/or, volume estimates are provided on the WMP form. Also, your estimate will assist you with determining how many Recology drop boxes you may need to manage the C&D debris generated from the project.

### **Will you be hauling the C&D debris yourself or contracting with a hauler?**

Per the City's Franchise Agreement with Recology, it is unlawful for any person other than the City's licensed franchised collector or its employees (ie. Recology) to collect or haul any C&D debris within the City **except self haul. Self Haul is defined as a situation whereby a contractor or resident hauls their C&D debris to a transfer, disposal, or processing facility.** The C&D debris must be loaded directly into a fixed body vehicle and hauled directly to a transfer station or other disposal or recycling facility and **no other separately contracted or subcontracted hauling service using debris boxes or similar apparatus other than the franchised collector will be allowed.** If you prefer to contract with Recology for C&D debris removal instead of self haul, Recology will provide documentation to verify the amount of material landfilled and/or recycled in order to substantiate any claims under the WMP. However, if you choose to haul your own C&D debris to a salvage or recycling facility, you must be properly insured, have mechanically sound vehicles and only take the recyclables to recognized recycling facilities that will provide you with legitimate receipts.

### **What if you will also be using sub-contractors?**

Inform your sub-contractors about your recycling requirements. **You are responsible for any materials they take away** from the job-site. In order for you to comply with recycling requirements, your sub-contractors must take materials to a recognized recycling facility and provide you with recycling receipts. That's your recycling credit driving away in their truck!

### **Can the C&D debris be separated by material type or mixed together?**

The manner in which you collect and sort the C&D debris will determine what facility you can use for recycling. **Separated loads** of clean materials can be taken to one of the many facilities listed in the Solano Napa County C&D Debris Builder's Guide usually at a relatively low cost. **Mixed loads** should be taken to Devlin Road Transfer Station located at 889 Devlin Road, American Canyon, CA (707) 255-5200. **You must insist that the facility provide you with a recycling receipt and if not listed in our builders' guide. You should call ahead to confirm that they will be able to provide you with the necessary documentation to meet the guidelines in the Waste Management Plan (WMP).**

### **What do I need to do to demonstrate compliance with Vallejo's recycling requirements?**

You will need to submit all recycling and disposal receipts to the building department before receiving your final permits. **The**

**material type and confirmation that the materials were actually recycled. Failure to submit completed items A-D listed below within 90 days after the completion of your project can delay your final inspection, and/or, result in a fine.** Applicant shall provide all the necessary documentation to substantiate their efforts to meet the Diversion Requirement:

- A. Receipts from the vendor or facility which collected or received each material showing the actual weight or volume of that material.
- B. Weight slips/count of material salvaged or reused in current Project.
- C. A copy of the previously approved WMP for the Project adding the actual volume or weight of each material diverted and landfilled.
- D. Any additional information the Applicant believes is relevant to determining its efforts to comply in good faith.

#### **Is it possible to get an exemptions?**

If an applicant identifies unique circumstances that make it infeasible to comply with the diversion requirement, the applicant may apply for an infeasibility exemption at the time that he or she submits the WMP. The applicant shall indicate on the WMP the maximum rate of diversion he or she believes is feasible for each material and the specific circumstances that he or she believes make it infeasible to comply with the diversion requirement. **If the exemption is granted, the applicant must still pay the administrative fee.** The following projects shall be considered exempt:

1. A project for which an applicant has written verification from a Public Safety Official or Code Compliance Officer of the City stating that immediate or emergency demolition is required to protect the public health, safety or welfare.
2. A project for which an exemption, conditional use permit or design review approval has been obtained from the City prior to the effective date of the ordinance going into effect.
3. A project of city public works or city public construction for which the notice inviting bids has been published prior to the effective date of the ordinance (March 18, 2005).
4. A project contaminated by hazardous substances or waste as defined by state or federal law and verified by City staff in writing.

#### **What are the consequences for non-compliance?**

If an applicant fails to adhere to the C&D debris recycling ordinance, the applicant will be fined, administratively and/or criminally, three percent (3%) of the total cost of the project, not to exceed ten thousand dollars (\$10,000) for residential projects and not to exceed thirty thousand dollars (\$30,000) for non residential projects.

In addition, applicants who fail to comply with the C&D Debris Recycling Ordinance **will be required to post a cash deposit that is three percent (3%) of the total cost for each of the applicant's next five (5) consecutive projects.** Upon the Waste Management Plan (WMP) Official's determination that the Applicant has complied with the C&D Debris Recycling Ordinance for those projects, the applicant will not be required to post a deposit, unless a new violation occurs. **The cash deposit shall be returned, without interest, upon proof to the satisfaction of the WMP official, that no less than the required percentage of C&D debris have been diverted from landfills and have been recycled or reused.** The deposit shall be forfeited entirely for failure to comply with the requirements of the C&D Debris Recycling Ordinance.

If an applicant has been convicted of two (2) violations of the C&D Ordinance within a two -year period, the applicant is guilty of a misdemeanor, punishable by the same fine as stated above or by imprisonment in the county jail for not more than six (6) months, or by both such fine and imprisonment.

#### **Can a City decision be appealed?**

An appeal of the WMP official decision may be filed to the compliance official (Chief Building Official) or his designee in writing not longer than ten (10) business days after the WMP official's decision is issued to the applicant. The appellant must specifically state in the notice of appeal:

1. The name and address of the appellant and appellant's interest in the decision;
2. The nature of the decision appealed from and/or the conditions appealed from;
3. A clear, complete, but brief statement of the reasons why, in the opinion of the appellant, the decision or the conditions imposed were unjustified or inappropriate; and
4. The specific facts of the matter in sufficient detail to notify the city as to the basis for applicant's appeal. The appeal shall not be stated in generalities.

**The decision made by the Chief Building Official on the appeal shall be in writing, stating the legal and factual basis for the decision and the decision of the Chief Building Official shall be final and conclusive.**

#### **For additional information please contact the following:**

City of Vallejo Building Department  
555 Santa Clara St.  
Vallejo CA 94590  
(707) 648-4374  
Hours of Operation  
8:30 a.m. – 5:15 p.m.

City of Vallejo Recycling Coordinator  
555 Santa Clara St.  
Vallejo, CA 94590  
(707) 648-5346  
Hours of Operation:  
8:30 a.m. – 5:15 p.m.