



## Development Services Construction & Demolition Waste Diversion Form (WDF)

The State of California requires that each local jurisdiction in the State reduce the amount of solid waste disposed in landfills by sixty-five percent (65%). Recycling or reusing construction and demolition debris is essential in reducing waste sent to the landfill. City Ordinance No. 2008-2309 requires waste diversion as a condition of your building permit.

### Covered Projects

- Construction of one new single-family residential structure with 2,000 square feet or more.
- Construction of more than one new single-family residential structure regardless of square footage.
- Construction of all new multi-family residential structures, including condominium conversions, regardless of the square footage.
- The construction of a new commercial building regardless of the square footage.
- Tenant improvements that involve at least 2,500 square feet or more.
- All roofing projects involving concrete tiles, in which the roofing project is at least 1,000 square feet **and** includes tear-off or removal of existing roofing material.
- Any demolition project that involves a residential or commercial structures regardless of the square footage including partial and entire demolitions.
- The construction of an accessory structure to an existing commercial structure that involves at least 5,000 square feet or more.
- The construction of an addition to an existing commercial structure that involves at least 1,500 square feet or more

### Section I

Project or Owner's Name:

Phone#:

Site Address:

Project Description :

Project Square footage: \_\_\_\_\_

Type of construction:

- New construction    Renovation, remodel or demolition    Roofing only

**Section II Estimated Waste Generated and Diverted**

**Applicant may choose to use the General Conversion Factor (below) or choose the Itemized Conversion Factor method to calculate estimated waste generated.**

To calculate waste generated, I will use:

- General Conversion Factor method (table below)
- Itemized Conversion Factor method (form provided by City)

**General Conversion Factor Table**

Residential	Conversion Factor	Non-Residential	Conversion Factor
Demolition SFD (entire) (includes roof/slab)	111	Demolition (entire)	155
Demolition SFD (partial) (including roof)	50	Demolition (interior only)	29
Demolition (walls only)	29	New Structure	3.9
Demolition Single Family Dwelling Interior Wall	6	Tenant Improvement	3.9
New Single Family Residential	4.6	Addition	29
Demolition Multi-family (entire, including roof/slab)	127	Patios, Awnings	See Roofing conversion Table
New Multi-Family Residential	4		

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ / 2000 = \_\_\_\_\_  
Project square feet      Conversion factor from table      Total pounds      Tons

Estimated waste to be diverted: \_\_\_\_\_ (Tons)

Proposed Facility/Vendor: \_\_\_\_\_

CD \_\_\_\_\_

**Section III Roofing Only Project**

Complete this section only if this is a roofing only project

$$\frac{\text{Project square feet}}{\text{Conversion factor}} \times \text{Conversion factor} = \frac{\text{Total pounds}}{2000} = \text{Tons}$$

Type of Roofing	Conversion factor
Wood	3 lbs
Asphalt Shingle	3 lbs
Clay/Concrete Tile	10 lbs
Tar & Gravel	7 lbs

**Section IV Required deposit**

- New construction \$ .20 X \_\_\_\_\_ sq. ft. = \$ \_\_\_\_\_
- Remodel, Renovation, or Demolition \$ .35 X \_\_\_\_\_ sq. ft. = \$ \_\_\_\_\_
- Roofing only project \$ .10 X: \_\_\_\_\_ sq. ft. = \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_ (if paid by Cash, Certified Check, Money Order)  
Account # 731-1141

Administration fee: \$ 118.00 (non-refundable) Account # 731-06028-3552

Total Paid \$ \_\_\_\_\_

Form of Deposit::

Cash, Certified Check, Money Order

**-or-**

Certificate of deposit

Surety Bond

Letter of Credit

Performance Bonds

Sent to City Attorney on: \_\_\_\_\_

City Attorney approval date: \_\_\_\_\_

CD \_\_\_\_\_

**Section V Acknowledgment of responsibility:**

*(Must be signed by both the owner and the contractor)*

I certify under penalty of law that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of deposit forfeiture.

I understand that as a condition of my permit, I am required to divert 75% of inert debris and 65% of remaining construction and demolition debris generated by a covered project. I am aware that I am responsible for the actions of all subcontractors with regard to this diversion requirement. I understand the consequences of not meeting the diversion requirement including but not limited to denial of Certificate of Occupancy and/or final inspection.

I am aware that after satisfying the diversion rate requirements, I must request a refund of deposit within 30 days of final inspection.

_____ Owner's Signature (Required)	_____ Contractor's Signature (Required)
_____ Address	_____ Address
_____ City, State, Zip	_____ City, State, Zip
_____ Date	_____ Date

**Section VI Refund Information: PLEASE PRINT**

Name or Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone (optional): \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

CD \_\_\_\_\_

**Do not write below this line. For Official Use only**

**Section VII Summary of Actual Waste Diverted**

*Complete this section after final inspection.*

Diverted: \_\_\_\_\_ tons Proof Submitted: No  Yes  attach to form

Recycle use: \_\_\_\_\_  
(photos suggested). Attach proof to form

Final inspection date: \_\_\_\_\_ Refund request date: \_\_\_\_\_  
Within 30 days of final

Diversion requirement met?  YES  NO  PARTIAL Percentage: \_\_\_\_\_

Release of Deposit	
Permit #: _____	Date: _____ Cash Receipt No. _____ Completed by: _____
Cash Deposit Amount: \$ _____ (excluding Administrative Fee)	
Refund: \$ _____	from Account# 731-1141
Transfer \$ _____	to Account# 731-06028-3815
Total \$ _____ must be equal to original <u>cash</u> deposit (excluding Administrative Fee)	
<b>Release:</b> <input type="checkbox"/> Certificate of deposit <input type="checkbox"/> Surety Bond <input type="checkbox"/> Letter of Credit <input type="checkbox"/> Performance Bonds	

Refund / Release Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Building Official  
Approval: \_\_\_\_\_

Date: \_\_\_\_\_

<i>Finance Department Validation</i>
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