



City Of Santa Monica
Building and Safety
1685 Main Street Rm. 111
(310) 458-8355

DEMOLITION PERMIT INFORMATION

Several steps are involved in obtaining a demolition permit from the City Of Santa Monica. This packet is designed to help you understand that process. Please read it carefully and completely. If you have any questions, we will be happy to help you.

To apply for a demolition permit, please submit the following to Building and Safety:

1. Completed application form. Current property owner must sign "Owner's Agreement" section on second page.
2. A Site Plan and Property Maintenance Plan. (To be provided on the back of the application form.)
3. A photograph of the site and all buildings to be demolished.
4. A photograph of the sign posting for demolition (see sign posting requirements sheet).
5. Rent Control exemption declaration for single family dwelling signed by owner, if applicable.

Once a Demolition Permit Application has been submitted to Building and Safety, the application will be reviewed and approved by:

1. Santa Monica Rent Control Department: See attached requirements.
2. Public Landscape: Contact Urban Forest staff at 310.458.8974 or via email at Trees@smgov.net for Tree Protection requirements. Demolition permits will not be released until a tree protection fence is installed and approved.
3. Solid Waste: See attached requirements
4. City Planning Division: This may include approval for replacement project when required and Landmarks clearance for structures over 40 years old. (Minimum 75 days from filing.)

Demolition plan check valid for one year. If a replacement project is required, demolition plan check valid for two years.

Once the application has been approved, the Demolition Contractor must return to Building and Safety to pull the permit. To pull the permit, please submit the following documentation:

1. Public Works Department: The waste management plan form must be filled out and submitted prior to sign-offs on sign-off sheet for Sewer Cap permits, Use of Public Property permits and verification of water availability. Each section on the sign-off sheet (attached) must be signed.
2. Rodent and Vermin Certification: This form (attached) must be filled out and signed by a Licensed Pest Control Agency verifying the site has been inspected.
3. Asbestos: Asbestos Report Required. Asbestos Certification form (attached) must be signed by the property owner and /or a State Certified Asbestos Contractor verifying the site has been inspected for asbestos and the Air Quality Management District (AQMD) has been informed of the intention to demolish. State law requires you provide a copy of AQMD demolition notifications to the Building Division prior to permit issuance. AQMD receipt verification required (fax confirmation or certified mail receipt signed). [AQMD : (800) 288-7664]
4. The sign-off sheet (attached) verifying that gas, electric and telephone utilities have been shut off at the property prior to permit issuance, and verifying that the Fire Department has been notified of pending demolition at least five days prior to demolition, must be signed by the property owner.

RENT CONTROL CLEARANCE FOR DEMOLITION PERMITS

Prior to demolishing any residential rental unit in the City, the owner must obtain clearance from the Rent Control Board. Please read the following property descriptions to determine which applies to subject property.

I. MULTI-UNIT RESIDENTIAL RENTAL PROPERTIES

Owners of controlled rental property may not demolish or change the use of any residential rental property with four or more units without first acquiring a removal permit under Section 1803(t) of the Rent Control law, or obtaining an exemption determination, or having withdrawn the controlled rental unit pursuant to the provisions of the Ellis Act. Specific information regarding these procedures may be obtained from the Rental Control Board office, City Hall, Room 202.

II. PROPERTIES WITH TWO OR THREE RESIDENTIAL UNITS

Owners of these properties who have obtained an exemption from Rent Control based upon their occupancy are eligible to receive a demolition permit if:

- a. The owner who has the exemption is applicant/developer;
- b. The exemption is valid (all conditions which entitled owner to exemption remain in effect); and
- c. The owner signed the Rent Control declaration stating his/her intent to continue to reside on the property after construction.

Once the exemption based upon owner occupancy lapses, (the owner no longer owns and/or resides on the property as their principal place of residence), demolition applications can NOT be processed for that property.

III. SINGLE FAMILY DWELLINGS

There are two ways in which a single family dwelling (SFD) may qualify for exemption from Rent Control:

A. SFD – Which was not used for Rental Purposes on July 1, 1984

Santa Monica City Charter, Section 1815 grants a permanent exemption for a parcel which contains no more than one single family dwelling if it was not used for residential rental purposes on July 1, 1984.

Procedure: Complete and file a Rent Control Board *Declaration for Single Family Dwelling*. If you are seeking to demolish the structure, please inform Rent Board staff when filing the Declaration.

B. SFD rented on July 1, 1984, but subsequently owner-occupied for two consecutive years

The owner is eligible for a permanent exemption if the SFD was rented on July 1, 1984, but subsequently has been owner-occupied for two consecutive years. The owner must file an application for this permanent exemption while he or she occupies the unit. The application will be processed within 90 days of the date of filing. If the Rent Board grants this exemption, it is permanent and allows successor owners the right to demolish without further approval from the Rent Control Board.



**The City of Santa Monica
Building and Safety Division
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SIGN POSTING REQUIREMENTS

The property which is subject to demolition shall be posted with a sign prior to application for a Demolition Permit. When the application is filed, the applicant must submit photographs of the site to verify the posting. One photograph must clearly show the sign text. The other photograph(s) must show the location(s) of the sign(s) on the property.

The sign shall conform to the following requirements:

1. Size: Shall be 2' X 2'
2. Location: A sign should be posted at property line along each street frontage.
3. The sign shall include only the following factual information:
 - a. Title: NOTICE OF INTENT TO DEMOLISH
 - b. Location of Property
 - c. Name and telephone number of property owner.
 - d. Building and Safety Division phone number: (310) 458-8355
4. The lettering style shall be a standard typeface (Helvetica or similar).
5. The sign(s) shall remain in place until the demolition has begun.

Example:

<p>NOTICE OF PENDING DEMOLITION PERMIT</p> <p>PUBLIC NOTICE IS HEREBY GIVEN THAT THE OWNERS OF THIS PROPERTY INTEND TO APPLY FOR CITY PERMITS TO DEMOLISH STRUCTURE(S) ON THIS PROPERTY.</p> <p>PROPERTY ADDRESS: _____ _____ _____</p> <p>DATE OF POSTING: _____</p> <p>PROPERTY OWNER: _____ Name: _____ Phone: _____</p> <p>FOR INFORMATION REGARDING THE STATUS OF THIS APPLICATION CONTACT THE DIVISION OF BUILDING AND SAFETY, 1685 MAIN STREET, SANTA MONICA, CALIFORNIA (310) 458-8355</p>



FREQUENTLY ASKED QUESTIONS FOR ASBESTOS REMOVAL & DEMOLITION

QUESTION	ANSWER
<p>Where can I find information about asbestos removal or building demolition questions?</p>	<p>You can find the information in the SCAQMD asbestos web page located at: Asbestos Removal & Demolition</p>
<p>Where can I find the asbestos removal or demolition Notification forms, fees and other information?</p>	<p>At the SCAQMD Asbestos Removal & Demolition web page:</p> <ol style="list-style-type: none"> 1. See Notification Form 2. See Notification Fee Information 3. See Notification Form Instructions
<p>Who can I call about asbestos removal or building demolition questions?</p>	<p>Call the SCAQMD: Asbestos Hot Line at (909) 396-2336 Tuesday–Friday, 7:30 am – 5:00 pm For after-hours emergencies, call 1-800-CUT-SMOG. Leave a message stating the reason for the emergency and that you want an asbestos supervisor to respond to your call.</p>
<p>Do I need to have an asbestos survey prior to any demolition or renovation?</p> <p>Do I need to have an asbestos survey before I send a Notification to SCAQMD?</p>	<p>YES</p> <ul style="list-style-type: none"> • An asbestos survey report signed by a Certified Asbestos Consultant is required prior to any demolition or renovation. See Rule 1403 (d)(1)(A)
<p>What is a demolition?</p>	<p>Rule 1403 defines a demolition as the wrecking, or taking out, of any load-supporting structural member of a facility or structure and related handling operations, or the intentional burning of any facility.</p>
<p>What is a renovation?</p>	<p>Rule 1403 defines renovation as the altering of a facility or the removing or stripping of one or more facility (structure) components in any way.</p>



FREQUENTLY ASKED QUESTIONS FOR ASBESTOS REMOVAL & DEMOLITION

QUESTION	ANSWER
<p>Who needs to file the Asbestos Removal or Demolition Notification form(s)?</p> <p>Who should fill out the Notification?</p>	<p>CONTRACTORS</p> <ul style="list-style-type: none"> The Contractor(s) that will remove asbestos and/or demolish the structure. Notification Forms should be completed, signed, paid, and mailed by the contractor performing the asbestos removal and/or demolition project. See Notification Form Instructions
<p>Are there exceptions to the Notification requirement?</p>	<p>YES, only for asbestos removal Notifications</p> <p>No Notifications are required for:</p> <ul style="list-style-type: none"> Asbestos removals of less than 100 square feet.* Renovations with no asbestos, or asbestos content less than or equal to 1%. <p>Renovation is defined in Rule 1403 (c)(34) and includes altering, retrofitting or remodeling a structure in any way.</p> <p>* NOTE: Other Rule 1403 requirements such as emissions controls, annual Notification, and recordkeeping apply.</p> <p>** All demolitions require a Notification **</p>
<p>Are homeowners required to file a Notification Form for a demolition project?</p>	<p>YES</p> <ul style="list-style-type: none"> <i>Only when the homeowner is performing the house demolition work himself and has not hired* a contractor</i> <p>NOTE: An asbestos survey report and asbestos removal is required prior to any demolition and other Rule 1403 requirements apply.</p> <p>* <i>Whenever a contractor participates in the demolition work, the contractor must submit a Demolition Notification.</i></p>
<p>For renovations, are homeowners exempt from all or part of Rule 1403?</p>	<ul style="list-style-type: none"> There is an exemption that applies only to the legal owner of the single unit family dwelling (house) who is a permanent resident of this house and is PERSONALLY performing this house renovation themselves (NOT employing a contractor or laborer, and not being helped by friends, family or anyone else). See Rule 1403 (j)(9) <p>NOTE: Other Rule 1403 requirements may apply.</p>



FREQUENTLY ASKED QUESTIONS FOR ASBESTOS REMOVAL & DEMOLITION

QUESTION	ANSWER
<p>I am a homeowner renovating my house; can I remove the asbestos myself from my house?</p>	<ul style="list-style-type: none"> Only if you are the legal owner and a permanent resident of this house (single unit family dwelling), and you are PERSONALLY performing the asbestos removal (not employing a contractor or laborer, and not being helped by friends, family or anyone else). See Rule 1403 (j)(9) There are no exemptions for owners of condominiums, townhouses, or apartments. <p><i>Due to health hazards and hazardous waste disposal requirements the SCAQMD does not recommend that homeowners remove asbestos.</i></p> <p>NOTE: Rule 1403 (f) requirements apply for asbestos waste disposal.</p>
<p>Where do I send my completed Notification form?</p>	<p>SCAQMD P.O. Box #55641 Los Angeles, CA 90074-5641</p> <p>NOTE: Keep copies of your Notification Form for your record, to post at the site, and to obtain a city demolition permit. See California Health and Safety Code 19827.5 and Rule 1403(d)(1)(H).</p>
<p>Do I need an SCAQMD demolition permit or an asbestos permit?</p>	<p>NO</p> <ul style="list-style-type: none"> The SCAQMD does not issue permits for demolition or asbestos removal. Rule 1403 requires a Notification Form to be submitted to SCAQMD 10 work days prior to any demolition or removal of more than 100 square feet of asbestos greater than or equal to 1%.
<p>Are there due dates for the Notification and fee?</p>	<p>YES</p> <ul style="list-style-type: none"> Notifications and associated fees are due 10 work days BEFORE work starts.
<p>How is the Notification fee determined?</p>	<p>By the size of the project in square feet (see Fee Information)</p> <ul style="list-style-type: none"> Removals require fees based on the amount of asbestos to be removed. Demolitions require fees based on the size of the structure, or portion of the structure, being demolished.
<p>What are the Notification fees and where do I find them?</p>	<p>Fees are specified in SCAQMD Rule 301, Table VI. They are usually updated annually as of July 1.</p> <ul style="list-style-type: none"> A summary of fee requirements is provided at Fee Information
<p>Can I hand carry my Notification to SCAQMD?</p>	<p>SCAQMD strongly recommends that you mail the Notifications to save time, money, reduce traffic and air pollution. However, you can drop the Notification in the inbox labeled "Asbestos Notifications" located at the cashier's window in the lobby at SCAQMD's Diamond Bar Headquarters.</p>



FREQUENTLY ASKED QUESTIONS FOR ASBESTOS REMOVAL & DEMOLITION

QUESTION	ANSWER
<p>Can I submit my Notification without fees?</p>	<p>NO</p> <ul style="list-style-type: none"> • Notifications submitted without appropriate fees are deemed incomplete and will be returned to sender and referred to the Air Toxics Compliance Unit. See Rule 301 (o)
<p>Do I need to notify SCAQMD if I am doing building partition demolition?</p>	<p>NO</p> <ul style="list-style-type: none"> • Demolition of non-load bearing members (or soft demo), and/or removal of asbestos-free structure partitions, are exempt from Notification. Renovations without asbestos <u>do not</u> require Notification. See Rule 1403 (d)(1)(A) survey requirement.
<p>What's the purpose of the 14 day waiting period?</p> <p>Why do I have to wait 14 calendar days?</p>	<p>INSPECTION</p> <ul style="list-style-type: none"> • To allow SCAQMD time to receive and verify the information submitted and inspect the site.
<p>When can I expect an inspector at my site; before, during, or after abatement /demolition?</p>	<p>ANY TIME</p> <ul style="list-style-type: none"> • An inspector may visit your site any time before, during, and/or after renovation/demolition/completion. • Inspectors verify compliance with asbestos removal procedures, and confirm that the asbestos was removed prior to demolition or renovation.
<p>Do I have to notify for a demolition if there is no asbestos?</p>	<p>YES</p> <ul style="list-style-type: none"> • All demolitions require Notification to allow inspection and confirmation that there is no asbestos present in the structure prior to demolition. See Rule 1403 (d)(1)(B)
<p>Do I have to notify for a demolition if I "know" or believe there is no asbestos?</p>	<p>YES</p> <ul style="list-style-type: none"> • Although you may think the structure is asbestos-free, Rule 1403 (d)(1)(A) requires an asbestos survey report, regardless of the structure age, prior to demolition to determine and verify the absence or presence of asbestos
<p>Can anybody remove asbestos from a building if there is less than 100 square feet of asbestos present?</p>	<p>NO</p> <ul style="list-style-type: none"> • Only asbestos removal contractors listed at The Cal-OSHA Asbestos Registration are allowed to remove asbestos in the State of California. <p>NOTE: See FAQ regarding homeowner exemption Rule 1403 (j)(9).</p>



FREQUENTLY ASKED QUESTIONS FOR ASBESTOS REMOVAL & DEMOLITION

QUESTION	ANSWER
<p>I am a contractor; can I remove asbestos if there is less than 100 square feet of it?</p>	<p>NO</p> <ul style="list-style-type: none"> Only asbestos removal contractors listed at The Cal-OSHA Asbestos Registration are allowed to remove asbestos in the State of California.
<p>Do I have to remove non-friable asbestos before I can demolish a building?</p>	<p>YES</p> <ul style="list-style-type: none"> ALL the asbestos is required to be removed prior to demolition to prevent non- friable materials being rendered friable during the demolition. See Rule 1403 (d)(1)(C) requirement
<p>Do you offer financial assistance for asbestos removal?</p>	<p>NO</p> <ul style="list-style-type: none"> There is no federal, state or local financial assistance for removing asbestos.
<p>Is there any way I can do the demolition before the 14 calendar days have elapsed?</p>	<p>NO, except that</p> <ul style="list-style-type: none"> Government Agency-ordered demolitions with proof of a written order, an asbestos survey report, and confirmation that all the asbestos was removed, may be allowed to submit an Ordered Demolition Notification. Email all the above paperwork to Rule1403Notifications@aqmd.gov.
<p>The Building and Safety Department told me I need to call you regarding the demolition permit. Is this true?</p>	<p>YES</p> <ul style="list-style-type: none"> California Health and Safety Code 19827.5 prohibits cities from issuing demolition permits until you provide the city with a copy of the demolition Notification that you submitted to SCAQMD. See the following questions for more details.
<p>Does SCAQMD send a letter to me or the city verifying that my Notification has been received and that my demolition permit can be issued?</p>	<p>NO</p> <ul style="list-style-type: none"> No SCAQMD verification is required per California Health and Safety Code 19827.5 but some cities require that you submit proof of Notification to SCAQMD before they issue a renovation or demolition permit. Upon request SCAQMD can provide you a printout of the Notification computer tracking record that can serve as proof of Notification. You can also send the Notification to SCAQMD via certified mail with return receipt request.



FREQUENTLY ASKED QUESTIONS FOR ASBESTOS REMOVAL & DEMOLITION

QUESTION	ANSWER
<p>Was the use of asbestos banned?</p> <p>In what year was asbestos banned?</p>	<p>NO</p> <ul style="list-style-type: none"> The EPA announced a phased-in ban of most asbestos products, but it was never implemented (U.S. Federal Bans on Asbestos). Asbestos has not been banned and is still in use in some countries. However, in the USA, insurance, finance and litigation has virtually eliminated the use of asbestos in building materials.
<p>My house was built in the 1980s or later and I know it has no asbestos; do I still have to have it surveyed?</p>	<p>YES</p> <ul style="list-style-type: none"> Regardless of the date of the building construction, and because of potential unknown renovations, Rule 1403 (d)(1)(A) requires an asbestos survey report prior to demolition to determine and verify the absence or presence of asbestos
<p>We have a Pre-Approved Procedure 4 or 5 plan and we are assuming that all of the suspect material is asbestos, do we need to have a site specific survey for each project?</p>	<p>YES</p> <p>Rule 1403 requires that affected facility or facility component(s) be thoroughly surveyed for the presence of asbestos by a Certified Asbestos Consultant prior to any demolition or renovation activity. The survey shall include the inspection, identification, and quantification of all friable, and Class I and Class II non-friable asbestos-containing material, and any physical sampling of materials.</p> <p>The exemption for assuming that a material is asbestos can only be exercised by a Certified Asbestos Consultant, and that exemption only eliminates the requirement for a chain-of-custody with map, identification of the laboratory, statement of labs credentials, and summary of testing methods to identify or quantify any materials containing asbestos.</p>
<p>We have a Pre-Approved Procedure 4 or 5 plan, are we still subject to the 10 working day waiting period before we can abate the asbestos-containing material?</p>	<p>YES</p> <p>The 10 working day (or 14 calendar day) waiting period can only be waived in the case of an emergency.</p> <p>Rule 1403 defines an emergency as a sudden unexpected event that results in unsafe condition, or would cause equipment damage or an unreasonable financial burden. An economic burden alone, without a sudden, unexpected event, does not give rise to conditions that meet this definition.</p>



South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765
(909) 396-2336

INSTRUCTIONS FOR THE ASBESTOS - DEMOLITION NOTIFICATION FORM

PROJECT TYPE: Check a project description. For annual Notifications and progress reports check [Planned Reno \(annuals\)](#).

NOTIFICATION TYPE: Check [ORIGINAL](#) for first time Notification. Check [REVISION DATES](#) to change the [START](#) or [END](#) project schedule dates. [REVISIONS](#) are for updating information on Notifications in which the project [END](#) date has not expired. Revision of site location address *requires a new Notification*. Check [CANCELLATION](#) to cancel a prior Notification.

CONTRACTOR INFORMATION: Name and DBA as shown in the CSLB contractor license and company physical address - **No PO Boxes**. Notifications should be completed and submitted by the contractor performing the actual asbestos removal or demolition. Provide the numbers for your California Contractor State License Board ([CSLB](#)), Cal/OSHA Registration ([OSHA REG](#)), and SCAQMD identification ([SCAQMD ID](#)). CSLB Abatement License and Cal/OSHA Registration are required to perform asbestos removal. The SCAQMD ID number is found in the contractor's District permits or invoices and one will be provided to you if you do not have one. **For your convenience mail the Notification and do not hand carry to SCAQMD as there is no designated staff to receive it. Mailing saves you valuable time, gas money, car wear and tear, and reduces traffic and air pollution.**

COMPLETED BY: Type the company business legal name and DBA as shown in the CSLB contractor license, name and phone number of the person completing the Notification form, the date, check number, fee amount, and the contractor's project number (if any).

SITE INFORMATION: Provide detailed information about the facility site location and/or structure(s) where the asbestos removal or demolition is to occur, including a cross street. [DESCRIBE WORK AND LOCATION](#) by providing the specific work and areas within the facility or structure. Examples: *remove VAT from main lobby, demo Monroe Hall, remove mastic from kitchen of Bldg. #2.*

SITE OWNER: Name, physical address and phone number of the site legal owner, or authorized contact person if the site is owned by a company – **no PO Boxes**.

PRESENT and PRIOR USE: Check the [PRESENT](#) and [PRIOR](#) use of the facility. For all rental property check [Commercial](#). Check [House](#) only for single family homes that are owner occupied and not being used as rental property.

PROJECT DATES: The actual [START](#) and [END](#) dates and work shifts of the Asbestos Removal or Demolition project. This includes set-up, clean-up and clearance. Changes of project scheduled dates stated in [ORIGINAL](#) or previous Notifications require a [Revision](#) to the previous Notification.

***BUILDING SIZE IN SQ FT:** Provide the size of the structure in square feet. For structure [Demolition](#), the fee is based on the structure size. If the demolition is for a portion of the structure, the fee is based on the square footage of the portion being demolished. For refinery or chemical unit Demolition, the fee is based on the structure's footprint surface area.

REQUIRED BUILDING INFORMATION: Check a [YES](#) or [NO](#) answer for each question. **Asbestos Surveys performed by Certified Asbestos Consultants are required prior to all renovations and demolitions.** Asbestos must be removed [prior](#) to any activity that may disturb it and [prior](#) to **ALL** demolitions.

ASBESTOS AMOUNT TO BE REMOVED: Enter the asbestos amount in square feet in the boxes labeled [Friable, Class I, and Class II](#), and add the row to calculate the ***TOTAL AMOUNT** of asbestos to be removed. Fee varies according to the total asbestos amount to be removed. **To convert linear feet to square feet multiply the factor 3.14 times the pipe diameter times the pipe length, all in feet.**

ASBESTOS REMOVED FROM: Check [SURFACES](#), [PIPES](#) and/or [COMPONENTS](#) to indicate from where the asbestos is to be removed. **DESCRIBE TYPE(S) AND AMOUNT(S) OF ASBESTOS:** Enter the amount(s) in square feet under each type of material(s) to be removed. **ASBESTOS DETECTION PROCEDURES:** Check the methods and procedures used to determine whether asbestos was present at the facility. **CONTROLS:** Check Procedure

Number or combination thereof to describe the asbestos work practices and engineering controls. **Procedure 1** is required for removing friable asbestos materials (i.e., acoustic, linoleum, stucco, etc.) **Procedure 2** is for small-scale, short duration jobs using glovebag or mini-enclosures. **Procedure 3** is for manual removal methods using adequate wetting with no power tools. **Procedures 4 and 5** require [prior](#) written SCAQMD approval. Refer to Rule 1403 for specific procedural requirements.

EMERGENCY REMOVAL: Give the name and phone number of the person authorizing the emergency. Explain the reason(s).

For **DEMOLITIONS** state when and who removed the asbestos. Demolitions require [proof of prior](#) asbestos survey and removal, and the [Structure Size](#) to calculate the Notification fee. For partial demolitions provide the size of the area to be demolished in square feet.

CONTINGENCY PLAN: Check the actions to be followed if unexpected asbestos is found or nonfriable asbestos is rendered friable.

ORDERED DEMOLITIONS require a copy of the government agency legal notice ordering the demolition. [Ordered Demolitions](#) require proof of prior asbestos survey, asbestos removal and disposal; and/or [prior written approval](#) from SCAQMD. See [Procedure 5 Plan Guideline](#).

WASTE TRANSPORT: Name the company(ies) transporting the asbestos and/or demolition waste to a landfill or any off-site storage.

WASTE STORAGE SITE. Provide the temporary storage site address if the waste is not going directly to a landfill.

LANDFILL: Name and address of the landfill where the asbestos and/or demolition waste will be sent. Demolition waste may be sent to a recycling center, transfer station or landfill.

CONTRACTOR CERTIFICATION: Use a "wet" signature to certify that contractor's workers have the required R1403(i)(3) and federal asbestos NESHAP training, and that the Notification information is complete and accurate. **Notifications must be signed by the contractor performing the work, or its authorized company representative.**

Keep three (3) copies of this Notification Form for your records, **to post at the worksite**, and to obtain a city demolition permit. See [California Health and Safety Code 19827.5](#) requiring that you provide a copy of this demolition Notification form to Building and Safety before issuance of a demolition permit. This law **does not** require proof of receipt or approval by SCAQMD. Mail the signed original Notification form, fee and any attachments to **SCAQMD, P.O. Box #55641, LOS ANGELES, CA 90074-5641**. Mailing saves time, money, gasoline, and reduces traffic, energy use and air pollution. Los Angeles City, Palm Springs Fire Department, and Cal-OSHA require a separate Notification. For questions call the asbestos **HOTLINE at 909-396-2336**.

[Notification Form](#), instructions, and [Rule 1403](#) can be found at <http://www.aqmd.gov/comply/asbestos/asbestos.html>

ASBESTOS/DEMOLITION RULE 1403 - GENERAL INFORMATION

SURVEY REQUIREMENT: Asbestos surveys are required **prior** to any renovation or demolition. Asbestos must be removed **prior** to renovation activities that may disturb the asbestos containing materials. **All** asbestos must be removed prior to structure demolition.

NOTIFICATION REQUIREMENTS: Postmark Notifications **10 work days prior** to starting any asbestos removal of 100 square feet or greater or **any** demolition. Notifications shall be filled, signed, paid, submitted and email/mailed by the contractor performing the removal and/or demolition job. Notifications without signature(s) require a revision. Renovations without asbestos do not require Notification.

FEE REQUIREMENT: [Rule 301\(o\)](#) requires all Notifications to be submitted with appropriate fees. Fees are per Notification and are not refundable. Notifications submitted without appropriate fees may be returned, deemed incomplete, and referred to the compliance unit for follow-up. Projects conducted without a valid Notification are subject to local and federal enforcement. Cancellation of Notifications and asbestos removal projects less than 100 square feet are exempt from fees - other requirements may apply.

REVISIONS TO THE NOTIFICATION: Update the Notifications as necessary and explain the reason for the revision. For Revision Amount Notifications state the amount in the previous Notification. The Revision Amount fee is the difference between the new Project Size Fee category and the Original Project Size Fee category. Revisions increasing the asbestos amount or demolition size but remaining in the same amount/size category stated in a previous Notification(s) requires only a revision fee. Increase in amount/size category requires a revision fee and a fee for the difference in amount between the new Project Size Fee Category and the original Project Size category. Fees are per Notification and multiple service charge fees may apply. **Notifications expire on the project schedule End Date and cannot be revised after the expired End Date.**

EMAIL REQUIREMENT: **All Revisions, Emergencies, Ordered Demolitions, Procedure 4 & 5 Plans, and Cancellations require initial emailing to Rule1403Notifications@aqmd.gov** and mailing the original Notification and fee within 48 hours of sending this email. Emailed Notifications do not replace the Original signed Notification required by local and federal law.

MAILING REQUIREMENT: Postmark/Mail the Notification and fee to **SCAQMD, P.O. Box #55641, LOS ANGELES, CA 90074-5641**. Mailing saves time, money and reduces traffic and air pollution. Cancellations do not require mail follow-up.

EMERGENCY NOTIFICATIONS An **Emergency Notification** is to expedite asbestos removals due to a Sudden Unexpected Event (like flood, earthquake, fire, etc.) that leads to unsafe conditions, breakdowns, and/or site contamination. All **Emergency Notifications require a formal letter from the person affected confirming, or agency authorizing, the emergency.** For emergency site de-contamination to clean-up disturbed asbestos, email a Procedure 5 Plan for **prior** written SCAQMD approval.

DEMOLITIONS require 4 **PRIOR** steps **1-Asbestos Survey, 2-Asbestos Removal, 3-SCAQMD Notification, and 4-Building & Safety demolition permit.**

ALL demolitions require a Notification by the contractor/operator performing the demolition. Demolitions without prior asbestos removal require **prior written approval** from SCAQMD (See [Procedure 5 Plan Guideline](#)). Demolition is defined as the wrecking or taking out of a load-supporting structural member of a facility or the intentional burning of a structure. Dismantling of partitions and installation of windows and doors through load-supporting walls without asbestos is exempt from Notification.

FIRE TRAINING DEMOLITION: Training burns require the 4 PRIOR steps listed above plus 2 more steps:

Notification to SCAQMD at 800-442-4847 the day prior to burning, and **Step 6**-perform the training burn on a burn day. Fire departments are responsible for obtaining and submitting to SCAQMD all documented proof that **all 6 steps** were followed, phoning SCAQMD the [Rule 444](#) Notification the day prior to the training burn, and coordinating with the demolition contractor to clean the site right after the training burn is completed.

ORDERED DEMOLITIONS: Email a copy of government agency legal notice ordering the demolition and/or Building and Safety "red tag"

RENOVATION is the removal, stripping, or altering of asbestos containing materials, and/or any activity involving the associated disturbance of asbestos in a facility. Renovations require an asbestos survey and asbestos removal prior to any activity that may disturb asbestos containing materials. Building remodeling or renovations without asbestos do not require Notification. See [Survey Requirements](#)

PROCEDURE 4/5 PLANS: Procedure 4 Plans are for dry removals. Procedure 5 Plans are required for cleaning asbestos disturbances, site decontaminations, excavations, and demolitions with asbestos. These plans **require prior** evaluation and approval by SCAQMD. To obtain approval email the survey report, the plan, and the Notification to 909-396-3342 attention Asbestos Supervisor. **For after-hours emergencies**, send email, then leave a message at 1-800-CUTSMOG requesting review by asbestos supervisor. Within 48 hrs of Plan **approval**, postmark the hard copies of the plan, Notification, and fees. For **Demolitions** without prior asbestos removal submit a Procedure 5 Plan for **prior written SCAQMD approval**.

PLANNED RENOVATION NOTIFICATIONS (PRN): There are two types of **PRN** - *Nonscheduled Asbestos Removals* (aka *Annual Notification postmarked by each December 17*) are individual projects of less than 100 sq ft, that when you add all these projects together performed during a calendar year, the combined amount of asbestos to be removed from a facility exceeds the removal threshold limit (100 sq. ft.) during a calendar year. The second PRN type is to notify for a series of *Scheduled Asbestos Removals* projects within a large facility, where each project is greater than 100 sq ft. These Notifications require an attachment listing each individual project planned within the facility detailing the work locations/areas/structures involved including its sizes, floors, ages and uses, the amounts and types of asbestos at each location/area/structure, each project scheduled dates and asbestos types and amounts. Any project schedule change requires a Revision. Any individual removal job (whether it is scheduled or nonscheduled) greater than 100 sq ft requires an individual Notification. All Rule 1403 requirements apply regardless of the size of the asbestos removal project.

Keep three (3) copies of this Notification Form for your records, **to post at the worksite**, and to obtain a city demolition permit. See [California Health and Safety Code 19827.5](#) requiring that you provide a copy of this demolition Notification form to Building and Safety before issuance of a demolition permit. This law **does not** require proof of receipt or approval by SCAQMD. Mail the signed original Notification form, fee and any attachments to **SCAQMD, P.O. Box #55641, LOS ANGELES, CA 90074-5641**. Mailing saves time, money, gasoline, and reduces traffic, energy use and air pollution. Los Angeles City, Palm Springs Fire Department, and Cal-OSHA require a separate Notification. For questions call the asbestos **HOTLINE at 909-396-2336**.

[Notification Form](#), instructions, and [Rule 1403](#) can be found at <http://www.aqmd.gov/comply/asbestos/asbestos.html>



South Coast Air Quality Management District

21865 Copley Drive
Diamond Bar, CA 91765
(909) 396-2000

July 1, 2016

IMPORTANT NOTICE 2016

**TO COMPANIES AND CONTRACTORS THAT HANDLE ASBESTOS CONTAINING MATERIALS,
RENOVATE OR DEMOLISH ANY STRUCTURE**

SCAQMD Regulation III – Fee amendments for the Fiscal Years 2016-2017 have increased Notification fees. Notifications of Asbestos Removals and Demolition of structures are subject to these new fees **effective July 1st, 2016**. The fee per [Rule 301\(o\)](#) mandates *“No Notification shall be considered received pursuant to Rule 1403, unless it is accompanied by the required payment.”*

Asbestos Removal Notifications require a fee based on the amount of asbestos removed in square feet. Demolition Notifications require a fee based on the structure size in square feet for total structure demolitions, or for partial demolition of a structure, the fee is based on the project size. Fees are per Notification and additional service charge fee(s) may apply.

Initial Notifications submitted less than 14 calendar days prior to project start date require a Special Handling Fee of **\$59.37**. NOTE: This fee is for the expeditious handling of emergency and late notifications and **is not** a waiver of the prior 14 calendar-day Notification requirement.

Service charge for any returned check is an additional **\$25.00**. See [Rule 313\(i\)](#)

All Notifications for Revisions, Emergencies, Ordered Demolitions, Procedure 4 and 5 Plans, and Cancellations require initial **faxing to (909) 396-3342 followed by mailing** the original Notification and fee within 48 hours of sending this fax. Faxed Notifications do not replace the Original **signed** Notification required by local and federal law.

Revisions to the Notification increasing the asbestos amount or demolition size but remaining in the same amount/size category stated in previously submitted Notification(s) require only a revision fee. Revisions to the Notification which increase the amount/size to the next category require a revision fee plus the difference between the fee for the original project size and the revised project size. NOTE: Any schedule change stated in the previously submitted Notification(s) requires a revision fee.

Planned Renovation Notifications require a review fee of **\$666.33** and a Notification fee based on the abatement project size in square feet. This includes annual notifications for nonscheduled asbestos removal.

The Procedure 4 and 5 Plans require an Plan Evaluation fee of **\$666.33** and a Notification fee based on the abatement project size in square feet. There is also an Expedited Procedure 4 or 5 Fee of **\$333.16** for all Expedited Procedure 4 or 5 Plan Evaluation requests postmarked less than 14 calendar days prior to the project start date. A Procedure 5 Plan is required for any abatement project using an alternative combination of techniques and/or engineering controls to handle the asbestos containing materials or asbestos containing waste. Other projects requiring Procedure 5 Plans include but are not limited to: all asbestos site clean-ups, open air abatement, and all demolitions with asbestos in place. See the [AQMD asbestos web page](#) for a Procedure-5 Plan Guideline.

SCAQMD recommends mailing your Notification to save time, money, reduce traffic, energy use and air pollution. For your convenience, please mail all notifications and fees to one of the following mailing addresses:

For USPS, Mail Form and Fee to:
SCAQMD
PO Box 55641
Los Angeles, CA 90074-5641

All Others, Mail Form and Fee to:
Bank of America Lockbox Services
2706 Media Center Drive
Los Angeles, CA 90065

Notifications should be completed, signed, mailed, and fee paid by the contractor performing the removal and/or demolition project. Notifications submitted without the appropriate fee are deemed incomplete and referred to the Air Toxics Compliance Unit.

[Asbestos Notification Forms](#), [Notification Form Instructions](#), and a copy of the AQMD [Rule 1403](#) can be obtained from the SCAQMD web site at: <http://www.aqmd.gov/home/regulations/compliance/asbestos-demolition-removal>

To reach the asbestos information page, click on the top drop menu at the AQMD asbestos web page named Regulations, Compliance, Asbestos Demolition and Removal. For any asbestos questions call the Asbestos Hot Line at (909) 396-2336.

NOTE: [Rule 304](#)(e) requires an owner/operator to pay for analysis of field samples collected by AQMD showing non-compliance.

SCAQMD RULE 301(o) – ASBESTOS FEES

Any person who is required by District Rule 1403 – Asbestos Emissions From Demolition/Renovation Activities to submit a written notice of intention to demolish or renovate, shall pay at the time of delivery of Notification, the Asbestos and Lead Fee specified in Table VI of this rule. Fees are per Notification and multiple fees may apply. No Notification shall be considered received pursuant to Rule 1403, unless it is accompanied by the required payment.

**TABLE VI – FISCAL YEAR 2016-2017
 DEMOLITION, ASBESTOS AND LEAD NOTIFICATION FEES**

Demolition and Renovation by Project Size (square feet)¹					
Up to 1,000	>1000 to 5,000	> 5,000 to 10,000	> 10,000 to 50,000	> 50,000 to 100,000	> 100,000
\$59.37	\$181.53	\$424.95	\$666.33	\$965.68	\$1,609.46

ADDITIONAL SERVICE CHARGE FEE

Revision to Notification	Special Handling Fee²	Planned Renovation	Procedure 4 or 5 Plan Evaluation	Expedited Procedure 4 or 5 Fee³
\$59.37	\$59.37	\$666.33	\$666.33	\$333.16

¹For demolition, the fee is based on the structure size. For refinery or chemical unit demolition, the fee is based on the structure’s footprint surface area. For renovation, the fee is based on the amount of asbestos/lead removed.

²For all Notifications postmarked less than 14 calendar days prior to project start date.

³For all Expedited Procedure 4 or 5 Plan Evaluation requests postmarked less than 14 calendar days prior to the project start date, or for each subsequent Notification for Pre-Approved Procedure 5 Plan submitted per Rule 1403(d)(1)(D)(i)(V)(2)



**PUBLIC WORKS DEPARTMENT
Resource Recovery & Recycling Division**

**CONSTRUCTION & DEMOLITION (C&D)
WASTE MANAGEMENT PLAN
Instructions/General Information**

- **When Required:** It is necessary to complete the C&D Waste Management Plan (WMP) whenever any construction, demolition, or alteration project has:
- A permit valuation of \$50,000 or more or
 - A project size of 1,000 square feet or greater

All demolition-only permits require a \$1,000.00 deposit or \$1.00 per square foot, whichever is the greater of the two. In addition, all City-sponsored construction, demolition, and/or renovation projects, regardless of size, require the completion of the WMP.

If your project requires the completion of a WMP, you will also be required to complete a **WMP Final Compliance Report** within 30 days after the project's completion. Review the paragraph below titled "Performance Security Deposit Refund Requirements" to be prepared for the documentation you need to be accruing throughout the project. You may also wish to review the Final Compliance Report and its Instructions/General Information sheet.

Compliance with City of Santa Monica Municipal Code 8.108 is included as a condition of approval on any construction or demolition permit issued for a covered project.

- **Diversion (Recycling) Rate Requirements:**
The City of Santa Monica requires (see Construction & Demolition Debris Ordinance found in Chapter 8.108 of the City's Municipal Code or on the City's website at www.santa-monica.org) that any project meeting the criteria indicated above must meet a diversion rate of 70% (i.e., divert 70% of all waste generated by the project through recycling* rather than disposing of it at a landfill).

An applicant may apply for an exemption to the 70% diversion rate requirement at the time the completed WMP is submitted by attaching a letter indicating the reasons for the request of waiver. Exemptions will be considered only if there is a lack of on-site storage space, contamination of hazardous materials, and/or low recyclability of specific materials. All exemption requests must be approved prior to issuance of a building permit.

- Approval of the exemptions: The WMP Compliance Official shall return a copy of the WMP to the applicant marked "Approved Exemptions" and shall notify the Building Department that the WMP has been approved.
- Denial of Exemption: If the WMP Compliance Official determines that it is possible for the applicant to meet the diversion requirement, he or she shall inform the applicant in writing.

► City Review of the C&D Waste Management Plan (WMP):

City staff will review the WMP within two weeks and determine whether it complies fully with the Ordinance's diversion (recycling) requirements. Once the Plan has been approved, any subsequent changes must be submitted AND pre-approved in writing by City staff prior to beginning construction in order to ensure return of the performance security deposit. The WMP must be submitted and approved by Waste Management Plan compliance official staff as a condition of obtaining a building permit.

- Deconstruction: In preparing the WMP, applicants for demolition permits involving the removal of all or part of an existing structure shall consider deconstruction (“deconstruction”), to the maximum extent feasible, and shall make the materials generated thereby available for salvage prior to landfilling. Deconstruction can be used to meet the seventy percent diversion requirement provided it is accounted for in the WMP.
- Salvage Audit. Each applicant will be provided information concerning a salvage audit and encouraged to have a salvage audit conducted prior to commencing any deconstruction. The WMP compliance official shall review the information supplied by the applicant and he/she may meet with the applicant to discuss possible ways of meeting the diversion requirement. Based on the information supplied by the applicant and, if applicable, the compliance official shall determine whether it is possible for the applicant to meet the diversion requirement

* Recycling includes recycling at a city approved recycling facility, salvage, or on-site reuse.

- C&D Performance Security Deposit: This deposit is required to encourage applicants to recycle the construction-related waste generated by the project. The performance security deposit amount is 3% of the project valuation to a maximum deposit amount of \$30,000 (demolition-only permits have a \$1,000 deposit or \$1.00 per square foot, whichever is the greater of the two). Deposit may be paid at the Civil Engineering Counter (Room 113 in City Hall) by cash, check, performance bond, money order, credit card, letter of credit, certificate of deposit, or restricted bank account.

All applicants must submit the WMP with the performance security deposit. However, there are two exceptions to the requirement that staff must review and approve the WMP prior to obtaining a building permit. They are as follows:

- *Applicants for over-the-counter (OTC) permits.* If, construction is started prior to receiving approval of the WMP, the applicant runs the risk of forfeiting the performance security deposit (if they do not comply with the C&D ordinance).
- *Applicants who have not yet selected a contractor.* These applicants may submit the first page of the WMP (with the performance security deposit) to get the process started, with the understanding that the entire WMP will be submitted upon selection of a contractor. Construction must, however, not begin before submitting the completed WMP and receiving approval, or the applicant is subject to forfeiture of the performance security deposit.

- **Performance Security Deposit Refund Requirements:** Within 30 days after construction has been completed on the project, the WMP Final Compliance Report must be submitted to the Resource Recovery & Recycling Division, along with the signed-off final permit or Certificate of Occupancy and with receipts for all discarded materials and facility receipts for all recycled materials that demonstrate compliance with the recycling requirements of the C&D Debris Ordinance. The receipts must include:

- Information about the facility
- Tonnage amounts
- Project address
- Appropriate coding to indicate that the material was recycled or disposed.

Once we determine compliance with the requirements is achieved, It will take approximately 4-6 weeks from the date, all required documents were submitted to Resource Recovery and Recycling office and the final completion is recorded in the City's software system (Permit Plus) to receive the refund.

Please note: It is the applicant's and/or sub-contractors responsibility to insure correct material type is indicated on each C&D receipt.

Forfeiture of the Performance Security Deposit

The performance security deposit may be forfeited in whole for the following reasons:

- *If you begin work on this project prior to submitting a completed Waste Management Plan (WMP).*
- *If you begin work on this project prior to receiving written approval of the WMP.*
- *If you change the WMP without review and approval by Resource Recovery & Recycling Staff.*
- *If you do not use approved facilities or permitted haulers for this project.*
- *If the actual diversion rate for this project does not meet the C&D Ordinance's minimum required diversion rate of 70%.*
- *If total actual tonnages for this project are materially different from estimated tonnages on the WMP.*
- *If you do not submit Final Compliance paperwork and receipts/documentation within 30 days of Final Building Inspection approval OR issuance of Certificate of Occupancy.*

► **Approved Solid Waste Private Haulers:**

For a list of permitted haulers, obtain a copy of the Approved Solid Waste Private Haulers from the Civil Engineering Counter (Room 113 in City Hall), or download it from the City's website at www.santa-monica.org. The City of Santa Monica requires that all haulers of recyclables and waste materials within City boundaries be on this approved list. New haulers wishing to obtain a private hauler permit from the City should contact the Resource Recovery & Recycling Division at 310-458-8739.

Self-haulers must register with Resource Recovery and Recycling Division.

► **C&D Approved Recycling Facilities:**

For a list of Santa Monica approved recycling facilities, obtain a copy of the *C&D Approved Recycling Facilities* list from the City of Santa Monica, Resource Recovery & Recycling Division, 2500 Michigan Avenue, Santa Monica, CA 90404, 310.458.2223; or download it from the City's website at www.santa-monica.org. By delivering C&D materials to an approved **Mixed C&D recycling facility**, you are ensuring that they will be sorted for recycling and will meet the 70% diversion requirement.

- **Final Review:** Remember to sign the form; also check the form to be sure that all entries are legible, accurate, and complete.

- ▶ Where to Submit changes to approved C&D Waste Management Plan Application: If you have already paid the WMP deposit and need to submit any changes or revisions to the WMP by hand-delivery to the City of Santa Monica, Resource Recovery & Recycling Division, 2500 Michigan Avenue, Santa Monica, CA 90404, 310-458-8739; or by email to Paul.Pina@smgov.net.
- ▶ Questions: Contact the Resource Recovery & Recycling Division at 310-458-2223 for questions about the WMP or the C&D Debris Ordinance.
- ▶ For the purposes of these instructions, the following definitions shall apply.
 - a) “Applicant” means any individual, firm, limited liability company, association, partnership, political subdivision, government agency, municipality, industry, public or private corporation, or any other entity whatsoever who applies to the City for the applicable permits to undertake any construction, demolition, or renovation project within the City.
 - b) Class III landfill must have a solid waste facilities permit from the California Integrated Waste Management Board (CIWMB).
 - c) “Construction” means the building of any facility or structure or any portion thereof including any tenant improvements to an existing facility or structure.
 - (i) “Deconstruction” means the careful dismantling of buildings and structures in order to salvage as much material as possible.
 - (j) “Demolition” means the decimating, razing, ruining, tearing down or wrecking of any facility, structure, pavement or building, whether in whole or in part, whether interior or exterior.
 - (k) “Disposal” means the final deposition of construction and demolition or inert material, including but not limited to:
 - (1) Stockpiling onto land of construction and demolition material that has not been sorted for further processing or resale, if such stockpiling is for a period of time greater than thirty days; or
 - (2) Stockpiling onto land of construction and demolition material that has been sorted for further processing or resale, if such stockpiling is for a period of time greater than one year; or
 - (3) Stockpiling onto land of inert material that is for a period of time greater than one year; or
 - (4) Disposal of construction and demolition or inert material to a landfill.
 - (n) “Enforcement agency (EA)” means an enforcement agency as defined in Public Resources Code Section 40130.

- (o) "Inert backfill site" means any location other than an inert landfill or other disposal facility to which inert materials are taken for the purpose of filling an excavation, shoring, or other soils engineering operation.
- (p) "Inert disposal facility/inert waste landfill" means a disposal facility that accepts only inert waste such as soil and rock, fully cured asphalt paving, uncontaminated concrete (including fiberglass or steel reinforcing rods embedded in the concrete), brick, glass, and ceramics, for land disposal.
- (q) "Inert solids/inert waste" means non-liquid solid resources including, but not limited to, soil and concrete, that do not contain hazardous waste or soluble pollutants at concentrations in excess of water quality objectives established by a regional Water Board pursuant to Division 7 (Section 13000 et seq.) of the California Water Code and does not contain significant quantities of decomposable solid resources.
- (r) "Mixed material" means loads that include commingled recyclables and non-recyclable materials generated at the project site.
- (s) "Mixed material recycling facility" means a processing facility that accepts loads of mixed construction and demolition debris for the purpose of recovering reusable and recyclable materials and disposing the non-recyclable residual materials.
- (t) "Performance security" means any performance bond, surety bond, money order, letter of credit, certificate of deposit, or restricted bank account, provided to the City pursuant to Section 8.108.140.
- (u) "Post-consumer material" as defined in Public Contract Code Section 12200(b) means a finished material which would have been disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing wastes. Post-consumer material is generally any product that was bought by the consumer, used, and then recycled into another product.
- (w) "Recycled product" as defined in Public Contract Code Section 12200(a) means all materials, goods, and supplies with no less than fifty percent of the total weight of which consists of secondary and post-consumer material with not less than ten percent of its total weight consisting of post-consumer material. This definition applies to paper products, plastic products, compost and co-compost, glass products, lubricating oils, paints, solvents, retreaded tires, tire-derived products, and steel products. A recycled product also includes products that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.
- (y) "Renovation" means any change, addition or modification in an existing structure.
- (aa) "Salvage" means the controlled removal of construction and demolition material from a permitted building or construction site for the purposes of recycling, reuse, or storage for later recycling or reuse.
- (bb) "Sanitary wastes" means materials that require special handling procedures such as liquid wastes including domestic sanitary sewage;

(cc) "Secondary material" as defined in Public Contract Code Section 12200(c) means fragments of finished products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes post-consumer material, but does not include excess virgin resources of the manufacturing process. This material did not reach the consumer prior to being recycled.

(dd) "Sediment" means soil and other material that has been eroded and transported by storm or well production runoff water.

(hh) "Virgin material" means the portion of the product made from non-recycled material, that is, the material that is neither post-consumer nor secondary material.

(c) Compliance as a Condition of Approval. Compliance with this Chapter shall be included as a condition of approval on any construction or demolition permit issued for a covered project.

Enforcement

(a) The Director of the Department of Public Works, or his or her designee, is authorized to enforce Sections 8.108.130 through 8.108.160 as follows:

(1) For the first failure to comply with the provisions of Sections 8.108.130 through 8.108.160, the Department of Public Works shall issue to the affected person a written notice that includes the following information:

(i) A statement specifying the violation committed;

(ii) A specified time period within which the affected person must correct the failure or file a written notice disputing the notice to comply;

(iii) A statement of the penalty for continued noncompliance.

(2) For each subsequent failure to comply with any provisions of Sections 8.108.130 through 8.108.160 following written notice pursuant to this Section, the Director of the Department of Public Works. may levy a penalty not to exceed five hundred dollars. Any statement informing a violator of a citation shall include a notice setting forth the hearing rights provided in subsection (a) (3) below.

(3) Any person assessed a penalty pursuant to subsection (a)(2) may dispute the penalty by requesting a hearing on a form provided by the City within the time and manner set forth in Section 6.16.030 provided that no hearing request shall be deemed timely filed and no hearing shall be held unless, within the time period to request a hearing, the person deposits with the City Treasurer money in the amount of any unpaid penalty due under this Section. If as a result of the hearing it is determined that the penalty was wrongly assessed, the City shall refund any money deposited to the person. The decision of the Hearing Examiner shall be final except for judicial review and shall not be appealable to the City Council.

Construction and Demolition Waste FAQs

Q. My construction (addition, alteration, demolition, etc.) project will have very small amounts of waste generated. Do I still have to complete a Waste Management Plan?

A. Yes. If it is determined that the valuation of your project is at least \$50,000 or if the total square feet of your project is equal to or greater than 1,000 sq. ft., then you must complete a Waste Management Plan. In addition, ALL demolition projects require a Waste Management Plan.

Q. If I want to make changes to the original Waste Management Plan, when should I inform the Resource Recovery & Recycling Division of these changes?

A. Any changes that are made to the original Waste Management Plan must be reported to the Resource Recovery & Recycling Division before changes are implemented, or you will forfeit your deposit.

Q. When do I file for refund of my performance deposit?

A. You must file for refund of your performance deposit within 30 days of Final Inspection sign-off or issuance of certificate of occupancy by a City of Santa Monica building inspector, . If you wait until after 30 days, you will forfeit your performance deposit.

Q. Do you require all tonnage receipts from the project to have the project address on them?

A. Yes, all weight tickets must have the project address to be accepted for Final Compliance.

Q. How do I file for refund of my performance deposit?

A. To file for a refund you must submit:

- 1. All documentation to show where you recycled/disposed of the construction and/or demolition (C&D) debris (e.g. disposal receipts showing weights, material type and project address, any dispatch tickets showing private hauler used to haul debris and project address, any photos of salvaged or reused items at the project site).**
- 2. A copy of the building and/or demolition permits sign-off or issuance of certificate of occupancy by a City of Santa Monica employee.**
- 3. A completed Final Compliance Form must be submitted.**

Q. How do I ensure that I reach the minimum requirement of recycling 70% of all the debris that is hauled from my project?

A. You should bring all of your C&D debris to one of the approved Mixed C&D Recycling Facilities to ensure that you meet the minimum recycling requirements. See Approved Facilities List.

Q. If I plan to salvage materials from my project prior to or during construction and/or demolition activities do I need to document this material and how would I do this?

A. Yes, you will need to document these salvaged items by taking photos and submitting them with all other necessary paperwork for return of deposit.

Q. What constitutes inerts and do they have to be delivered to an inert landfill?

A. Inerts are source-separated or mixed loads of dirt, concrete or asphalt and must be taken

to an approved inert landfill. Reference the Approved Facilities List for details.

Q. Should any of the material that is coming out of my project be taken to a landfill?

A. We do not suggest any material from a C&D project being conducted in the City of Santa Monica be taken to a landfill because it will reduce the 70 % recycle rate required by the city and reduce the amount of performance deposit returned to the applicant.

Q. What constitutes self-hauling by a contractor in the City of Santa Monica?

A. Self-hauling is when the contractor uses his/her own trucks to haul C&D debris from a construction and/or demolition project in the City of Santa Monica. A self-hauler CAN NOT own refuse bins. If they do, then they do not qualify as a Self-Hauler and must apply for an Enterprise Permit at the Resource Recovery & Recycling Division located at 2500 Michigan Avenue. All Self-Haulers must register with the RRR Division and are subject to requirements of approved haulers with the city of Santa Monica.

Q. What are examples of Educational Strategies (Section II, Question #7) in regards to reaching my diversion goals and ensuring participation by all workers of the Waste Reduction and Recycling Plan activities?

A. Regular tailgate meetings are suggested to inform employees about our diversion requirements. Along with this method you could also post the Recycling Plan activities at the jobsite.

Q. How do you determine the amount of mixed C&D material (in tons) that you must estimate in Section II - Page 4?

A. If your project concerns an alteration or new construction you can take your projected square footage and multiply it by 5 and divide it by 2000 to come up with an estimated "Total Quantities" in tons column. If your project concerns a demolition within the City of Santa Monica you can take your projected square footage and multiply it by 50 and divide it by 2000 to come up with your estimated "Total quantities" in tons.

Q. How do you determine your estimated recycling rate in Section II - Page 4?

A. Use the recycling rate listed for the C&D facility that you have chosen. This can be found on the Approved Facilities list online at the city's website. If you have NOT chosen a city approved C&D facility, then you will forfeit your deposit by not meeting the recycling requirements.

Q. What is the normal estimated time allowed for the applicant to receive his/her deposit after they have submitted final compliance?

A. Normally, 4 to 6 weeks from the date of receipt of all the required documents and the recording of final date of project in the city's automated program (permit plus system).

Q. To whom is the deposit made out to/returned to?

A. According to city policy, the deposit must be made payable to the original applicant stated on the Construction & Demolition Debris Receipt. In order to process the refund to another person and/or company, we need a letter from the original applicant releasing the funds to the new payee.



City of
Santa Monica[®]

PUBLIC WORKS DEPARTMENT
Recycling Recovery & Recycling Division

Approved Private Haulers
In Good Standing as of 10/25/16

.Using a Private Hauler not on this list or approved by the city will result in forfeiture of performance deposit

.Dumpsters may not be placed blocking alleys, driveways, water vaults, or water

Approved Private Haulers

1	American Bin Company 9701 Glenoaks Blvd, Sun Valley CA 91352	Phone: (888) 500-9007
2	All American Hauling 20017 Bellemare Avenue, Torrance CA 90503	Phone: (310) 986-4326
3	Allied Demolition Inc 23890 Copper Hill Dr. #441, Valencia, Ca 91354	Phone: (818) 365-5100
4	Arrow Disposal Services P.O. Box 2917, La Puente CA 91746	Phone: (626) 336-2255
5	Athens Services/ADS P.O. Box 60009, City of Industry, CA 91716	Phone: (626) 336-3636
6	Barraza & Sons Inc. 1545 S. Sydney Drive, Commerce Ca 90040	Phone: (323) 981-9190
7	Brinson Kelly's Demolition & Construction and Hauling, 6092 San Ysidro Circle, Buena Vista Ca 90620	Phone: (714) 761-0763
8	Cal Arrow Enterprises (Dirt Only) 1270 Arow Highway, Irwindale CA 90040	Phone: (714) 981-7417
9	California Earth Transport Inc (Dirt Only) 350 E. Commonwealth Ave, Fullerton CA 92832	Phone: (477) 447-3478
10	Central Reclamation 2930 E. Pico Blvd, Los angeles, CA 90023	Phone: (323) 263-7400
11	California Waste Services. LLC, 621 W. 152nd Street, Gardena CA, 90249	Phone: (310) 538-5998
12	Century City Enterprises, 5935 Rickenbacker Ave, Riverside CA 92504	Phone: (951) 343-2000
13	Consolidated Disposal Services, (Republic) 12949 Telegraph Road, Santa Springs, CA 90670	Phone: (800) 299-4898
14	Cordova Consdtruction Services 12506 Montague Street, Pacoima, CA 91331	Phone: (818) 896-0509
15	Davacs, Inc, 841 Big Springs Court, Corona, CA 92880	Phone: (310) 989-8897
16	Demolition Services, 4308 E. La Palma Ave, Anaheim, CA 92807	Phone: (714) 996-9929
17	Direct Disposal, 19051 Goldenwest Street #106-137, Huntington Beach, CA 92648	Phone: (323) 262-1604
18	Ed Dicken's Demolition 5649 Clemson Street, Los Angeles, CA 90016	Phone: (323) 936-8324
19	Elite Engineering Contracting, 703 Pier Ave #B201, Hermosa Beach, CA 90254	Phone: (310) 357-6900
20	Inertior Specialist, Inc. 8990 Atlantic Ave, South Gate, CA 90280	Phone: (323) 357-6900
21	Endless Paper Pursuit Corporation/DBA 1-800-GOT-JUNK 212 Eucalyptus Dr., El Segundo, CA 90245	Phone: 1 (800) GOT-JUNK
22	Gama Contracting Services, Inc., 1835 Floradale Ave. South El Monte, CA 91733	Phone: (626) 442-7200

23	Gas Demolition 5850 W. 3rd Street, #212 Los Angeles, CA, 90036	Phone: (323) 419-3198
24	G.O. Rodriguez Trucking , Inc. P.O. Box 2211 Irwindale, CA 91706	Phone: (909) 596-3747
25	JD Demolition and Grading, Inc., 7361 Slater Ave. Hungington Beach, CA 92647	Phone: (714) 379-1800
26	JD Demolition and Cleanup, Inc. 15013 Friar Street, Van Nuys, CA 91411	Phone: (818) 402-6507
27	Jimenez Demoliton, Inc. 6419 Elder Street, Los Angeles, CA 90042	Phone: (323) 550-1153
28	J&L Hauling & Disposal. P.O. Box 3035, Chatsworth, CA 91313	Phone: (888) 565-4634
29	K.J. American Enterprises, Inc. 11147 Wystone Ave. Porter Ranch, CA 91326	Phone: (310) 666-9797
30	Leivas Rolloff Inc. 4636 Grape Street, Pico Rivera, CA 90660	Phone: (562) 271-2761
31	Master Demolition Inc. 23371 Mulholland Drive #428, Woodland Hills, CA 91364	Phone: (213) 596-0330
32	Metropolis Disposal Inc. 7740 Burnet Ave., Van Nuys, CA 91405	Phone: (818) 901-2020
33	Nasa Services P.O. Box 1755, Montebello, CA 90604	Phone: (323) 888-0388
34	North Hills Recycling 11700 Blucher Ave., Granada Hills, CA 91344	Phone: (818) 831-7980
35	Ornelas Construction, Inc. 1024 N. Maclay Ave #B, San Fernando, CA 91340	Phone: (818) 365-0897
36	Perez Disposal Company. 1200 Blucher Ave., Granda Hills, CA 91344	Phone: (818) 366-3500
37	Quaility Waste Services 3534 E. Whittier Blvd, Los Angeles, CA 90016	Phone: (323) 264-2236
38	Reel Waste & Recycling. LLC 16654 Soledad Canyon Road #276, Canyon Country, CA 91387	Phone: (877) 588-7335
39	Recology Los Angeles. P.O. Box 1081, Sun Valley, CA 91352	Phone: (800) 633-9933
40	Rock N' Roll Off P.O. Box 144, Agoura Hills, CA 91376	Phone: (818) 991-2323
41	Rodas Company 2412 Buckingham Road, Los Angeles, CA 90016	Phone: (323) 868-5070
42	Rogma Construction Services, Inc. 1328 Willow Street, Los Angeles, CA 90013	Phone: (213) 620-1144
43	Ser-Wel Disposal & Recycling (Renr-A-Bin) 901 S. Maple Ave, Montobello, CA 90604	Phone: (323) 726-4056
44	Southern California Disposal Co. P.O. Box 25666, Los Angeles, CA 90025	Phone: (310) 828-6444
45	South west Demolition, Inc. 1024 E. 28th Street, Los Angeles, CA 90011	Phone: (323) 521-1323
46	Sunny Dewellings, Inc. 1980 South Robertson Blvd, Los Angeles, CA 90034	Phone: (925) 876-1531
47	The J.V. Land Clearing Company 207 E. Arrow Hwy, San Dimas, CA 91773	Phone: (909) 592-2811
48	Universal Waste Systems P.O. BOX 3038, Whittier CA 90605	Phone: (800) 631-7016
49	Waste Management 9081 Tujunga Ave., Sun Valley, CA 91352	Phone: (818) 252-3155
50	Weber Madgewicfk Excavating, Inc. 29477 The Old Road, Castaic, CA 91384	Phone: (661) 775-1900



PUBLIC WORKS DEPARTMENT
Resource Recovery & Recycling Division

CONSTRUCTION & DEMOLITION (C&D)
APPROVED RECYCLING FACILITIES

<p>METAL <i>All of the companies listed below accept both ferrous & non-ferrous metals, unless otherwise noted.</i></p>	<p>MIXED C&D RECYCLERS <i>Process mixed C&D to extract recyclables</i></p>	<p>SALVAGED ITEMS (USED BUILDING MATERIALS)</p>
<p>A&S Metal Recycling 2261 E. 15th Street Los Angeles, CA 90021 213-623-9443</p>	<p>Community Recycling & Resource Recovery, Inc. 9189 De Garmo Avenue Sun Valley, CA 91352 818-767-0675 Diversion Rate: 93%</p>	
<p>Alpert & Alpert Iron & Metal 1815 Soto Street Los Angeles, CA 90023 323-265-4040</p>	<p>Direct Disposal 3720 Noakes Street Los Angeles, CA 90023 323-262-1604 Diversion Rate: 73%</p>	<p>Freeway Building Materials 1124 S. Boyle Avenue Los Angeles, CA 90023 323-261-8904</p>
<p>Atlas Iron & Metal 10019 Alameda Street Los Angeles, CA 90002 323-566-5184</p>	<p>East Valley Diversion (Looney Bins) 11616 Sheldon Street Sun Valley, CA 91352 818-252-0019 D.R. (85%)</p>	<p>Santa Fe Wrecking & Salvage 720 E. 18th Street Los Angeles, CA 90021 213-765-8166</p>
<p>Kramer Metals 1760 E. Slauson Avenue Los Angeles, CA 90058 323-587-2277</p>	<p>Downtown Diversion (Looney Bins) 2424 E. Olympic Blvd Los Angeles, CA 90021 213-612-5005 D.R. (83%)</p>	<p>Scavenger's Paradise 5453 Satsuma Avenue N. Hollywood, CA 91601 323-877-7945</p>
<p>SA Recycling Various Locations in Southern California 714-688-4943</p>	<p>California Waste Services 621 W. 152nd Street Gardena, CA 90247 800-839-5550 D.R. (87%)</p>	
<p>SA Recycling 10313 S. Alameda Street Los Angeles, CA 90002 323-564-5601</p>	<p>Southern California Disposal 1908 Frank Street Santa Monica, CA. 90404 310-828-6444 D.R. (82%)</p>	
	<p>Interior Removal Specialist, Inc. 9309 Rayo Avenue South Gate, CA 90280 323-357-6900 D.R. (78%)</p>	

CONSTRUCTION & DEMOLITION APPROVED RECYCLING FACILITIES

<i>INERT MATERIAL</i>	<i>DIRT</i>	<i>WOOD</i>
California Waste Services 621 W. 152 nd Street Gardena, CA 90247 800-839-5550	California Waste Services 621 W. 152 nd Street Gardena, CA 90247 800-839-5550	California Waste Services 621 W. 152 nd Street Gardena, CA 90247 800-839-5550
Hanson Aggregates 5625 Southern Avenue South Gate, CA 90280 800-300-6120	Manning Pit 5155 N. Vincent Avenue Irwindale, CA 91706 951-205-5652	Recycled Wood Products 1313 E. Phillips Blvd Pomona, CA 91766 909-868-6882
Vulcan Materials Company 11520 Sheldon Blvd Sun Valley, CA 90052 818-768-4157		North Hills Recycling, Inc. 11700 Blucher Avenue Granada Hills, CA 91344 818-831-7980
Chandler's Sand Gravel 26311 Palos Verdes Drive East Rolling Hills Estates, CA 90274 310-784-2900	Chandler's Sand Gravel 26311 Palos Verdes Drive East Rolling Hills Estates, CA 90274 310-784-2900	
Valley Base Materials 2121 E. 25 th Street Los Angeles, CA 90058 323-583-7913		
Arcadia Reclamation, Inc. 12321 Lower Azusa Road Arcadia, CA. 91006 909-392-8510		
Nu-Way Arrow Reclamation 1270 E. Arrow Highway Irwindale, CA. 91706 626-305-5308		
<i>CARDBOARD</i>	<i>BRICK & ROOFING TILES</i>	<i>CARPET PADDING</i>
Allan Company 2411 Delaware Avenue Santa Monica CA 90404 310-453-9677	Bourget Bros Building Materials 1636 11 th Street Santa Monica, CA 90404 310-450-6556 <i>(Accepts mission roof tile.)</i>	Carpet Pad Recycling 1923 Rosemead Blvd South El Monte, CA 91733 626-444-6048 <i>(Accepts foam carpet padding.)</i>
California Waste Services 621 W. 152 nd Street Gardena, CA 90247 800-839-5550		Padworks 1064 E. 6 th Street Santa Ana, CA 92701 714) 542-2378 <i>(call ahead for information)</i>

General Notes:

- Call first for the most up-to-date information on hours, services, pricing, and material specifications (types, minimum quantities, and condition of acceptable materials).
- Many facilities will accept materials separated for recycling as well as provide hauling services (check with City staff for approval on all hauling services).

Important form
that needs to be
completed by
Applicant **BEFORE**
submitting for plan
check.

1801(m) PROPERTY: All rental units on a parcel or lot or contiguous parcels or contiguous lots under common ownership.

1801(n) SINGLE-FAMILY HOME: A property that has been developed with only one one-family dwelling and any lawful accessory structures, or a lawfully created condominium, stock cooperative or similar unit that is part of a larger residential structure or complex, excepting those condominiums, stock cooperatives, or similar units converted after April 10, 1979, for which no removal permit or vested right determination has been issued by the Board, and those created pursuant to Article XX of the Charter.

1815 SINGLE FAMILY HOMES: Single Family homes that were not used for residential rental purposes on July 1, 1984 are automatically exempt from the provisions of this Article. Single family homes that are not exempt under the preceding sentence are subject to all requirements of this Article, but shall be permanently exempted by the Board upon proof that the home has been continuously occupied by the owner for a period of two years as a principle place of residence after voluntary vacancy by the tenant or lawful eviction of the tenant. An owner may have only one exemption under this Section at any one time.

Important forms
that need to be
completed by
Applicant BEFORE
receiving a
building permit.



PUBLIC WORKS DEPARTMENT
Resource Recovery & Recycling Division

CONSTRUCTION & DEMOLITION (C&D)
WASTE MANAGEMENT PLAN

Plan Check #: _____

1. GENERAL PROJECT INFORMATION:

Over-the-Counter Permit [] Yes [] No City-Sponsored Project* [] Yes [] No

*Name of City Employee contact: _____

Type of Project: [] Demolition* [] New Construction [] Alteration [] Addition

Project Description (In Detail) _____

Project Address: _____

Project Sq. Ft.: _____ Project Valuation: _____

Estimated Project: Start Date: _____ Completion Date: _____

Legal Owner (please print): _____ Phone No. _____

Applicant's name _____ (please print)

Phone No.: _____ Fax No.: _____ E-Mail: _____

Company Name (if Applicable): _____

Address: _____

Applicant's Relation to Project: [] Owner [] Contractor [] Architect [] Permit Expeditor

*please note: for all demolition only projects, this form must be completed by contractor or owner only.

(for Staff only)

Permit#: _____

Waste Management Plan (WMP) Reviewed By: _____

Date: _____ WMP Approved: [] Yes [] No

If not approved, describe reviewer's actions: _____

C&D WASTE MANAGEMENT PLAN

Address: _____

2. STRATEGIES FOR WASTE RECYCLING AND/OR DISPOSAL:

For each of the following categories of recycling and disposal activities, describe those strategies you plan to utilize for the project at the address above.

1.	SALVAGE:			Yes	No
1a	Do you plan to salvage materials from this project prior to construction or demolition activities?				
1b	If "yes," please list the items that will be salvaged (e.g., doors, windows, jambs, casing, toilets, sinks, other fixtures, hardwoods, wood siding, cabinets and shelving, carpet and pad, bricks, acoustical ceiling, lights, fans, ceramic roof tiles, structural materials, reusable lumber, etc.)? Must take before and after photo documentation and/or sales/donation receipts required. **"Before pictures" will represent before project is started	1.			
		2.			
		3.			
		4.			
		5.			
2.	SOURCE SEPERATION:*			Yes	No
2a.	Do you plan to source separate any materials on this project for delivery to a recycling facility (e.g., separation of items such as wood, concrete, metal into separate bins)? This would also include materials that will be recycled at a landfill as daily cover or as landfill road base, Receipts from approved facility are required.				
2b.	If you plan to salvage or source separate, please indicate the materials, haulers, and facilities. Receipts will be required. (We do not have an auditing process for reuse programs ex: habitat for humanity or reuse facilities, or Mexico)	Materials	Hauler	Facility	
3.	ON-SITE USE:			Yes	No
3a	Do you plan any on-site reuse activities for this project (e.g., reuse of wood forms from other projects for concrete, on-site crushing of concrete for on-site use, use of reusable containers or pallets for material deliveries, etc.)? (please provide photos of locations these items were reused)				
	If "yes," please describe. _____				
4.	INERT Fill USE:			Yes	No
4a	Will any source separated dirt or mixed inerts (i.e., dirt, concrete, asphalt) be delivered to a City of Santa Monica approved inert landfill (one that accepts only inert material) or be used for any other non-landfill fill purpose? (For Concrete and Asphalt: load receipts will be required) (Dirt: provide photographic documentation if load tickets are not available by the facility & written documentation from facility owner that material were dumped at their site.)				
4b	If "yes," please indicate the materials, haulers, and facilities.	Materials	Hauler	Facility	

*This includes recovering reusable items from remodeling or demolition projects and includes stand-alone items (appliances), easy to remove items such as doors, mantelpieces, and removal of reusable structural items by hand (lumber, wood siding, roof tiles).

Address: _____

5.	RECYCLABLES: Mixed C&D recycling facilities and diversion rate:		Yes	No
5a	Will any mixed debris be delivered to a mixed C&D recycling facility for mechanical and/or manual separation of recyclables? (See C&D General Instruction for receipt requirement)			
5b	If "yes," identify the facility and hauler who will deliver.	Facility (check one)	X	Hauler
		Community Recycling & Resource Recovery - 93%		
		Southern California Disposal – 82%		
		East Valley Diversion– 85%		
		Downtown Diversion– 83%		
		California Waste Serv. 87%		
		Construction Demolition Recycling Inc.(IRS) – 78%		
	Direct Disposal – 73%			
6.	SELF-HAUL:		Yes	No
6a	Will any C&D debris be self-hauled by your company or by subcontractors?			
6b	If "yes," identify which companies will be self-hauling debris. List Names of hauler and provide RRR approved facility. (refer to definition of "self-haul" in the C&D Waste Management Plan Instructions/General Information.	Self-Hauler	Facility	
7.	REFUSE: Disposal at Landfill		Yes	No
7a	Will any materials from this project be disposed of at a landfill?			
7b	If "yes," identify the haulers who will deliver the disposed debris and the disposal facilities.	Landfill	Facility	
7c	Do you have any exemptions to request prior to start of the project (Yes/No)			
	If Yes: What type of material :			
8	EDUCATIONAL STRATEGIES:			
	Describe in detail how you plan to inform your workers and any subcontractors of and ensure participation in your diversion goals and Waste Management Plan activities.			

C&D WASTE MANAGEMENT PLAN

Address: _____

9. ESTIMATE OF RECYCLING AND/OR DISPOSAL ACTIVITIES` :

Summarize the information provided in Part Three (pages 2-3) of this Waste Management Plan on the following chart. Please refer to the C&D Conversion Table (pg. 5) if assistance in calculation is needed

Type of Material	Type of Activity (check box)				Total Quantities (In Tons)*	Total Recycled (In Tons)*	Total Disposed (In Tons)*	Facility Used (list specific names of recycling facilities, transfer stations, landfills, etc.)	Method of Transport (Self Haul, debris box, other?)
	Recycle - to Facility	Recycle - Salvage**	Recycle - On-Site Reuse	Dispose - to Facility					
Mixed Materials***									
Mixed C&D Materials									
Mixed Inerts									
Separated Materials									
Asphalt									
Brick									
Concrete									
Dirt/Clean Fill									
Lumber									
Roofing Materials									
Metals									
Sheetrock									
Yard Trimmings									
Other Salvageable Materials/Items****									
Other									
TOTALS:									

*See Conversion Table (page 5) to convert cubic yards to tons.

**Estimate in pounds where necessary and convert to partial tons -- see Conversion Table (page 5).

***Divide the "Total Quantities" tonnages for all mixed materials between the "Total Recycled" and "Total Disposed" columns. [For example, if the facility you are using (see C&D Recycling Facilities list) has a 70% diversion rate, and you are sending 10 tons to that facility, "Total Recycled" = 7.0 and "Total Disposed" = 3.0.]

****See #1b on page 2 for examples of salvageable materials other than those items listed under "Separated Materials" above.

Estimated Diversion Rate: _____%*****

*****Divide tons of waste recycled by total tons of waste recycled and disposed; convert to a percentage.

C&D WASTE MANAGEMENT PLAN

C&D Conversion Table

Address: _____

Please use this page if needed to calculate your estimated tonnages

✓	Check each conversion being used.		
	Mixed C&D Materials	1 cubic yard	= 500 pounds
	Mixed Inerts	1 cubic yard	= 1 ton
	Asphalt, Brick, Concrete, Dirt (separated from other materials)	1 cubic yard	= 1 ton
	Lumber	1 cubic yard	= 150 pounds
	Asphalt Shingles	1 cubic yard	= 419 pounds
	Asphalt/Tar Roofing	1 cubic yard	= 2,919 pounds
	Wood Shake Shingle Roofing	1 cubic yard	= 435 pounds
	Metals	1 cubic yard	= 906 pounds
	Sheetrock	1 cubic yard	= 394 pounds
	Yard Trimmings	1 cubic yard	= 108 pounds

Other Salvaged Items

Salvaged Items	Estimated Pounds ÷ 2000	=	Tons
Example: Cabinets, doors, windows, toilets, etc.	100 lbs. ÷ 2000	=	.05

If you believe you have justification for using a different conversion than above, please explain below.

FORM SUBMISSION:

I hereby attest that the information provided on this form (pp. 1-5) is complete and accurate.

- Any proposed changes to an approved Waste Management Plan must be resubmitted and re-approved by City staff in order to ensure return of the performance security deposit. If the minimum required recycling rate is not met, **the deposit refund will be prorated**. Deposit refund request for the project listed below must be accompanied by weight tickets for all debris generated, including all trash, salvage, reuse and recycling, and submitted within 30 days from completion of (initial and date next to project type):
 - Demolition Final Inspection Initial Here: _____ Date : _____
 - New Construction Initial Here: _____ Date: _____
 - Tenant Improvement/Remodel or Addition. Initial Here: _____ Date: _____
- All materials generated from this project must be hauled by an approved City of Santa Monica hauler as listed in the Waste Management Plan.
Initial Here: _____ Date: _____
- All materials generated from this project must be hauled to an approved/certified facility as listed in the Waste Management Plan. Initial Here _____ Date: _____
- If one or all of the above conditions are not met, performance security deposit will be forfeited in full. Initial here _____ Date _____

Applicant's Signature: _____ Date: _____

Applicant (please print): _____

**South Coast Air Quality Management District**21865 Copley Drive, Diamond Bar, CA 91765-4182
Phone: (909)396-2336 (www.aqmd.gov)**USPS-Mail Form and Fee To:**SCAQMD
PO Box 55641
Los Angeles, CA 90074-5641**All Others-Mail Form and Fee To:**Bank of America Lockbox Services
Lockbox # 55641
2706 Media Center Drive
Los Angeles, CA 90065**Rule 1403 Form Notification of Demolition or Asbestos Removal**¹ Fax these type of Notification Forms to (909)396-3342 and mail the originals within 48 hrs

Project Type	DEMOLITION (Fire Training)	DEMOLITION (Renovation)	ASBESTOS REMOVAL (Renovation)	PLANNED RENO (Annual)	¹ PROCEDURE 4 PLAN	¹ PROCEDURE 5 PLAN	Project Urgency	EMERGENCY	ORDERED
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Notification Type	ORIGINAL	¹ CANCELLATION	¹ REVISION AMOUNT	¹ REVISION DATES	¹ REVISION OTHER
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Contractor Information: Notifications should be submitted by the contractor performing the project

CSLB License _____	Cal. OSHA REG _____	AQMD ID _____	CHECK _____	FEE _____	DATE _____	PROJECT # _____
Company Name _____	List Site Supervisor(s) _____				Phone _____	
Address _____						
City _____	State _____	Zip _____				
Completed by _____	Phone _____					

Site Information: Copies of this notification and the CAC asbestos survey report must be kept at the worksite during this project

Site Name _____

Site Address _____ Cross Street _____

Site City _____ State _____ Zip _____ County _____

Site Owner _____ Contact _____ Phone _____

Owner Address _____ City _____ State _____ Zip _____

Describe Work _____

Describe Work Location (s) _____

Project Work Shift Day Swing Night _____

² Number of Floors _____ Building Age (Years) _____ Number of Buildings or Dwelling Units _____

Building Prior/ Present Use SCHOOL HOSPITAL CONDO/APT PUBLIC BLDG. INDUSTRIAL COMMERCIAL OFFICE UNI/COLLEGE HOUSE SHIP OTHER _____

Required Building Information ASBESTOS SURVEY? YES NO ASBESTOS FOUND? YES NO ASBESTOS REMOVED? YES NO BUILDING TO BE DEMOLISHED? YES NO

Asbestos Information: Do not provide this information in demolition notifications, see pg 2

Amount of Each Type of Asbestos in sq ft	ACOUSTIC CEILING	FRIABLE LINOLEUM	INSULATION	CLASS I FIRE PROOFING	DUCTING	CLASS II STUCCO	² TOTAL AMOUNT MASTIC	FLOOR TILES (VAT)
	DRYWALL	PLASTER	TRANSITE	ROOFING	OTHER	PLEASE DESCRIBE OTHER TYPE OF ASBESTOS: _____		

Asbestos Removal From SURFACES PIPES COMPONENTS

Asbestos Detection Procedures: Check the procedures and analytical methods used to determine the presence of asbestos in the building. See [Survey Checklist](#)

SURVEY BULK SAMPLING INSPECTION CAC ASSUMED AS ASBESTOS-PACM PLM PCM TEM

Controls: Check the combination of Rule 1403 procedures used to control asbestos emissions. (Procedure 4 and 5 submit plans for AQMD prior approval)

PROCEDURE NUMBER 1 2 3 4 5

Emergency Asbestos Removal: Check the sudden unexpected event and attach a letter from the person affected by the emergency explaining how this event caused unsafe conditions, equipment damage or unreasonable financial burden. For disturbed/damaged asbestos materials see [Procedure 5 Guidelines](#).

FIRE FLOOD WATER DAMAGE EARTHQUAKE NUISANCE VANDALISM HEALTH/SAFETY FINANCIAL BURDEN EQUIPMENT DAMAGE OTHER

Name of Person Declaring/ Authorizing the Emergency _____ Phone _____ Date of Emergency _____ Hour of Emergency _____

AQMD USE ONLY: SCREENED BY	RECEIVED	POSTMARKED	ENTERED BY	NOTIFICATION #
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**South Coast Air Quality Management District**21865 Copley Drive, Diamond Bar, CA 91765-4182
Phone: (909)396-2336 (www.aqmd.gov)**Rule 1403 Form Notification of Demolition or Asbestos Removal**

USPS-Mail Form and Fee To:

SCAQMD
PO Box 55641
Los Angeles, CA 90074-5641

All Others-Mail Form and Fee To:

Bank of America Lockbox Services
Lockbox # 55641
2706 Media Center Drive
Los Angeles, CA 90065**Demolition Information:** All asbestos containing materials must be removed *prior* to any demolition activity

Asbestos Removal Company Name _____ Date of Asbestos Removal _____

Check work practices to prevent, suppress and contain dust, and dust controls to be use at the demolition site

SPRAY WATER EXIT GRATES TARP TRUCKS/BINS FENCE SCREENS STONE TRUCK PADS TIRE WASHING SOIL STABILIZERS OTHER _____

Contingency Demolition Plan: Check actions to be followed if unexpected asbestos is found during demolition or asbestos material becomes disturbed, crumbled, pulverized or reduced to powder. Disturbed/Damaged ACM requires a Procedure 5 Plan Approval prior to clean-up (See [Procedure 5 Guidelines](#))

STOP WORK NOTIFY OWNER SECURE STABILIZE POST SIGNS ISOLATE WORK AREA SURVEY CHARACTERIZE WASTE OTHER _____

Ordered Demolition: Attach a copy of the agency orderAgency Name _____ Phone _____ Date of Order _____
Authorizing Person _____ Title _____ Date Ordered to Begin _____**Waste Information**

WASTE TRANSPORTER #1 _____	WASTE STORAGE SITE _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
WASTE TRANSPORTER #2 _____	LANDFILL _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____

Contractor Certification: All contractors or owner/operator submitting this notification must sign this formI certify that an individual trained in the provisions of regulations AQMD [Rule 1403](#) and the [Asbestos NESHAP Title 40 CFR Part 61 Subpart M](#) will be on site during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours. I hereby certify that all of the information contained herein and information submitted with this notification is true and correct.Company Name _____ Title of Owner/Operator _____
Print Name of Owner/Operator _____ Signature of Owner/Operator _____ Date _____**Notification Fee:** No notifications shall be considered received pursuant to [Rule 1403](#), unless it is accompanied by the required payment ([Rule 301](#), Table VI). Please make check payable to "SCAQMD". Fees are per notification and vary according to the ²TOTAL AMOUNT of asbestos removed or the demolition ²BUILDING SIZE. The Revision Amount fee is the difference between the new Project Size Fee category and the original Project Size Fee category (See [Fee Information](#))

Project Size Fee: _____	Fee Based on Project Size (sq ft)	Additional Fees
Additional Fee: _____		
Total Fee Due: _____		

AttentionKeep Three (3) Copies of This Notification Form for your records, to post at the worksite, and to obtain a city demolition permit. See [California Health and Safety Code 19827.5](#) that requires that you provide a copy of the demolition notification to Building and Safety before issuance of a demolition permit. For questions call 909-396-2336. Forms, instructions and [Rule 1403](#) can be obtained from the AQMD website at <http://www.aqmd.gov>. Please mail this signed original notification form, fee, and any attachments to: For USPS: SCAQMD, PO Box 55641, Los Angeles, CA 90074-5641; For ALL OTHER: Bank of America Lockbox Services, Lockbox # 55641, 2706 Media Center Drive, Los Angeles, CA 90065. Mailing saves time, money and reduces traffic and air pollution.

Project # _____



City Of Santa Monica
Building and Safety
1685 Main Street Rm. 111
(310) 458-8355

ASBESTOS CERTIFICATION FORM

Before a Demolition Permit can be issued the site must be inspected and the following statement must be signed by the property owner or a California State Certified Asbestos Contractor.

- I certify that I have personally inspected the proposed demolition site at _____, Santa Monica within the past three months.
- I hereby declare that the site does not contain significant or potentially dangerous amounts of asbestos-based, building materials that could cause airborne asbestos fibers during the demolition process. I further certify that (check applicable line)

- There are none of the items listed below at this site:
- a. Sprayed plasters or fire proofing
 - b. Rigid siding, roofing, linoleum flooring, or insulation
 - c. Questionable and unidentified building materials

- Some or all of the items listed above are present at the site but have been tested at a laboratory and determined to be asbestos-free.

- I hereby declare there is asbestos at this site.

- The AQMD has been notified. A copy is attached. (Please note: the AQMD must be notified on all demolitions even if there is no asbestos).

- A State Certified Asbestos Contractor has been /will be hired for the entire abatement operation.

- Adjacent neighbors have been notified.

• Owner's Name _____ Signature _____

• State Certified Asbestos Contractor's Name* _____

* (This section need not be completed if the owner certifies that none of the listed items in a., b., or c. above exist on site.)

Signature _____ Date _____

State Asbestos License # _____

NOTICE FAILURE TO PROPERLY NOTIFY AQMD AND ADJACENT RESIDENTS MAY RESULT IN CANCELLATION OF PERMIT

Please see reverse side for information concerning
Air Quality Management Department (AQMD) requirements.

IMPORTANT INFORMATION FOR ALL DEMOLITION, RENOVATION AND ASBESTOS CONTRACTORS

Rule 1403, adopted January 1, 1990, significantly altered former U.S. Environmental Protection Agency (EPA) NESHAP, 40 CFS, Part 61, Subpart M requirements by lowering reportable quantity notification amounts for friable and non-friable asbestos containing material (ACM). This now includes residential demolition and renovation activities. Rule 1403 also mandates how you are to report, remove, handle, label, store and dispose of ACM.

Current regulations require you to:

- Notify the AQMD Office of Operations in writing within ten working or fourteen calendar days prior to any renovation work that involves 100 square feet or more of ACM or any kind of demolition work, including demolitions of buildings which do not contain asbestos.
- Follow the provisions of 40 CFR 763.107 for bulk sampling of friable material.
- Perform a sample analysis using the procedure detailed in the AQMD "Laboratory Methods of Analysis for Enforcement Samples" manual, or equivalent. This procedure is currently Polarized Light Microscopy with Dispersion Staining.
- Comply with one or more of the procedures outlined in Rule 1403 when you remove, strip or handle ACM.
- Store any asbestos containing waste in labeled, leak-tight containers enclosed in a locked area inaccessible to the public.
- Keep records of all demolition and renovation activities for at least two years and provide them to District staff upon request.
- Provide asbestos abatement training for supervisors and workers in an EPA approved State Accredited training course.

No telephone notifications will be accepted by the district. In cases of emergency a faxed notice may be sent followed by hard copy within 48 hours.

For further information about details of this rule,
call the following Air Quality Management Department (AQMD) office:

Enforcement Division
Air Toxics Control Branch
Hazardous Materials Section
(909) 396-2326



**City Of Santa Monica
Building and Safety
1685 Main Street Rm. 111
(310) 458-8355**

Demolition Permits Information Notice

ADDRESS _____ DEMOLITION PERMIT# _____

DEMOLITION PERMITS may not be submitted to the Building and Safety Division without the following sign-offs from the Public Works Department. These are required to insure that there are no problems with uncapped sewer lines, the misuse of the water supplies and/or the illegal use of public property.

1. For verification of SEWER CAP PERMITS:	
PUBLIC WORKS: ENGINEERING.....	ROOM 112, CITY HALL (310) 458-8721
APPROVED _____	DATE: _____
2. For verification that all Water Division requirements for demolitions have been met: (This includes proof of water availability required for dust control and final site clean-up.)	
FINANCE: WATER BILLING.....	1717 4th Street, RM 150 (310) 458-8224
APPROVED: _____	DATE: _____
3. For USE OF PUBLIC PROPERTY PERMIT AND C & D WASTE MANAGEMENT DEPOSIT PAYMENT:	
PUBLIC WORKS: ADMINISTRATION.....	ROOM 113, CITY HALL (310) 458-8737
APPROVED _____	DATE: _____
4. For verification that Resource Recovery & Recycling division requirements for demolition waste management plan has been met-this includes selection of a contractor	
PUBLIC WORKS – RESOURCE RECOVERY & RECYCLING.....	2500 Michigan Blvd-Operations Building (310) 458-8739
APPROVED _____	DATE: _____

In addition to the above, The **FIRE DEPARTMENT** must be notified by phoning (310) 458-8651 at least five days in advance of any pending demolition. Please sign and check box below to verify this requirement has been met.

_____ DATE: _____

DEMOLITION PERMIT REQUIREMENTS

ADDRESS _____

DEMOLITION PERMIT # _____

DEMOLITION PERMITS will **NOT** be issued by the Division of Building and Safety without the following:

- 1 State law requires that before excavation of any kind occurs, the following agency must be notified. (Please note, it is **MANDATORY** that you inform them specifically that you are calling about at demolition.)

DIGALERT - UNDERGROUND SERVICE ALERT
1-800-227-2600 OR 1-800-422-4133

- I hereby declare that DIGALERT has been informed of the upcoming Demolition for this site.

Signed _____ Title: _____

USA TICKET#: _____ Date: _____

2. The City of Santa Monica requires that Gas Service, Electric Power and telephone service at the proposed demolition site be abandoned (utility off from the street, meter removed) prior to demolition of structures. To arrange for this service notify:

SOUTHERN CALIFORNIA GAS COMPANY
800-427-2200

- I hereby declare that the Southern California Gas Company shall abandon the gas service at this site.

Signed _____ Date: _____

Title: _____

SOUTHERN CALIFORNIA EDISON COMPANY
(800) 684-8123

- I hereby declare that the Southern California Edison Company shall abandon the electrical service at this site.

Signed _____ Date: _____

Title: _____

VERIZON COMMUNICATIONS (ENGINEERING)
(310) 264-5137

- I hereby declare that GTE California shall abandon the telecommunications service at this site.

Signed _____ Date _____

Title: _____



The City of Santa Monica
Building and Safety Division
1685 Main Street Rm. 111
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RODENT AND VERMIN CERTIFICATION FORM

Before a Demolition Permit can be issued the site must be inspected by a Licensed Pest Control Agency.

- I hereby declare that the site does not show evidence of either rodent or any other vermin infestation that will be disturbed and migrate from the site during the demolition process.
- I hereby declare that the site does contain rodent or vermin infestation and I have attached the proposed plan on how to abate the problem during or before demolition.

Name: _____ Date _____

Signature: _____

State Pest Control License # _____