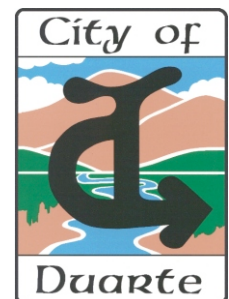


# Construction and Demolition Deposit Program



**City of Duarte**  
**Community Development Dept.**  
**1600 Huntington Drive**  
**Duarte, CA 91010**

**Phone: 626-357-7931**



As of 2017, the Green Building Code (CalGreen) requires every city and county in the State to divert at least 65% of all waste generated from landfills, or face potential fines for non-compliance.

A significant amount of readily recyclable construction and demolition material is currently being disposed of in area landfills. This both hinders the City from fulfilling its requirements under CalGreen, and occupies limited landfill space. The goal of the construction and demolition ordinance is not only to assist the City in meeting CalGreen requirements, but also to help alleviate the continuing problem of diminishing landfill space. The City requests the cooperation of all contractors and builders doing business in Duarte in its endeavor to fulfill its diversion goals. The City of Duarte will collect a deposit, and provide a refund upon completion of your construction and/or demolition project and verification of 65% diversion. This handbook will guide you through the process.

*Note: For a project that involves both demolition and construction, two permits must be obtained from the City, one for demolition and another for construction.*



## Step 1 Determine Applicability



Unless specifically exempted, each person who applies for a building, demolition, encroachment, right-of-way, or grading permit must fulfill the requirements of the construction and demolition program described in this handbook.

The following is a list of projects that are exempt:

- Residential alterations where the building's conditioned area\* does not increase.
- Seismic tie-down projects.
- Non-permitted structures.
- Projects that do not require a building, encroachment, or right-of-way permit.
- Demolition of 100 square-feet or less of hardscape.
- Installation of pre-fabricated accessories such as signs or antennas.
- Projects that produce no, or only a de minimis quantity of, C&D waste.
- Installation of pre-fabricated patios and covers with no foundation.

\* *Conditioned Area means space in a building that is either mechanically heated or cooled.*

## Step 2 Pay Your Fees & Complete Form A



Although you have completed and submitted a permit application to the Community Development Department, the City will not issue a permit for your project until you: 1) pay your diversion deposit, and 2) complete Form A. Each of these items is described below.

1. **Diversion Deposit** - All construction, grading, and/or demolition projects (unless specifically exempted by one of the project types listed in step one) will require a deposit. The deposit must be paid prior to issuance of a permit, and will be refunded upon confirmation that at least 65% of the waste generated by the project, was diverted properly from landfills. Deposits will be calculated based on square footage as follows:

Project Type	Diversion Deposit
Single Family Residence addition/ alteration less than 500 sf	\$500
All other projects	2% of valuation, not to exceed a deposit of \$30,000

**Administrative Fee** - An administrative fee must be paid to the City. The purpose of the administrative fee is to compensate the City for all expenses incurred in administering the Construction and Demolition Deposit Program, including site inspections. The fee will be deducted from the diversion deposit, and is non-refundable. The administrative fee is a flat fee of \$125.

The administrative fee is waived for any project in which the entire construction/demolition waste stream is processed by Burrtec Waste Industries, Inc (the City's franchise waste hauler). Burrtec operates a Materials Recovery Facility (MRF) in Fontana that accepts mixed loads of construction and demolition debris. The material is sorted on-site, recyclables are delivered to the appropriate recycling facilities, and the remaining residue is landfilled. Burrtec can provide bin service, or material can be self hauled to their MRF.

**BURRTEC PHONE NUMBER (800) 325-9417**

Diversion deposit payments can be made in the form of: cash, check, cashier's check, or money order. Payments should be made to:

→ City of Duarte  
1600 Huntington Drive  
Duarte, CA 91010

**2. Form A - Waste Management and Recycling Plan** - On this form you will provide information regarding project type, the handling of refuse and recyclables generated by your project, facilities where the material might be taken, and estimated waste generation. Approval of an accurate and complete Waste Management and Recycling Plan is a precondition to issuance of any building or grading permit. **Form A is included in this handbook.**

Submit your completed Form A, and your diversion deposit to the City of Duarte. A permit will be issued soon thereafter.

### Step 3 Divert Construction & Demolition Debris



At least 65% of the material that your project generates must be diverted from landfills. In simpler terms, 35% of the material that you generate can be sent to landfills, however the other 65% must be recycled or reused. The square footage information that you include on Form A will be the basis for determining the amount of material that constitutes 65%. Wood, asphalt, concrete, metal, glass, drywall, ceramic, cardboard, brick and green waste are all readily recyclable. You can consider collecting each recyclable material into separate containers on the job site (job site separation). Or you can deliver loads of mixed material to a sorting facility for separation. You may also reuse items on the job site, or send usable material to salvage companies. A list of local recyclers has been included in this handbook for your convenience. Be sure to keep all weight receipts issued by these facilities and ask for them when none are offered. Also keep track of the amount of material reused on the job site or sent to salvage companies (you may convert volume to weight using the conversion factors provided in this handbook). Please note that universal waste shall be diverted from landfills and recycled and this includes items such as mercury thermostats, batteries, CFL bulbs, fluorescent tubes and ballasts.

### Step 4 Apply For Your Deposit Refund



Your deposit will be refunded to you, less the administrative fee, once you verify to the City that you have diverted from landfilling at least 65% of the material that was generated by your project.

You must apply for your refund within 60 days from the date of project completion. To apply for your deposit refund you must submit two things: 1) Form B and 2) weight receipts from recycling facilities, material recovery facilities (MRFs), landfills, and/or transfer stations or report from Burrtec with that information. Note that for projects that use Burrtec for recycling, please request the report applicable for your project from Burrtec and submit to the City.

#### 1. Form B - Recycling and Reuse Summary Report

Complete this form in its entirety, indicating the tonnage of material recycled, reused, salvaged, and disposed. **Form B is included in this handbook.**

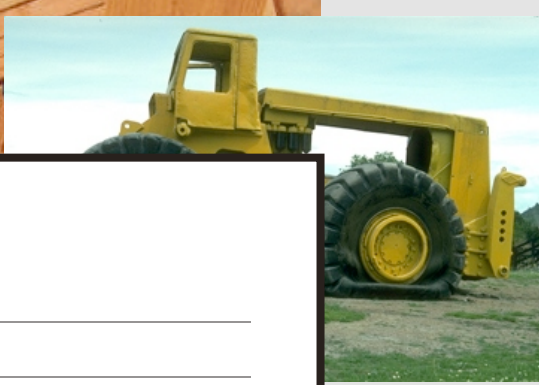
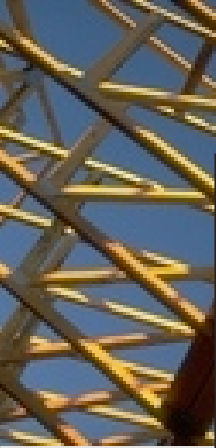
#### 2. Weight Receipts from Recycling Facilities, MRFs, Landfills, and/or Transfer Stations

Attach all appropriate receipts to your Recycling and Reuse Summary Report. This includes receipts and weight tags or other records of measurement (including but not limited to: type of material, amount of weight/materials) from recycling facilities, material recovery facilities, salvage companies, deconstruction contractors, landfills, and/or transfer stations (photocopies will be accepted). Bills of lading and other transportation agreements are not typically satisfactory to submit.

A properly completed Recycling and Reuse Summary Report, and all receipts, must be submitted to the City's Community Development Department prior to refund of deposit and issuance of a certificate of occupancy (if applicable). A deposit refund will be issued for any project for which a building permit was withdrawn or cancelled before any work was begun.

Note: For a project that involves both demolition and construction, two permits must be obtained from the City, one for demolition, and another for construction. In this case, the requirements described in this handbook (including payment of deposit) must be fulfilled under each permit. After completion of the demolition phase, Form B must be submitted and approved by the Community Development Department prior to issuance of a building permit for the construction phase to prove that recyclable materials have been diverted.

**For assistance with these forms, contact Community Development at 626-357-7931**



## Notes:

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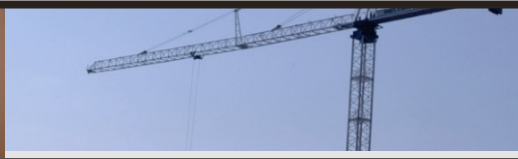
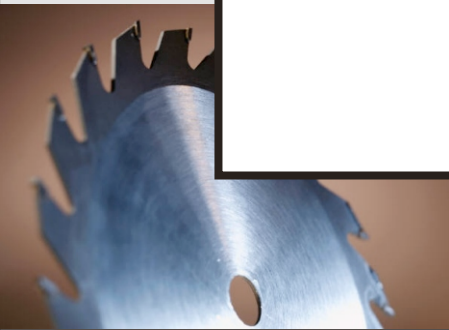
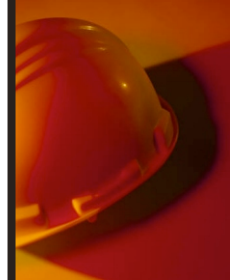
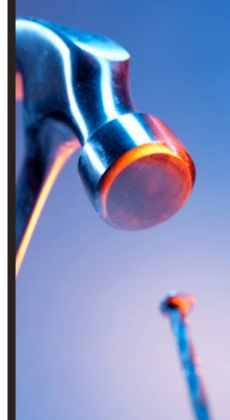
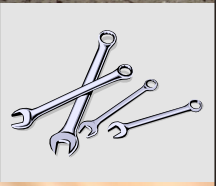
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## Calculations:



# Recycling Centers

<b>ARCADIA RECLAMATION, INC.</b> ..... <b>909-592-7300</b> 1270 Arrow Hwy Irwindale, CA 91706 Accepts: concrete, asphalt, brick, block, rock, rebar, stucco, reinforced concrete pipe	<b>GRAND CENTRAL RECYCLING &amp; TRANSFER STATION.</b> . . . <b>800-442-6454</b> 999 South Hatcher Avenue Industry, CA 91748 Accepts: all construction and demolition debris, green waste
<b>ACTIVE RECYCLING.</b> ..... <b>323-295-7774</b> 2000 West Slauson Avenue Los Angeles, CA 90047 Accepts: appliances, asphalt, brick, cardboard, carpet, concrete, drywall, flooring, glass, gravel, metal, pallets, plastic, roofing, sand, soil, wood	<b>HABITAT FOR HUMANITY-POMONA VALLEY.</b> ..... <b>909-596-7098</b> 2111 Bonita Avenue La Verne, CA 91750 Accepts usable donations of: caulking, concrete, doors, door frames, drywall, electrical materials, hardware, insulation, light fixtures, lumber, plants, plumbing fixtures, roofing materials, sand, screening, siding materials, trees, windows, window frames Note: call first
<b>ACTIVE RECYCLING.</b> ..... <b>323-221-2555</b> 5601 East Valley Boulevard East Los Angeles, CA 90032 Accepts: appliances, asphalt, brick, cardboard, carpet, concrete, drywall, flooring, glass, gravel, metal, pallets, plastic, roofing, sand, soil, wood	<b>HANSON AGGREGATES.</b> . . . . . <b>626-856-6700</b> 13550 East Live Oak Avenue Irwindale, CA 91706 Accepts: asphalt, concrete Sells: base, gravel, sand
<b>ARTESIA SAWDUST PRODUCTS, INC.</b> . . . . . <b>909-947-5983</b> 13434 Ontario Avenue Ontario, CA 91761 Accepts: asphalt, concrete, wood	<b>NU-WAY LIVE OAK RECLAMATION.</b> . . . . . <b>626-334-0719</b> 13620 Live Oak Lane Irwindale, CA 91706 Accepts: asphalt, brick, concrete, dirt, rock, sand
<b>AZUSA LAND RECLAMATION.</b> . . . . . <b>626-334-0719</b> 1211 West Gladstone Street Azusa, CA 91702 Accepts: asphalt, brick, concrete, dirt, rock	<b>PECK ROAD GRAVEL PIT</b> . . . . . <b>626-574-1855</b> 128 East Live Oak Avenue Monrovia, CA 91016 Accepts: asphalt, brick, concrete, gravel, clean dirt, clean sand, clean soil
<b>BRADLEY LANDFILL &amp; RECYCLING</b> . . . . . <b>818-767-6180</b> 9227 Tujunga Avenue Sun Valley, CA 91352 Accepts: green waste, wood	<b>POMONA VALLEY RECYCLING CENTER.</b> . . . . . <b>909-629-5265</b> 1326 East Ninth Street Pomona, CA 91766 Accepts: cardboard, glass, metal, paper, plastic
<b>BURRTEC WEST VALLEY.</b> . . . . . <b>909-899-0911</b> 13373 Napa Street Fontana, CA 92335 Accepts: asphalt, brick, cardboard, concrete, dirt, flooring, glass, green waste, metal, pallets, plastic, rock, wood	<b>PUENTE HILLS MATERIALS RECOVERY FACILITY</b> . . . . . <b>909-629-5265</b> 2808 Workman Mill Road Whittier, CA 90601 Accepts: wood and metal. Mixed C&D cannot be deposited here due to a low diversion rate.
<b>CROWN RECYCLING SERVICES.</b> . . . . . <b>800-633-9933</b> 9147 DeGarmo Avenue Sun Valley, CA 91352 Accepts: all construction and demolition debris, green waste	<b>RECYCLED WOOD PRODUCTS.</b> . . . . . <b>909-868-6882</b> 1313 East Phillips Boulevard Pomona, CA 91766 Accepts: wood
<b>DAN COPP CRUSHING CORP.</b> . . . . . <b>714-777-6400</b> 11901 Highway 71 Chino, CA 91710 Accepts: asphalt, concrete	<b>RECYCLING RESOURCES.</b> . . . . . <b>909-629-9911</b> 1406 West Second Street Pomona, CA 91766 Accepts: aluminum, cardboard, glass, paper, plastic
<b>EARTHSHINE.</b> . . . . . <b>714-897-4311</b> 13633 South Central Avenue Los Angeles, CA 90059 Accepts: asphalt, concrete, dirt (mixed and clean loads)	<b>UNITED ROCK PRODUCTS</b> . . . . . <b>714-578-9600</b> 1245 Arrow Hwy Irwindale, CA 91706 Accepts: concrete, asphalt, brick, clay, dirt, ceramics, glass
<b>GERDAU</b> . . . . . <b>909-899-0660</b> 12459 Arrow Highway Rancho Cucamonga, CA 91739 Accepts: scrap metal	<b>VULCAN MATERIALS.</b> . . . . . <b>626-856-6185</b> 15990 Foothill Boulevard Irwindale, CA 91706 Accepts: asphalt, concrete
	<b>VULCAN MATERIALS.</b> . . . . . <b>626-422-3715</b> 13000 East Los Angeles Street Irwindale, CA 91706 Accepts: concrete, sand, gravel

**Hazardous materials are not accepted at any of the listed facilities.**

**Materials may be recycled at facilities not on this list with City verification and approval.**

# Form A Waste Management and Recycling Plan

*This form is to be completed and submitted to the City of Duarte with your diversion deposit.  
The City will issue a building permit for your project only after approval of this form.*

Job Site Address \_\_\_\_\_ Permit# \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_ Phone # \_\_\_\_\_

Type of project:     new construction     demolition     renovation

Type of building:     non-residential     single-family residential     multi-family residential

Square footage of project: \_\_\_\_\_ ft<sup>2</sup>    Project valuation: \$ \_\_\_\_\_

### **Disposal and Recycling Information**

How will waste be handled during your project? If Burrtec Waste will be the sole waste hauler and you will not be salvaging or reusing materials, then the back side of this form does not need to be completed.

**Job site separation.** Material will be segregated into two or more material-specific bins. For example - one bin for concrete, one bin for metals, one bin for wood, one bin for trash, etc. Bins and bin service must be provided by Burrtec Waste.

**Collection and delivery of mixed loads to a Materials Recovery Facility.** Clean construction and demolition material is commingled into a bin. The mixed loads are then delivered to a Materials Recovery Facility for sorting. Trash should be collected in a separate bin and delivered to a landfill. Bins and bin service must be provided by Burrtec Waste.

**Self haul.** Material is collected in any manner desired by the applicant, and then delivered to recycling centers and landfills using only the applicant's vehicle. If a bin is removed from a vehicle, it is considered a roll off-bin, which would need to be provided by Burrtec Waste.

### **Estimated Disposal Tonnage**

How much material (refuse and recyclables) do you expect to generate through your project? \_\_\_\_\_ tons

### **Diversion Deposit Amount**

Unless specifically exempted by one of the project types listed under Step 1, each person (applicant) who applies for a building or grading permit shall post a cash deposit that is calculated based on the project type.

Determine your deposit amount by using the table in Step 2. **List your deposit amount here:** \$ \_\_\_\_\_

#### FOR CITY USE ONLY

Valuation of Demolition/ Construction \$ \_\_\_\_\_ x 2% =

\_\_\_\_\_ Total Deposit Amount Required

OR \$500 (SFR addition/alteration less than 500 sf)

Deemed Complete     Incomplete

**FINANCE DEPARTMENT**    ACCOUNT# 100-2126

Permit # \_\_\_\_\_

Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Reviewed By: Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Put a check mark next to the types of materials that you intend to generate during your project. Then put a check mark next to the handling method(s) that you intend to use.

✓	Material To Be Generated	Material Handling Method	Waste Hauler	
			✓ Burrtec	Self Haul
	Asphalt	Recycle		
		Reuse/Salvage		
		Dispose		
	Brick	Recycle		
		Reuse/Salvage		
		Dispose		
	Building Materials (ceiling tile, windows, fixtures, etc.)	Recycle		
		Reuse/Salvage		
		Dispose		
	Cardboard, Paper	Recycle		
		Reuse/Salvage		
		Dispose		
	Carpet, Carpet Padding	Recycle		
		Reuse/Salvage		
		Dispose		
	Concrete	Recycle		
		Reuse/Salvage		
		Dispose		
	Dirt	Recycle		
		Reuse/Salvage		
		Dispose		
	Glass	Recycle		
		Reuse/Salvage		
		Dispose		
	Green Waste	Recycle		
		Reuse/Salvage		
		Dispose		
	Gypsum/Dry Wall	Recycle		
		Reuse/Salvage		
		Dispose		
	Metals	Recycle		
		Reuse/Salvage		
		Dispose		
	Mixed C&D	Recycle		
		Reuse/Salvage		
		Dispose		
	Plastic	Recycle		
		Reuse/Salvage		
		Dispose		
	Rock	Recycle		
		Reuse/Salvage		
		Dispose		
	Roofing	Recycle		
		Reuse/Salvage		
		Dispose		
	Tile (ceramic)	Recycle		
		Reuse/Salvage		
		Dispose		
	Wood (lumber, doors, etc.)	Recycle		
		Reuse/Salvage		
		Dispose		
	Other:	Recycle		
		Reuse/Salvage		
		Dispose		
	Refuse	Dispose		
	Universal Waste	Recycle		
		Reuse/Salvage		



## Form B Recycling and Reuse Summary Report

*This form is to be completed and submitted to the City of Duarte within **60 days following the completion of your project**. Submittals beyond 60 days may lead to deposit forfeiture.*

*The purpose of this form is to document the amount of material that was diverted from landfilling. Remember that you must divert from landfilling at least 65% of the material generated by your project.*

*If Burrtec was used for both recycling and trash services, then do not complete the reverse side of this form.*

Complete this form, attach all receipts and weight tags from recycling facilities, deconstruction contractors, salvage companies, and landfills, and submit to:

City of Duarte  
Community Development Department  
1600 Huntington Drive  
Duarte, CA 91010

► **Expect your refund within six weeks from the date you submit this form.**

Permit # \_\_\_\_\_ Permit Finaled Date \_\_\_\_\_

Job Site Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Phone # \_\_\_\_\_

Type of project:     new construction     demolition     renovation

Type of building:     non-residential     residential     multi-family residential

Square Footage of Project \_\_\_\_\_ ft<sup>2</sup>

I, the undersigned, have complied to the maximum extent practicable with the City Code regarding construction and demolition debris diversion. I hereby attest that the information in this report is true and accurate, and that at least 65% of all C&D waste was taken to legitimate recycling, reuse, or salvage facilities as confirmed by the attached receipts.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR CITY USE ONLY

Date Form B submitted \_\_\_\_\_

- Form B submitted and deemed complete within 60 days of permit final?  Yes  No

- Entire project waste processed by Burrtec  Yes  No (\$125 administrative fee to be deducted from refund)

- Weight receipts approved  Yes  No

- 65% of project material diverted  Yes  No

Refundable Deposit Approved.      Total Deposit Paid: \$ \_\_\_\_\_ (Account#100-2126)

Administrative Fee: \$ \_\_\_\_\_ (To Account# 100-5004)

Total Refund Due: \$ \_\_\_\_\_

Refundable Deposit Denied. Reason: \_\_\_\_\_

Reviewed By: Name \_\_\_\_\_ Date \_\_\_\_\_

Use your weight receipts to fill in the table below. If any material was measured in units of volume (for example - cubic feet, cubic yards, etc.), convert it to tons using the conversion factors provided. Note: 1 ton = 2,000 lbs.

Material	Recycled (tons)	Reused (tons)	Disposed (tons)	Total Quantity Generated	Facility Used/Destination
<i>Example:</i> Dirt 10yd <sup>3</sup> = 18,900lbs	5 tons	8 tons	10 tons	23 tons	Recycle – Azusa Land Reclamation Reuse – on job site for grading Dispose – Puente Hills Landfill
Asphalt 1yd <sup>3</sup> = 1,380lbs					
Brick 1yd <sup>3</sup> = 3,024lbs					
Building Materials (ceiling tile, doors, fixtures, windows, etc.)					
Cardboard, Paper 1yd <sup>3</sup> = 100lbs					
Carpet, Carpet Padding 1yd <sup>3</sup> = 84.4lbs					
Concrete 1yd <sup>3</sup> = 1,855lbs					
Dirt 10yd <sup>3</sup> = 18,900lbs					
Glass 1yd <sup>3</sup> = 2,160lbs					
Green Waste 40yd <sup>3</sup> = 4,320lbs					
Gypsum/Dry Wall 1yd <sup>3</sup> = 3,834lbs					
Metals 1yd <sup>3</sup> = 906lbs					
Mixed C&D (commingled, recyclable)					
Plastic 1yd <sup>3</sup> = 22.55lbs					
Rock 1yd <sup>3</sup> = 2,570lbs					
Roofing 1yd <sup>3</sup> = 418.5lbs					
Tile (ceramic) 1yd <sup>3</sup> = 1,214lbs					
Wood (lumber, doors, etc.) 1yd <sup>3</sup> = 329.5lbs					
Refuse	NA	NA			
Other:					
Other:					
<b>Totals</b>					

Fill in the blanks to determine if you have diverted at least 65% of the material generated by your project:

Total Recycled \_\_\_\_\_ + Total Reused \_\_\_\_\_ = \_\_\_\_\_ ÷ Total Quantity Generated \_\_\_\_\_ x 100 = \_\_\_\_\_%