



City of Oakland Building Permit Applicants

Construction & Demolition Debris Recycling Requirements OMC 15.34

Effective July 1, 2000

Affected Building Permit applicants are required to develop a recycling plan for all waste, scrap, and debris generated for the scope of work covered by a building permit. The Waste Reduction & Recycling Plan (WRRP) is due with the permit application and must be approved prior to issuance of a building permit. Failure to submit in a timely manner may delay the issuance of permit(s). The following types of permits are affected:

- * **All New Construction**
- * **Demolition**, excluding single family & duplex
- * **Alteration/Addition**, with construction valuation of \$50,000 or greater, excluding single family & duplex

The WRRP documents how Applicants will meet the City's goal of reducing the quantity of construction and demolition (C&D) debris sent to landfills by 65% or greater.

Deliver completed WRRP forms to the Building Permit Counter, 250 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA, 94612. Allow 3-5 business days for processing

DO NOT FAX FORMS.

Have questions? Contact the Construction & Demolition Debris Recycling Program at

(510) 238-SAVE (7283)

or

www.oaklandrecycles.com

What You Need to Know

In 1990 almost 25% of what Oakland sent to landfill was from building and demolition activities. State law mandates communities to reduce the total amount by 50% and City Council adopted a 75% goal and we are on the way to meeting the goal. You are a part of the solution.

The Construction and Demolition (C&D) Recycling Program was established to help meet the 75% recycling goal by targeting all materials generated during construction or demolition projects, including the spoils from removing a parking lot; new drywall, framing, and CMU scraps; and whole buildings being demolished. In the past all of this “waste” has been treated as garbage. It is not garbage anymore. Nearly everything found on a construction site has some value. Value can be in the form of actual cash like scrap metals, or reduced fees for tipping, like clean lumber and drywall.

Keeping materials separated will ensure that maximum value is achieved. Use the Builder’s Guide to Reuse and Recycling to find vendors. Separating materials for recycling can save money and resources.

What You Need To Do

There are 3 steps to comply with the City’s C&D Debris Waste Reduction and Recycling Requirements:

- **Step 1 - Complete and submit a WRRP with your Building Permit application, do not fax.**
- **Step 2 - During construction/demolition, gather data for your Recycling Summary Report.** These include weight/gate tags, receipts, and invoices for services.
- **Step 3 - Submit your completed Construction and Demolition Recycling Summary Report (CDSR) at project completion, prior to Final, TCO or CO.**

Technical Assistance is available by calling **(510) 238-SAVE (7283)**.

Step 1 – Complete and Submit a Waste Reduction & Recycling Plan (WRRP)

This is part of your building permit application. The WRRP is your plan for reusing and/or recycling 100% of all Asphalt/Concrete and Masonry waste and 65%, or more, of all other debris from your project. The WRRP indicates:

- Estimated quantities of C&D debris generated (Column A) based on materials take offs.
- Estimated quantities of materials slated for reuse, recycling, and/or disposal (Columns B, C, D)
- Vendors or facilities you plan to use (Column E)

All quantities must be listed in tons. To convert volume (e.g., cubic yards, square feet, etc.) to tons, use the C&D Materials Conversion Worksheet provided in this packet.

If the minimum recycling rate is not met, additional information (in writing) explaining why must be provided. For example, written verification of hazardous materials contamination is required if stated as the reason for not meeting the City’s waste reduction and recycling requirements.

To use a facility not listed in the Builders Guide to Reuse and Recycling you must provide documentation the facility is fully licensed and processes materials in accordance with City of Oakland recycling standards at time of submittal.

Where To Submit Forms: Submit completed WRRPs at the Building Permit Counter, 250 Frank H. Ogawa Plaza, 2nd Floor. Keep a copy for your records. Incomplete or inaccurate recycling plans will be returned by US Postal Service and may cause a delay in the issuance of a building permit.

Who Should Complete The WRRP: The Applicant (e.g., architect, owner, etc.) is ultimately responsible for submitting a completed WRRP with their Building Permit application. The WRRP may be completed by whoever is most knowledgeable about the types and quantities of debris that will be generated from the project. If you need help, ask the contractor, subcontractor, or estimator for assistance.

There is also an instructional video available which outlines step by step how to complete the WRRP. Ask at the Building Permit Counter or call 510-238-SAVE (7283) to request a copy.

Subcontractor Participation: If subcontractors are required to remove debris from the job site, they can play a key role in helping you meet the City's recycling requirements. Inform subcontractors of your waste reduction and recycling program, outlined on the WRRP, and what is required early in the project. The applicant must provide documentation for any materials subcontractors are hauling. Documentation must include types, quantities and destination of materials, and specify amount salvaged or recycled. We strongly recommend including specifications or other language for recycling and/or reuse in your contracts. Sample specifications are available online at www.oaklandrecycles.com, click on "[Recycle During Construction](#)". Informing your sub-contractors of your requirements up front helps eliminate confusion later.

Where To Take Materials: [The Builders' Guide To Reuse & Recycling](#) lists local facilities and the materials they accept. Guides are available at the Building Permit Counter located on the 2nd Floor, 250 Frank H. Ogawa Plaza or call 238-SAVE to receive one by mail. To view the Builders' Guide online, visit www.oaklandrecycles.com Click on "[Recycle During Construction](#)" then look for "Recycling Directory."

Obtaining Additional Forms:

- Online at www.oaklandrecycles.com Click on "[Recycle During Construction](#)."
- At the Building Permit Counter.

Review Process: The WRRP Form will be reviewed to ensure that it is complete and accurate. City staff will review the WRRP to determine if the applicant's estimates for quantities of materials generated and overall plan for reducing waste by 65% or greater are realistic. The review process for a properly completed WRRP is 3 to 5 business days.

Recycling plans will be returned by mail to the applicant for the following reasons: form incomplete, writing illegible, calculations unrealistic or inaccurate, wrong form submitted. A hold will be placed on issuance until revisions are received and approved. Staff is not responsible for delays due to requests for revisions.

Step 2 – Gather Data For Your Summary Report

After your Building Permit is issued and you are ready to begin work, you will need to begin recording information for your Summary Report. Unlike the WRRP, which is an estimate, the Summary Report documents your actual tonnages of debris generated by construction or demolition activities. You are required to keep all weight tags, gate receipts, and/or invoices necessary to document actual quantities of materials generated, reused, recycled, and/or disposed of throughout the project, as well as a listing of facilities or service providers used.

Tracking Forms are available at the Green Building Center located on the 2nd Floor, 250 Frank H. Ogawa Plaza, or online at www.oaklandrecycles.com, click on "[Recycle During Construction](#)."

It is your responsibility to obtain written receipts from subcontractors and other parties removing debris from your site. Notify subcontractors/hauler(s) of this requirement before work begins. The City may review weight tags or other related documents at any point in the project.

City staff is available for technical assistance
Call (510) 238-SAVE (7283) or visit the web,
www.oaklandrecycles.com

Step 3 – Complete and Submit Your Summary Report

Deliver completed Summary Reports to the City prior to sign off at Final Inspection, and issuance of a temporary certificate of occupancy or certificate of occupancy. As indicated in Step 2, this is a final tally of actual tons of waste generated during construction and or demolition projects. Quantities must be verifiable, based on weight tags or other sufficient documents. Submit Summary Report to the Building Services Counter, 250 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612, prior to Final Inspection or to the Building Inspector at Final Inspection. Retain a copy for your records.

If less than 50% of the C&D debris from the project was diverted from landfill disposal, you must submit documentation with your Summary Report demonstrating that a “good faith” effort was made to achieve the 50% waste reduction goal. Documentation must specify the reasons why requirements were not meant.

Summary Reports are due at Final Inspection. .

Review Process: The **Summary Report** will be reviewed after Final Inspection and prior to issuance of a temporary certificate of occupancy, or certificate of occupancy, to determine if the applicant met or exceeded the goals for reuse and recycling stated in their WRRP.

Additional Information & Resources

C&D Recycling Resource Binder – located in the Green Building Resource Center (see listing below). Contains detailed instructions and information on meeting the City’s C&D Debris Waste Reduction and Recycling Requirements, and minimizing job site waste. Topics include:

- ❖ Frequently Asked Questions
- ❖ Detailed Instructions for completion of WRRP & CDSR Forms
- ❖ C&D (Mixed Debris Recycling) Rebate Program
- ❖ How To Set Up A Recycling Program
- ❖ Contacts/Resources
- ❖ Building Products
- ❖ Case Studies
- ❖ Oakland’s Waste Reduction & Recycling Ordinance

Green Building Resource Center - located at 250 Frank H. Ogawa Plaza, 2nd Floor (by Zoning Counter). Learn about new building products, practices, and services minimize the environmental impact of building projects. The library, which includes product samples, covers topics such as Energy and Water Conservation, Stormwater Treatment, Non-toxic Building Materials, Solar Energy, Land Use and many other topics. Use the Center’s computer to access the web for www.stopwaste.org and other great resources online!

City of Oakland Website (C&D Debris Section) – All of the above information is available online at www.oaklandrecycles.com, click on “[Recycle During Construction.](#)”

What is C&D Mixed Debris? Who can haul materials in Oakland?

Mixed C&D debris is a mixture of three or more materials (e.g. wood, paper, drywall, roofing, film plastic, insulation, conduit, etc.) from construction or demolition sites where more than 10% by weight of the total load is non-recyclable or materials not commonly recycled into products other than Alternative Daily Cover.

Mixed Recyclables is a mixture of three or more commonly recycled materials (e.g. wood, metal, corrugated, concrete) where less than 10% by weight of the total load consists of non-recyclable materials.

It is unlawful for any person other than the City's licensed franchised solid waste collector to collect or haul solid waste within the City limits except:

- (a) Recyclables (unpainted wood, scrap metals, new drywall scrap), which consist of materials that have been separated from general debris for the express purpose of recycling. Loads consisting of recyclable materials that contain more than ten percent of residual (non-recyclable) materials shall not be considered recyclable; or,
- (b) Construction and Demolition debris that is; (1) removed from a premises by a licensed contractor as an incidental part of a total construction, remodeling or demolition service offered by that contractor, and; (2) directly loaded onto a fixed body vehicle and hauled directly to a transfer station, or disposal facility.