



## DEMOLITION PERMIT PROCESS

The following steps are required to obtain a demolition permit from the City of Santa Monica. Please review the process and if you have any questions, contact a Permit Specialist at 310.458.8355 or [eplans@smgov.net](mailto:plans@smgov.net)

**STEP 1 (Apply)** - Submit required materials to Electronic Plan Review (EPR) online as follows:

1. Create EPR project online at <https://epermit.smgov.net/CitizenAccess> (please refer to attached handout entitled [How to Create A Plan Check Application on Citizen Access Prior to Uploading Plan Check Materials to EPR System](#)); and
2. Login (or register for first-time users) to EPR system at <http://plans.smgov.net/projectdox> with email address used to create project on Citizen Access and upload the following required documents (refer to attached handout entitled [Plan Check Upload and Submittal Standards for EPR](#)).

**A demolition application expires in:**

- 1) three years for structures over 40 years old;
- 2) two years if City Planning requires a replacement project; or
- 3) one year for all other projects.

**STEP 2 (Review)** - Demolition Permit applications are routed to the following City reviewers:

1. **Rent Control Office:** See requirements on Page 4 of application packet.
2. **City Planning Division:**
  - a. Issuance of a demolition permit for multi-family structures or garages requires the simultaneous issuance of a building permit to construct a replacement project.
  - b. For structures over 40 years old, a demolition permit may be issued 75 days from the application submittal date if no applications are received by the City to designate a building as a City Landmark or Structure of Merit.
  - c. A list of pending demolition application permits may be viewed at the [Landmarks Commission website](#) or the [City's Open Data portal](#).
3. **Public Works Department:** See requirements attached to application packet. The Waste Management Plan must be approved prior to the issuance of a demolition permit.
4. **Public Landscape Division:** Applicant is advised to contact Urban Forestry at 310.458.8974 or email at [public.landscape@smgov.net](mailto:public.landscape@smgov.net) for Tree Protection requirements and scheduling of inspection prior to the issuance of a demolition permit.

**STEP 3 (Certify & Issue)** - Once approved by all City reviewers, a demolition permit may be issued only to a contractor with a Class C-21 (Demolition) license or to a contractor with a Class B (General) license with evidence of a signed contract with property owner to perform demolition. Authorized contractor shall provide all of the following to a Permit Specialist at City for issuance of demolition permit:

1. **Asbestos Report and Signed Certification Form:** Asbestos Report for the property and Asbestos Certification Form signed by property owner or a State Certified Asbestos Contractor verifying the site has been inspected for asbestos.
2. **Rodent & Vermin Certification Form:** Completion of Rodent & Vermin Certification Form by a State of California Licensed Pest Control Agency declaring inspection of the site.
3. **AQMD – Rule 1403 Form Notification of Demolition or Asbestos Removal:** Confirmation of notification to the Air Quality Management District (AQMD) of the intent to demolish. All AQMD Rule 1403 submittals shall be completed online at: <http://www.aqmd.gov/home/regulations/compliance/asbestos-demolition-removal/r1403-web-app>
4. **Utilities Declaration:** Completed declaration sheet (attached) that all gas, electric and telephone utilities have been shut off at the property prior to demolition permit issuance.

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# DEMOLITION PERMIT APPLICATION

a request for the demolition of building(s) on a property pursuant to SMMC Chapter 9.25. a demolition permit application expires  
 1) in three years for structures over 40 years old; 2) in two years if a replacement project is required by SMMC Section  
 9.25.040(B); or 3) in one year for all other projects.

JOB ADDRESS \_\_\_\_\_

Associated Building Permit No. (if any) \_\_\_\_\_

<b>Applicant or Agent (primary contact)</b>	Name		Phone	
	Address	City	State	Zip
	Email			
<b>Contractor</b>	Contact Name	Company Name	Phone	
	Address	City	State	Zip
	Email	City Business License No.	California Contractor's License No.	Classification
<b>Property Owner</b>	Name		Phone	
	Address	City	State	Zip
	Email			

### APPLICATION SUBMITTAL REQUIREMENTS

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>Application &amp; Fees</b><br>Completed application and payment of fees. An Incomplete application is subject to not being accepted by the City.   | <input type="checkbox"/> <b>Posting-Photos &amp; Affidavit</b><br>1) Color photos of structure(s) to be demolished; 2) photos of site posting; and 3) signed affidavit. See pages 4-6 for photo instructions. Application may be rejected for black & white or unclear photos. | <input type="checkbox"/> <b>Site Plan</b><br>Site plan that includes:<br>• Existing structures;<br>• Property dimensions;<br>• Dimensions & size of structures to be demolished;<br>• Adjacent streets & alleys; and<br>• Fences, walls, and other screening to remain<br>• Tree Protection Guidelines |
| <input type="checkbox"/> <b>Property Owner Verification</b><br>Property owner signature on application or a letter of authorization. If owned by LLC or partnership, documentation verifying signatory as President, CEO, or other authorized agent is required. | <input type="checkbox"/> <b>Property Maintenance Plan</b><br>Detail of fencing, screening from adjacent properties, ground cover, and overall maintenance of property to occur while site is vacant prior to demolition, and if left vacant after demolition.                  | <input type="checkbox"/> <b>Rent Control Status Form (for Single-Family Dwellings only)</b><br>Certification of the Rent Control status on the property is required for single-family dwellings. See Rent Control Office in Room 202 of City Hall.   |

### PROJECT INFORMATION

Separately identify each structure proposed to be demolished, its square footage and year built (attach additional sheets as necessary).	Structure Type (SFR, MFR, Garage, Comm.)	Square Feet to be Demolished	Year Built*	*Demolition applications shall be subject to a 75-day waiting period from the date of submittal of a complete application, except for: • Structures less than 40 years old; or • Accessory structures less than 400 sq. ft. in area that are not a City-Designated Historic Resource or not listed on City's Historic Resources Inventory.
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total number of residential units to be demolished		Demolition valuation		Applications exempt from the 75-day waiting period shall include documentation demonstrating eligibility for the exemption.
Single-family <input type="text"/>	Multi-family <input type="text"/>	<input type="text"/>		

Identify rent control status of property and describe planned development on site

I certify that I have read and fully understand the detailed requirements of this application, and state under penalty of perjury, under the laws of the State of California, that the above information and associated project plans is true and correct. I agree to comply with all City, county, and state laws and ordinances related to building construction and hereby authorize representatives of the City and county to enter upon the above-mentioned property for inspection purposes. I realize that this application is a permit request and it does not authorize the work specified herein. Further, neither the City nor any board, department officer or employee thereof make any warranty nor shall be responsible for the performance, or results of any work described herein. By signing below, I also acknowledge that the submittal of this application also submits a request that the Landmarks Commission review the historic status of the property for structures over 40 years old.

ROLE OF THE UNDERSIGNED IS (CHECK ONE):  OWNER  CONTRACTOR  OTHER:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### STAFF USE ONLY

Project No.	Permit Specialist	Amount / Date	City Planning	C&D (Public Works)
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# SITE POSTING REQUIREMENTS & AFFIDAVIT

## FOR PROPOSED DEMOLITION PERMIT

The subject site shall be posted with a sign identifying the proposed demolition request. Please sign and date the affidavit statement below.

The sign shall be posted prior to the submittal of the demolition permit application to the City. The application submittal must include photos of the site posting from *at least two perspectives* to verify that the sign text and sign location are in compliance with the requirements below.

1. **SIZE** A minimum of four square feet in area (generally two feet by two feet).
2. **HEIGHT** The sign shall not exceed eight feet in height from ground level.
3. **LOCATION** Not less than 1 foot nor more than 10 feet inside the property line in an area that is prominently visible to the public.
4. **ILLUMINATION** The sign shall not be illuminated.
5. **QUANTITY** One sign shall be displayed per street frontage, unless otherwise permitted by the Building and Safety Division Manager
6. **CONTENT** The sign shall include only the following factual information:

Title:	<b>NOTICE OF PENDING DEMOLITION PERMIT</b>
Description:	PUBLIC NOTICE IS HEREBY GIVEN THAT THE OWNERS OF THIS PROPERTY INTEND TO DEMOLISH STRUCTURE(S) ON THIS PROPERTY.
Address:	Complete address of property
Date of posting:	Date sign posted on property
Contact:	Property owner name Property owner phone number Property owner email address
City Contact:	City of Santa Monica Building and Safety Division - 310.458.8355

For information on pending demolition permit applications visit:

<https://www.smgov.net/Departments/PCD/Boards-Commissions/Landmarks-Commission/>

7. **LETTERING** The lettering shall be a standard typeface (Arial or similar) of at least one-inch in height. All letters shall be black upon a white background.
8. The sign shall remain in place throughout the duration of the City's approval process
9. The sign shall remain in place until completion of the demolition work.
10. The sign shall be removed promptly after completion of the approved after hours work.
10. The sign shall remain in place until completion of the approved after hours work.
11. Failure to post, update, or remove the sign may result in a delay in the processing of the application or in an order to stop all construction work at the site.

*I acknowledge these site posting requirements, and that the failure to post the required sign / information in a required manner and location may result in the delay of the processing of my demolition permit, or in a Building Officer order to stop all work on the site.*

\_\_\_\_\_  
Applicant Name (Print)

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

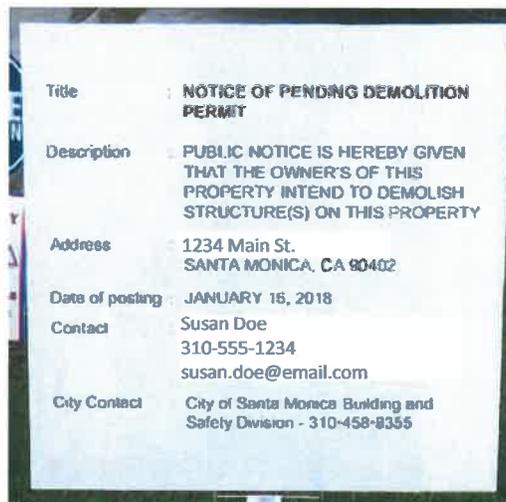
\_\_\_\_\_  
Date Sign Posted



## PHOTO AND POSTING INSTRUCTIONS FOR DEMOLITION PERMIT APPLICATIONS

- 1) No more than two (2) photos per page
- 2) Photos must be in color
- 3) Site posting photos must consist of:
  - a. Close-up photo
  - b. Photo from farther away showing location of posting on each street frontage
- 4) Photos must clearly show structure(s) to be demolished
- 5) Photos that do not conform to the above requirements will be considered an incomplete application

### EXAMPLE: SITE POSTING



**EXAMPLE: PHOTOS OF STRUCTURE TO BE DEMOLISHED**





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

## **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**

A Rent Control Status form certifying whether an existing single-family dwelling is exempt from Rent Control is required as part of the demolition application submittal, and can be obtained in the Rent Control Office (Room 202) in City Hall.

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

- 1) 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.

- 2) 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.



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: \_\_\_\_\_

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

Company Name (if Applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\*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.

<b>1.</b>	<b>SALVAGE:</b>			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.			
<b>2.</b>	<b>SOURCE SEPERATION:*</b>			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	
<b>3.</b>	<b>ON-SITE USE:</b>			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. _____				
<b>4.</b>	<b>INERT Fill USE:</b>			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.	<b>RECYCLABLES: Mixed C&amp;D recycling facilities and diversion rate:</b>		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.  Diversion rates can be obtained from Approved Recycling Facilities list	Facility (check one)	X	Hauler
		Athens/Crown Recycling		
		Interior Removal Specialist		
		East Valley Diversion		
		Downtown Diversion		
		California Waste Serv.		
		Direct Disposal		
	American Reclamation			
6.	<b>SELF-HAUL:</b>		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.	<b>REFUSE: Disposal at Landfill</b>		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	<b>EDUCATIONAL STRATEGIES:</b>			
	Describe <b>in detail</b> 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					
<b>Mixed Materials***</b>									
Mixed C&D Materials									
Mixed Inerts									
<b>Separated Materials</b>									
Asphalt									
Brick									
Concrete									
Dirt/Clean Fill									
Lumber									
Roofing Materials									
Metals									
Sheetrock									
Yard Trimmings									
<b>Other Salvageable Materials/Items****</b>									
<b>Other</b>									
<b>TOTALS:</b>									

\*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.





## 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 each (Demo, New Construction, Remodel/Addition or Tenant Improvement) project's **Final Inspection**. 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](http://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: 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 Permit Center Cashier in City Hall Rm 111 by cash, check, money order, credit card, and may be paid by Bond at the Resource, Recovery and Recycling office at 2500 Michigan Bldg 9.

All applicants must submit the WMP and the performance security. However, if your plans are being reviewed in Project dox and you have not yet selected a contractor, the applicant may submit the first page of the WMP to get an Approval/Denial, with the understanding that the entire WMP must be completed by the contractor prior to the start of any work. **If the work begins before the WMP is submitted and approved, the applicant is subject to forfeiture of the performance security deposit.**

- Performance Security Deposit Refund Requirements: **Within 30 days after each (Demo, New Construction, Remodel/Addition or Tenant Improvement) project's Final Inspection**, 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](http://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 310-458-2223.

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](http://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 Bldg 9, Santa Monica, CA 90404, 310-458-8507; or by email to [Nikkia.Tate@smgov.net](mailto:Nikkia.Tate@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.



**City of Santa Monica**  
**Resource, Recovery & Recycling Division**  
**C&D Approved Private Haulers List as of 10/12/20**

**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.**

1	Active Recycling Company, Inc.	<a href="mailto:kookie@activelosangeles.com">kookie@activelosangeles.com</a> 323-295-7774	2000 West Slauson Ave Los Angeles CA 90047
2	Allied Demolition Inc.	<a href="mailto:allieddemolition@gmail.com">allieddemolition@gmail.com</a> 818-365-5100	23890 Copper Hill Dr. #441 Valencia CA 91354
3	America's Bin Company	<a href="mailto:billing@abcdumpster.com">billing@abcdumpster.com</a> 818-641-1300	8832 Bradley Ave Sun Valley CA 91352
4	Arrow Services, Inc.	<a href="mailto:glenn@ArrowServicesInc.com">glenn@ArrowServicesInc.com</a> 626-336-2255	14245 Proctor Ave La Puente CA 91746
5	Arakelian Enterprises LLC DBA Athens Services	<a href="mailto:compliancedepartment@athensservices.com">compliancedepartment@athensservices.com</a> 626-336-3636	15045 Salt Lake Ave City of Industry CA 91716
6	Barraza & Son's	<a href="mailto:BarrazaAndSonsHeavyEquip@gmail.com">BarrazaAndSonsHeavyEquip@gmail.com</a> 323-981-9190	6710 Florence Ave Bell Gardens, CA 90201
7	California Waste Services CWS	<a href="mailto:eric@californiawasteservices.com">eric@californiawasteservices.com</a> 310-538-5998	621 W. 152nd Street Gardena CA 90247
8	Central City Enterprises	<a href="mailto:megan@centralcityinc.com">megan@centralcityinc.com</a> 951-343-2000	5935 Rickenbacker Avenue Riverside CA 92504
9	Consolidated Disposal Service, (Republic)	<a href="mailto:dyen@republicservices.com">dyen@republicservices.com</a> 310-436-7350	14905 S San Pedro Street Gardena CA 90248
10	Davcas Inc.	<a href="mailto:office@davacs.com">office@davacs.com</a> <a href="mailto:ashley@davcas.com">ashley@davcas.com</a> 951-934-3760	4927 Hydrangea Ln. Jurupa Valley CA 91752
11	Direct Disposal	<a href="mailto:dan@directdisposal.com">dan@directdisposal.com</a> 323-262-1604	19051 Goldenwest Street #106-137 Huntington Beach CA 92648
13	Genesis Dispatch, Inc.	<a href="mailto:paola@genesisdspatch.com">paola@genesisdspatch.com</a> 323-676-5128	P.O. Box 60885 Los Angeles CA 90060
14	Hauling Away	<a href="mailto:hector@haulingaway.com">hector@haulingaway.com</a> 323-842-4371	1318 W 58th ST Los Angeles CA 90037
16	Indy's Demolition, Inc.	<a href="mailto:info@indysdemo.com">info@indysdemo.com</a> 323-835-6710	2425 E Slauson Ave, Suit 116 Huntington Park CA 90255
17	J&L Hauling & Disposal.	<a href="mailto:JNLHND@aol.com">JNLHND@aol.com</a> 818-470-9356	P.O. Box 3035 Chatsworth CA 91313
18	Key Disposal and Recycling Inc.	<a href="mailto:key_disposal@sbcglobal.net">key_disposal@sbcglobal.net</a> 323-721-5441	PO Box 459 Montebello CA 90640



**City of Santa Monica**  
**Resource, Recovery & Recycling Division**  
**C&D Approved Private Haulers List as of 10/12/20**

19	MS Demolition, Inc.	<a href="mailto:martin.g@msdemolitioninc.com">martin.g@msdemolitioninc.com</a> 323-265-1813	2125 E. 4th Street Los Angeles CA 90033
20	Murillo Construction Clean Up	<a href="mailto:Murilloconstructionca@hotmail.com">Murilloconstructionca@hotmail.com</a> 310-978-8774	P.O. Box 6636 Torrance CA 90504
21	NASA Services, Inc	<a href="mailto:jack@nasaservices.com">jack@nasaservices.com</a> 323-888-0388	1100 S Maple Ave Montebello CA 90604
22	Perez Disposal Company, Inc.	<a href="mailto:dispatch@perezdisposal.com">dispatch@perezdisposal.com</a> 818-366-3500	12000 Blucher Ave Granada Hills CA 91344
23	Quality Waste Services, Inc.	<a href="mailto:STEVE@QUALITYWASTE.com">STEVE@QUALITYWASTE.com</a> 323-264-2236	3534 Whittier Blvd Los Angeles CA 90023
24	Segovia Disposal Inc.	<a href="mailto:sergoviarolloffinc@live.com">sergoviarolloffinc@live.com</a> 818-896-4367	P.O. Box 330398 Pacoima CA 91331
25	Serv-Wel Disposal & Recycling (City Rent-A-Bin)	<a href="mailto:DJMSWD@aol.com">DJMSWD@aol.com</a> 323-726-4056	901 S. Maple Street Montebello CA 90604
26	Southern California Disposal Co., Inc.	<a href="mailto:seta@scdisposal.com">seta@scdisposal.com</a> 310-828-6444	PO Box 25666 Los Angeles CA 90025
27	Sunny Dwellings, Inc.	<a href="mailto:info@sunnydwellings.com">info@sunnydwellings.com</a> 925-876-1531	3871 Sycamore Ave Los Angeles CA 90008
28	Universal Waste Systems	<a href="mailto:michelle@uwscompany.com">michelle@uwscompany.com</a> 562-205-4970	P.O. Box 3038 Whittier CA 90605
29	Waste Management	<a href="mailto:rgrigori@wm.com">rgrigori@wm.com</a> 818-252-3151	9081 Tujunga Ave Sun Valley CA 91352
30	Weber Madgwick Excavating, Inc.	<a href="mailto:alex@webermadgwick.com">alex@webermadgwick.com</a> 661-775-1900	31858 Castaic Road Castaic CA 91384
31	Tom of the Line Demolition Inc	<a href="mailto:tomofthelinedemolition@gmail.com">tomofthelinedemolition@gmail.com</a> 818-261-6057	6515 Kenwater Ave West Hills CA 91307
32	Rock Time Transport, Inc.	<a href="mailto:rocktimetransport@msn.com">rocktimetransport@msn.com</a> 818-768-5400	4948 Vanalden Ave Tarzana CA 91356

*If you have any questions or would like to apply to be one of the City of Santa Monica's private haulers, please contact the C&D Waste team at [CDWaste@smgov.net](mailto:CDWaste@smgov.net)*



## Public Works Department Resource Recovery & Recycling Division Construction & Demolition (C&D) Approved Recycling Facilities

<b>METAL</b> <i>All the companies listed below accept both ferrous &amp; non-ferrous metals, unless otherwise noted.</i>	<b>MIXED C&amp;D RECYCLERS</b> <i>Process mixed C&amp;D to extract recyclables</i>	<b>SALVAGED ITEMS (USED BUILDING MATERIALS)</b>
<b>A&amp;S Metal Recycling</b> 2261 E. 15 <sup>th</sup> Street Los Angeles, CA 90021 213.623.9443	<b>Athens Services/Crown Recycling</b> 9189 De Garmo Avenue Sun Valley, CA 91352 818.767.0675 <b>Diversion Rate: 89.49%</b>	<b>Freeway Building Materials</b> 1124 S. Boyle Avenue Los Angeles, CA 90023 323.261.8904
<b>Alpert &amp; Alpert Iron &amp; Metal</b> 1815 Soto Street Los Angeles, CA 90023 323.265.4040	<b>Direct Disposal</b> 3720 Noakes Street Los Angeles, CA 90023 323.262.1604 <b>Diversion Rate: 76.92%</b>	<b>Scavenger's Paradise</b> 3425 W. Magnolia Bl. Burbank, CA 91505 818.843.5257
<b>Atlas Iron &amp; Metal</b> 10019 Alameda Street Los Angeles, CA 90002 323.566.5184	<b>East Valley Diversion</b> 11616 Sheldon Street Sun Valley, CA 91352 818.252.0019 <b>Diversion Rate: 82.33%</b>	
<b>Kramer Metals</b> 1760 E. Slauson Avenue Los Angeles, CA 90058 323.587.2277	<b>Downtown Diversion</b> 2424 E. Olympic Blvd Los Angeles, CA 90021 213.612.5005 <b>Diversion Rate: 79.82%</b>	
<b>SA Recycling</b> Various Locations in Southern California 714.688.4943	<b>California Waste Services</b> 621 W. 152 <sup>nd</sup> Street Gardena, CA 90247 800.839.5550 <b>Diversion Rate: 79.85%</b>	
<b>SA Recycling</b> 10313 S. Alameda Street Los Angeles, CA 90002 323.564.5601	<b>Interior Removal Specialist, Inc</b> 9309 Rayo Avenue South Gate, CA 90280 323.357.6900 <b>Diversion Rate: 80.63%</b>	
	<b>American Reclamation</b> 4560 Doran Street Los Angeles, CA 90039 888.999.9330 <b>Diversion Rate: 70%</b>	

<b>INTERT MATERIAL</b>	<b>DIRT</b>	<b>WOOD</b>
<b>California Waste Services</b> 621 W. 152 <sup>nd</sup> Street Gardena, CA 90247 800.839.5550	<b>California Waste Services</b> 621 W. 152 <sup>nd</sup> Street Gardena, CA 90247 800.839.5550	<b>California Waste Services</b> 621 W. 152 <sup>nd</sup> Street Gardena, CA 90247 800.839.5550
<b>Vulcan Materials Company</b> 11520 Sheldon Blvd Sun Valley, CA 90052 818.768.4157	<b>Direct Disposal</b> 3720 Noakes Street Los Angeles, CA 90023 323.262.1604	<b>Recycled Wood Products</b> 1313 E. Philips Blvd Pomona, CA 91766 909.868.6882
<b>Chandler's Sand Gravel</b> 26311 Palos Verdes Drive East Hills Estates, CA 90274 310.784.2900	<b>Downtown Diversion</b> 2424 E. Olympic Blvd Los Angeles, CA 90021 213.612.5005	<b>North Hills Recycling, Inc.</b> 11700 Blucher Avenue Granada Hills, CA 91344 818.831.7980
<b>Valley Based Materials 25<sup>th</sup> St</b> 2121 E. 25 <sup>th</sup> Street Los Angeles, CA 90058 323.583.7913		
<b>Downtown Diversion</b> 2424 E. Olympic Blvd Los Angeles, CA 90021 213.612.5005		
	<b><i>BRICK &amp; ROOFING TILES</i></b>	<b><i>CARDBOARD</i></b>
<b>Direct Disposal</b> 3720 Noakes Street Los Angeles, CA 90023 323.262.1604	<b>Bourget Bros Building Materials</b> 1636 11 <sup>th</sup> Street Santa Monica, CA 90404 310.450.6556 (Accepts mission roof tile)	<b>Allan Company</b> 2411 Delaware Avenue Santa Monica, CA 90404 310.453.9677
<b>AMH Recycling</b> 11230 Roscoe Blvd Sun Valley, CA 91352 818.768.5202		<b>California Waste Services</b> 621 W. 152 <sup>nd</sup> Street Gardena, CA 90247 800.839.5550

- Call first for 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).

## **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 Performance Security.**

**Q. When do I file for refund of my Performance Security?**

**A. You must file for refund of your Performance Security 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 Security.**

**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 Security?**

**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 Performance Security.

**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 Security 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 Performance Security by not meeting the recycling requirements.

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

**A.** Normally, 6 to 8 weeks from the date of receipt of all the required documents and the recording of final date of project in the city's permit program (Accela).

**Q.** To whom is the Performance Security made out to/returned to?

**A.** According to city policy, the Performance Security 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  
Building and Safety  
1685 Main Street Rm. 111  
(310) 458-8355**

## ASBESTOS CERTIFICATION FORM

**The site must be inspected and the following statement must be signed by the property owner or a California State Certified Asbestos Contractor for the issuance of a demolition permit**

- 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.

***I attest that the foregoing statements are accurate and that the failure to properly notify the South Coast Air Quality Management District (AQMD) may result in the cancellation of the permit.***

Owner's Name	Signature	Date
Certified Asbestos Contractor's Name*	State Asbestos License No. *	
Asbestos Contractor Signature*		Date*

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

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.

**As of November 1, 2016, all Rule 1403 Asbestos Removal and Demolition Notifications and fee payments must be submitted to AQMD through their web-based online application. No application submitted via fax or email will be accepted.**

To register and submit a Rule 1403 Asbestos Removal and Demolition Notification visit:  
<http://www.aqmd.gov/home/regulations/compliance/asbestos-demolition-removal/r1403-web-app>

To view FAQs from AQMD for asbestos removal and demolition visit:  
<http://www.aqmd.gov/docs/default-source/compliance/Asbestos-Demolition-/1403-frequently-asked-questions.pdf>

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

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



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

## 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 No. \_\_\_\_\_



# DEMOLITION UTILITY DECLARATION

JOB  
ADDRESS

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DEMOLITION  
PERMIT NO.

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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 (USA)**  
Dial '811' on your phone or visit on the web at [digalert.org](http://digalert.org)

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

USA Ticket  
No.

Date

---

Name

Title

---

Signature

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.

Name

Title

---

Signature

Date

---

**SOUTHERN CALIFORNIA EDISON COMPANY**  
**(800) 684-8123**

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

Name

Title

---

Signature

Date

---

**VERIZON COMMUNICATIONS (ENGINEERING)**  
**(310) 264-5137**

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

Name

Title

---

Signature

Date

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