



City of Hesperia

Environmental Programs Division

CONSTRUCTION WASTE MANAGEMENT PLAN PROCEDURES

The City of Hesperia adopted a Construction & Demolition Debris Diversion Program in 2014. The purpose of the program is to promote the recycling or reuse of construction and demolition (C & D) debris of specific materials that represent a large percentage of the City's overall municipal waste stream. A contractor or builder that applies for a building permit is required to remit a Construction Waste Management Plan (CWMP) fee and a deposit in an amount set by resolution of the City Council. Exemptions do exist, and are described below. The CWMP is non-refundable while the deposit is fully refundable if at least 50% of all wastes generated during construction and demolition are diverted from landfills, and appropriate documentation is provided to the City. This packet will guide you through this process, and explain the amount of the deposit, the mechanism for refund, and the documentation required.

DETERMINATION APPLICABILITY & COMPLETE PART ONE

Step 1: Determine Applicability – Unless specifically exempted, each person (applicant) who applies for a building or demolition permit must fulfill the requirements of the construction and demolition program described in this package.

The following is a list of projects that are categorically exempt from documentation and fee requirements:

- Remodel construction projects less than 1,000 square feet.
- Immediate or emergency repair work to protect the public health or safety.
- Installation of new fencing which does not include replacement of existing fencing.
- Excavation and construction of residential swimming pools.
- Roofing projects that do not include removal and/or replacement of an existing roof.
- Work for which only plumbing, electrical, or mechanical permits are required.
- Seismic tie-down projects.
- Installation of alternative energy facilities on developed property.
- One-story detached accessory structures such as storage sheds, provided floor area is less than 120 square feet.

Step 2: Part One Form – If applicable, an applicant is required to prepare a construction waste management plan by completing Part One (enclosed in this packet), "Estimated Material Disposal/Diversion Worksheet," prior to receiving your building permit. On this form, the applicant will estimate the amount of waste they expect to generate through their construction and/or demolition project. Waste materials include, but are not limited to, soil, wood, wallboard, concrete, and mixed trash. As part of your CWMP, you should decide how you intend to assure that at least 50% of the wastes that your project will generate, will be diverted from landfill. Wood, concrete, asphalt, metal, glass, drywall, ceramic, brick, and other materials are all readily recyclable (or reusable if segregated properly). Please note that submittal and approval of an accurate and complete construction waste management plan is a precondition to issuance of any building or demolition permit. Submit your completed Part One Form and applicable fees to the Building and Safety Department with your completed Plan Review application packet or Building and/or Demolition Permit application.

PAY YOUR DEPOSIT & YOUR CWMP FEE

Deposit – Unless specifically exempted by one of the project types listed under step 1, each applicant who applies for a building and/or demolition permit may be required to post a cash deposit in an amount of \$500.

CWMP Fee – In addition to the deposit, a CWMP fee must also be paid to the City. The fee will compensate the City for all expenses incurred in administering the construction and demolition program, including site inspections, document review and processing. The CWMP fee is non-refundable and will be based on project type as follows:

Project Type	Fee
Single Family Residences	\$55
Room Additions	\$55
Multi-family Projects	\$165
Commercial and/or Industrial Construction Projects	\$165

Deposit and CWMP fee payments can be made in the form of cash, check, cashier's check, cash bond, or money order. Payments should be made to:

City of Hesperia
9700 Seventh Avenue
Hesperia, CA 92345

Make your payments when you submit your completed Plan (Part One Form) and construction and/or demolition permit application. If desired, a single payment can be issued to the City for both the deposit and the CWMP fee.

DIVERT C&D WASTES THROUGH RECYCLING OR REUSE

It is the responsibility of every owner, general contractor, subcontractor, and developer to divert the maximum feasible amount of salvageable and reusable materials away from landfilling. Materials diverted prior to demolition and during and after construction are equally eligible for diversion "credit." "Divert" or "diversion" means a reduction in the amount of waste being disposed in landfills by any of the following methods: use of new construction methods that reduce the amount of waste generated, onsite reuse of waste, job site separation and delivery to a recycling facility and/or material recovery facility, delivery of mixed materials to an approved materials recovery facility, and other methods as approved in advance by the City. All waste diversion methods that qualify for a refund of the deposit are subject to restrictions and documentation requirements set forth in regulations promulgated by the City.

Be sure to keep **all** weight receipts issued by any recycling facility and maintain records or logs of the volume and weight of materials reused on the job site.

The City will evaluate and monitor each construction and demolition project to gauge progress toward the diversion requirement.

C&D REPORTING AND DEPOSIT REFUND

Within ten (10) days following the completion of the demolition project and again within thirty (30) days following the completion of the construction project, the applicant shall, as a condition precedent to issuance of any Certificate of Occupancy and refund of security deposit, submit documentation to the Building and Safety Department that proves compliance with the diversion requirements of this program. The documentation shall consist of:

1. A completed Part Two Form, "Actual Material Disposal/Diversion Worksheet," and/or Franchisee's "Construction Material Diversion Verification Worksheet" summarizing the weight data of materials diverted and disposed (all forms are included in this packet). The franchise hauler requires a minimum of two days to complete the Worksheet for all recyclable material processed through their facility.
2. The attached originals or notarized photocopies of receipts and weight tickets from recycling facilities, salvage companies, deconstruction contractors, processors, landfills and franchise hauler. Each receipt must clearly state the project address and service date.
3. Refunding of security deposit shall not be authorized except upon written request filed by original applicant no later than 180 days after the issuance of Certificate of Occupancy or applicable approval.

A properly completed Part Two Form, Actual Material Disposal/Diversion Worksheet, Franchisee Construction Material Diversion Verification Worksheet and all receipts, must be submitted to the City's Building and Safety Department prior to refund of deposit and issuance of a certificate of occupancy.

Deposits will not be refunded to applicants who do not meet the timely reporting requirements of the Municipal Code. Also, failure to conform to the diversion requirements could encumber approval of future permits. A deposit refund will be issued for any project where a building permit was withdrawn or cancelled before any work was begun.

What is a "green" building, and why should I care?

A green building is a sustainable building that is a structure designed, built, operated, and reused in a resource efficient manner. Of the total expenditures owners may make over the course of the building's service lifetime, the design and construction costs, the so-called first costs, will account for five to 10 percent of the total life-cycle cost. In contrast, operations and maintenance costs will account for 60 to 80 percent of the total life cycle.

Some easy tips:

1. Minimize wastewater by using ultra low-flush toilets, incorporate hot water re-circulating systems, and install self-closing nozzles on hoses;
2. Reuse and recycle C&D wastes onsite such as inert wastes for base material for a parking lot; and
3. Protect and retain existing landscaping and natural features including plants that have low water and pesticide needs and generate minimum plant trimmings.



City of Hesperia

CONSTRUCTION & DEMOLITION (C&D) WASTE DIVERSION PROGRAM

Frequently Asked Questions

What is the C&D Debris Diversion program? Construction and Demolition (C&D) wastes represent about 20% of the City's municipal waste stream. The City has enacted an ordinance in which developers and contractors may be required to place with the City a deposit of \$500 that is refundable when at least 50% of wastes generated in a C&D project are diverted (i.e., recycled or reused) away from landfilling. In addition, there is a nonrefundable Construction Waste Management Plan (CWMP) fee based on project type. The program is mandated by Municipal Code Chapter 8.04.

What projects are subject to this ordinance? Unless categorically exempted, all new construction and demolition projects must completely fulfill the requirements of the Municipal Code. Generally, your project will be categorically exempt from the fee, deposit and reporting if it's a remodel project less than 1,000 square feet, if it does not include tear off of existing roofs, tenant improvement projects where building square footage is not increased, projects that require Conditions of Approval, or if the project only requires plumbing, electrical, or mechanical permits. Only one of the above reasons need apply to your project in order for you to receive an exemption. Please note however, that an exemption from monetary and reporting requirements does not mean that you are exempt from the recycling requirement or using the services of the franchise hauler.

Do I have to do this? Yes. This is a citywide ordinance, and all developers and contractors must comply with the program. Certain projects are exempt from fee, deposit, and reporting requirements, but not from the requirement to divert 50% of your projects wastes. If you do not comply, then this could delay receipt of permit(s), certificate of occupancy, or refund of your deposit.

Will it delay start-up of my project? Generally, no, because this matter is addressed at the time you request building and demolition permits. However, if you do not comply with the program or do not submit the required documentation and forms, there could be a delay in issuance of the certificate of occupancy or future permits.

Do I have to pay the deposit? Contractors and developers may be required to pay a deposit of \$500 on projects not exempted to encourage applicants to participate and comply with the program.

Will I get my deposit back? Yes, if at least 50% of all C&D waste from your project is diverted, and if you submit all required forms and documentation, you will receive a full refund. Otherwise, you will get back a prorated amount based on the percentage recycling achieved and considering any extenuating circumstances such as absence of salvage markets. To qualify for a refund, you must complete the Part Two Form, in which you identify and quantify what wastes were generated, disposed, reused, and/or recycled along with their disposition and attach all original or notarized photocopies of receipts and weight tickets from recycling facilities, salvage companies, deconstruction contractors, processors, and landfills and the "Construction Material Diversion Verification Worksheet" from the franchise hauler. If you submit the form and required documentation within 30 days of project completion, and a written request for a deposit refund within 180 days of issuance of Certificate of Occupancy, the City will refund the appropriate amount within six (6) weeks of submittal.

What is the CWMP fee? The City charges a nonrefundable CWMP to cover the costs of staff reviewing the plan, and tracking and reconciling the receipts to ensure compliance.

Can I receive help from the City to meet the terms of this program? Yes, the City will provide expert assistance from its staff and franchise hauler to aid in setting up job site recycling, finding markets, and answering any questions you might have. This help is provided at no charge.

Besides the deposit and CWMP fee, are there any other requirements? Yes, you must complete two forms. One form is completed and submitted prior to issuance of building permits and is called the Estimated Material Disposal/Diversion

Worksheet (Part One). The other form is completed and submitted at the conclusion of your project and is called Actual Material Disposal/Diversion Worksheet (Part Two).

Can someone help me with the forms? Yes, the City has experts available to help with completion of the forms. Further, the franchise hauler will be glad to assist you as well to complete your reporting requirements.

How does one estimate waste? The City and/or franchise hauler can provide assistance to you to estimate your waste based on generation factors common to the industry. However, if you have done C&D projects before, it may be fair to examine how much waste was disposed from past projects and compare that to project square footage. A material conversion table is also included in your packet.

If I'm a resident doing home improvement, do I need to comply with this deposit program? If your home improvement project is 1,000 square feet or more than you must comply with the deposit program. If the project is less than 1,000 square feet you would not need to pay a deposit since all single-family housing projects less than 1,000 square feet are exempt from fees and reporting requirements. Tenant improvement projects where building square footage is not increased will be exempt from a fee. However, you should be aware that the diversion requirement still applies.

Who else is doing this type of program? As C&D waste is a growing statewide problem, many communities are developing and implementing programs. The neighboring communities are currently implementing or have had C&D waste diversion programs for some time.

Why are we doing this now? The City has required C&D materials be recycled for many years through the franchise hauler. However, with the state of California developing a model C&D ordinance, the California Building Standards Commission adopting "Green Building Standards" and the Department of Resources Recycling and Recovery (CalRecycle) enforcing both, the City had to develop a new program for tracking and reporting purposes to be in compliance. Failure to implement this program could cause the City to face up to \$10,000 per day fine and other penalties.

My project is already permitted. Do I still need to comply? If all construction and demolition permits are issued, you do not need to comply with the deposit/fee part of the program at this time. If you have a phased project, and the phases do not have current permits, then the new phases would need to comply with the program. Otherwise, all new non-exempt projects as of the effective date of the ordinance involving demolition and /or construction activities need to comply with the deposit, fee, and reporting requirements.



City of Hesperia

CONSTRUCTION WASTE MANAGEMENT PLAN PART ONE FORM

City Use Only

Date Paid _____	Deposit Amt _____
Building Permit # _____	
Initials _____	Admin Fee _____

Submit completed Plan to the Building and Safety Department with your Plan Review application packet or Building and/or Demolition Permit application.

The City of Hesperia (City) requires all building and demolition permit applicants to prepare a Construction Waste Management Plan (CWMP). The intent of this form is to ensure a minimum of 50% diversion of construction building materials and demolition debris from landfills and comply with State Law. The City requires that contractors and developers utilize the authorized franchise hauler in accordance with Municipal Code Chapter 8.04. If your project is exempt from deposits and fees please complete Section 1, General Information, check the exempt category, and identify project size and value in Section 3.

For assistance with this form, call (760) 947-1345

1. General Information

APN: _____ Date: _____

Project Name: _____

Project Address: _____

Owner's Name: _____ Owner's Telephone: _____

Mailing Address _____ E-mail _____

Contractor Name: _____ Contractor Contact: _____

Contractor Phone: _____ E-mail: _____

Project Type: ☐ New Construction ☐ Demolition ☐ Renovation ☐ Categorically Exempt

Building Type: ☐ Non-Residential ☐ Residential ☐ Multi-Family Residential

Demolition Dates: Start: _____ Finish: _____

Construction Dates: Start: _____ Finish: _____

2. Disposal and Recycling Information

How will waste be handled during the project? (Please check all that apply.)

- ☐ **Job Site Separation:** Material will be segregated into two or more material-specific bins. For example, one bin for concrete, one for metal, one for wood, one for trash, etc.
- ☐ **Collection and Delivery of Mixed Load to a Material Recovery Facility:** All construction and demolition materials and trash are commingled into a bin. The mixed loads are then delivered to a materials recovery facility for sorting. Note: bins must be provided and serviced by the City's franchise waste hauler.

3. Diversion Deposit/Fees and Other Information

Unless categorically exempt (see Project Type listed under Step 1 of procedures), each applicant for a building and/or demolition permit may be required to post a deposit in an amount of \$500.

List Project Value: _____ Dollars List Project Size: _____ Square Feet

4. Responsibility for the Plan

Briefly state who will be responsible for the collection and management of construction materials and how employees/contractors handle waste materials at the project site to ensure salvage/reuse or recycling. Also explain how you will inform your workers/contractors of your CWMP requirements and ensure their participation:

5. Exemption

Please fill out the section below if you believe that your project is entitled to an exemption and should not be required to divert or recycle C&D debris.

6. Certification

I, the undersigned, will comply, to the maximum extent practical, with the Municipal Code regarding construction and demolition diversion. I will use only the City's authorized franchise waste hauler in accordance with Municipal Code Section 8.04 and give a good faith effort toward diverting at least 50% of construction and demolition materials away from landfills. To the best of my knowledge, the tonnage and diversion percentage estimates reported on Part One Form are my best estimate of the disposition of construction and demolition materials generated at this project site.

Prepared By: _____ Date _____

Signature: _____

Print Name: _____

Title: _____

****FOR CITY USE** PART ONE ESTIMATED TONNAGE (PRIOR TO BLDG PERMITS)**

Plan Approval Status:

Exemption Status:

_____ Approved

_____ Exemption Approved

_____ Further explanation needed (see attached)

_____ Exemption Denied

_____ Denied

Comments: _____

Review By: _____ Signature: _____

Building Permit # _____ Date: _____

****FOR CITY USE** PART TWO ACTUAL TONNAGE (PRIOR TO OCCUPANCY)**

Date: _____ Documentation Requested _____ Documentation Provided _____

Comments _____

Reviewer's Name: _____ Reviewer's Signature: _____

50% Diversion: _____ Good Cause _____ Non-Attainment _____

Approval: _____ Not Approved: _____ Reason: _____

PART ONE (Prior to Building Permits): ESTIMATED MATERIAL DISPOSAL/DIVERSION WORKSHEET (In lbs)

7. Material Handling Estimate Tonnage

Please complete this Worksheet to help identify the types of materials, estimated quantities, and the waste material that will be reduced, recycled or disposed from your project site. Estimates should be calculated in pounds. Use the attached Materials Conversion Table on the last page for conversion factors if needed. Fill- in the estimated diversion percentage calculated on line 7a below.

APN _____ Address _____ Project Name _____

Material Type	A Total Quantity Construction Wastes	B Salvaged or Reuse	C Recycling	D Disposal (non-recyclable)	E Actual Destination(s)
<i>Example: Paper</i>	62	15	35	12	<i>Onsite Packaging & John Smith Recycling Center</i>
Acoustical Ceiling Tiles					
Batteries					
Asphalt & Concrete					
Brick/Masonry/Tile					
Cabinets/Fixtures/Doors/Engineered Wood					
Cardboard					
Carpet/Padding/Foam					
Drywall					
Electrical Wiring					
Garbage (non-recyclable)					
Glass (window pane)					
Insulation					
Organic Debris					
Other (specify)					
Plastic (all types)					
Plastic Pipe (PVC)					
Roofing Material					
Scrap Metal (all types)					
Wood, Pallets & Lumber					
TOTALS					

Commingled Sorting Sorted on site

7a. (Total column B + Total Column C)/Column A = # x 100% = Total Diversion Percentage _____%

7b. Is the percentage listed in 7a greater than or equal to 50%? Yes _____ No _____

7c. If NO, please explain why:



City of Hesperia

CONSTRUCTION WASTE MANAGEMENT PLAN SUMMARY REPORT PART TWO FORM

This report is to be completed and submitted to the City of Hesperia Building and Safety Department within 10 days following the completion of the demolition phase and/or within 30 days following the completion of the construction project. The purpose of this report is to confirm that you diverted from landfilling at least 50% of the material generated by your project or made a good faith effort to do so. If you are required to post a deposit and if you submit a written request for your deposit refund within 180 days of issuance of Certificate of Occupancy, the City will refund the appropriate amount within six (6) weeks of submittal.

1. Documents Check-List

A completed Part Two Form packet includes the following:

- ☐ Completed, signed and dated Part Two Form and/or Franchise Hauler Verification Worksheet ☐ Copy of cashier's receipt slip from the Finance Department with deposit identified

All tonnage reports/weight tickets collected during the project from the following sources. Check all that apply:

- ☐ Franchise waste hauler ☐ Salvage companies ☐ Transfer stations
☐ Recycling facilities ☐ Processors ☐ Landfills

Submit your completed packet to:

City of Hesperia
Building & Safety Department
9700 Seventh Avenue
Hesperia, CA 92345

For assistance with this form, call (760) 947-1345

2. Applicant Information

Building Permit # _____ Project Completion Date _____

Project Name: _____

Project Address: _____

Owner's Name: _____ Owner's Telephone: _____

Contractor Name: _____ Contractor Contact: _____

Certification

To the best of my knowledge, the tonnage and diversion percentage estimates reported on Part Two Form are my actuals of the disposition of construction and demolition materials generated at this project site.

Prepared By: _____ Date _____

Signature: _____

Print Name: _____

Title: _____

FOR CITY USE ONLY

Date Received _____ Diversion % _____ Refund _____

☐ Approved ☐ Not Approved Amount of Deposit _____

☐ Conditionally Approved _____

Reviewed by: _____ Date _____

PART TWO (Prior to Occupancy): ACTUAL MATERIAL DISPOSAL/DIVERSION WORKSHEET (In lbs)

Use this form for recycling facilities, salvage companies, deconstruction contractors and landfills.

Advance Disposal, Franchise Hauler, requires a separate worksheet.

3. Material Handling Actual Tonnage

Please complete this Worksheet to identify the types of materials, quantities, and waste material that were reduced, recycled or disposed from your project site. Actuals should be calculated in pounds. Use the attached Materials Conversion Table on the last page for conversion factors if needed. Fill-in the actual diversion percentage calculated on line 3a below.

Material Type	A Total Quantity Construction Wastes	B Salvaged or Reuse	C Recycling	D Disposal (non-recyclable)	E Actual Destination(s)
<i>Example: Paper</i>	62	15	35	12	<i>Onsite Packaging & John Smith Recycling Center</i>
Acoustical Ceiling Tiles					
Batteries					
Asphalt & Concrete					
Brick/Masonry/Tile					
Cabinets/Fixtures/Doors/Engineered Wood					
Cardboard					
Carpet/Padding/Foam					
Drywall					
Electrical Wiring					
Garbage (non-recyclable)					
Glass (window pane)					
Insulation					
Organic Debris					
Other (specify)					
Plastic (all types)					
Plastic Pipe (PVC)					
Roofing Material					
Scrap Metal (all types)					
Wood, Pallets & Lumber					
TOTALS					

Commingled Sorting Sorted on site 3a. (Total column B + Total Column C)/Column A = # x 100% = Total Diversion Percentage %3b. Is the percentage listed in 3a greater than or equal to 50%? Yes No

3c. If NO, please explain why:

Conversion Information (All Projects)

Material	Pounds/CY	Tons/Cy
Acoustical Ceiling Tiles	68	0.03
Asphalt/paving, crushed	1380	0.69
Asphalt/Shingles comp, loose	418.5	0.21
Brick, whole	3024	1.51
Cardboard, uncompacted	100	0.05
Carpet	84	0.04
Concrete, scrap, loose	1855	0.93
Drywall	1620-2160	0.81-1.08
Glass (Window), broken	2,160	1.08
Mixed C&D Debris	900	0.45
Mixed paper loose (construction, fax, manila, some chipboard)	363.5	0.18
Mixed Plastics (HDPE & PET)	32	0.02
Mixed Waste/Trash	100-350	0.05-.0178
Plastic Pipes, loose	341	0.17
Scrap Metal	906	0.45
Wood chips, shredded	500	0.25
Wood scrap, loose	329.5	0.16
Organics (brush, chips, pine needles, stumps, etc.)	See Below	See Below
Brush (prunings), green	47	0.02
Pine Needles, loose	74	0.04
Stumps	1080	0.54
Metals	906	0.45

For more conversion factors, please visit the following: <http://www.calrecycle.ca.gov/LGCentral/Library/dsg/ICandD.htm>;
<http://www.calrecycle.ca.gov/LGCentral/Library/dsg/IOrganic.htm>;
<http://www.calrecycle.ca.gov/LGCentral/Library/dsg/IRecycl.htm>; <http://www.calrecycle.ca.gov/LGCentral/Library/dsg/IMetal.htm>;
<http://www.calrecycle.ca.gov/LGCentral/Library/dsg/IMetal.htm>

In the event that site use constraints (such as limited space) restrict the number of debris boxes that can be used for collection of designated waste the project Superintendent will, as deemed appropriate, allocate specific areas onsite where individual material types are to be consolidated. These collection points are not to be contaminated with non-designated waste types.

Single Family Residential ONLY

Table 2: NAHB Construction Waste Estimate of a Typical 2000 Sq-Ft House

Material	Weight (LBS)	Volume (CU.YD)
Solid Dimensional Wood	1600	6
Engineered Wood	1400	5
Drywall	2000	6
Cardboard	600	20
Metal	150	1
PVC	150	1
Masonry	1000	1
Hazardous Materials	50	-
Other	1050	11
Total	8000	50



17105 Mesa Street
Hesperia, CA 92345
(760) 244-9773

Construction Material Diversion Verification Worksheet

Project Name: _____ Date: _____

Project Address: _____

Contact Name: _____ Contact Phone: _____

Bin(s) Qtr/Size: _____ Site Sq. Footage: _____

Are all Bin(s) for recycling only: Yes No

Are other wastewheelers/bins available for trash? Yes No

If Bins are not only for recycling and no trash bins are located onsite, a percentage will be included in the calculations for trash.

Bin C&D Tonnage Averages +/- 2000 sf Residence

Recyclables	Cubic Yard	Weight (lbs)	Weight Diverted
Concrete	1	1855	_____
Cardboard	1	30	_____
Carpet/Padding	1	84	_____
Roofing Material	1	419	_____
Drywall/Gypsum	1	333	_____
Engineered Wood	1	280	_____
Masonry/Ceramic Tile	1	1100	_____
Metal	1	150	_____
Organics (brush, stumps, branches)	1	1080	_____
PVC/Vinyl	1	95	_____
Solid Sawn Wood	1	267	_____
Trash	1	70	_____
Bin Size (yards)		Subtotal	-
Construction Debris/Recyclables		by Bin	-
Number of Bin Pickups		TOTAL (lbs)	-
Non-Recyclable Total (lbs)			
Percentage Diverted/Recycled			_____

Signature: _____

Date: _____

Print Name: _____

Title: _____

A Transaction History printout must accompany this form and provided to the customer.

To the Customer/Builder: Copies of this form and any receipts you may have obtained from this service are due to the Building and Safety Department, City of Hesperia, CA 92345 at the end of the project.