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

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, submittal of this demolition application is also a request that the Landmarks Commission review the historic status of the property. The review process is outlined at www.smgov.net/pcd. A demolition permit may be issued after 75 days from the application submittal date if the Landmarks Commission declines to proceed with further review of the demolition application, and no other landmark designation application is submitted to the City.
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 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 Certified 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.
DESTRUCTION 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); 3) in one year for all other projects.

<table>
<thead>
<tr>
<th>Applicant or Agent (primary contact)</th>
<th>Associated Building Permit No. (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Name</strong></td>
<td><strong>Company Name</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City Business License No.</strong></td>
<td><strong>California Contractor’s License No.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Owner</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td></td>
</tr>
</tbody>
</table>

### APPLICATION SUBMITTAL REQUIREMENTS

- **Application & Fees**
  Completed application and payment of fees. An incomplete application is subject to not being accepted by the City.

- **Property Owner Verification**
  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.

- **Property Maintenance Plan**
  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.

- **Rent Control Status Form**
  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

<table>
<thead>
<tr>
<th>Structure Type</th>
<th>Square Feet to be Demolished</th>
<th>Year Built*</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SFR, MFR, Garage, Comm.)</td>
<td></td>
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</tr>
</tbody>
</table>

*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.

Applications exempt from the 75-day waiting period shall include documentation demonstrating eligibility for the exemption.

Total number of residential units to be demolished

<table>
<thead>
<tr>
<th>Single-family</th>
<th>Multi-family</th>
<th>Demolition valuation</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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</tbody>
</table>

### STAFF USE ONLY

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Permit Specialist</th>
<th>Amount / Date</th>
<th>City Planning</th>
<th>C&amp;D (Public Works)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
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:**
   - **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

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.

11. The sign shall remain in place until completion of the approved after hours work.

12. 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
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.

   Permit#: ________________________________

   Waste Management Plan (WMP) Reviewed By: ______________

   Date: ____________________         WMP Approved: □ Yes □ No

   If not approved, describe reviewer’s actions: ________________________________________________
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:**

   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

2. **SOURCE SEPARATION:**

   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)

3. **ON-SITE USE:**

   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:**

   4a. Will any source separated dirt or mixed inert material (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.

---

*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).
5. **RECYCLABLES: Mixed C&D recycling facilities and diversion rate:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>5a</td>
<td>Will any mixed debris be delivered to a mixed C&amp;D recycling facility for mechanical and/or manual separation of recyclables? (See C&amp;D General Instruction for receipt requirement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5b</td>
<td>If &quot;yes,&quot; identify the facility and hauler who will deliver.</td>
<td>Facility (check one)</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recology - 70%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interior Removal Specialist – 81%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>East Valley Diversion– 77%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Downtown Diversion– 77%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>California Waste Serv. 80%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Direct Disposal – 73%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>American Reclamation – 70%</td>
<td></td>
</tr>
</tbody>
</table>

* For ease of calculation, the Diversion Rate percentages have been rounded to the nearest number.

6. **SELF-HAUL:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>6a</td>
<td>Will any C&amp;D debris be self-hauled by your company or by subcontractors?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6b</td>
<td>If &quot;yes,&quot; 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&amp;D Waste Management Plan Instructions/General Information.)</td>
<td>Self-Hauler</td>
<td>Facility</td>
</tr>
</tbody>
</table>

7. **REFUSE: Disposal at Landfill**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>7a</td>
<td>Will any materials from this project be disposed of at a landfill?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7b</td>
<td>If &quot;yes,&quot; identify the haulers who will deliver the disposed debris and the disposal facilities.</td>
<td>Landfill</td>
<td>Facility</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Type of Activity</th>
<th>Total Quantities (In Tons)*</th>
<th>Total Recycled (In Tons)*</th>
<th>Total Disposed (In Tons)*</th>
<th>Facility Used (list specific names of recycling facilities, transfer stations, landfills, etc.)</th>
<th>Method of Transport (Self Haul, debris box, other?)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recycle - To Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recycle - Salvage**</td>
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<tr>
<td></td>
<td>Dispose - To Facility</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mixed Materials</strong>*</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Mixed C&amp;D Materials</td>
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<td></td>
<td></td>
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<tr>
<td>Mixed Inerts</td>
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</tr>
<tr>
<td><strong>Separated Materials</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt</td>
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<td></td>
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<td></td>
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<tr>
<td>Brick</td>
<td></td>
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<tr>
<td>Concrete</td>
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<td>Dirt/Clean Fill</td>
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<td></td>
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<tr>
<td>Lumber</td>
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<tr>
<td>Roofing Materials</td>
<td></td>
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<tr>
<td>Metals</td>
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<tr>
<td>Sheetrock</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Yard Trimmings</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Other Salvageable Materials/Items</strong>**</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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<tr>
<td><strong>TOTALS:</strong></td>
<td></td>
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</tr>
</tbody>
</table>

*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

Please use this page if needed to calculate your estimated tonnages

<table>
<thead>
<tr>
<th>✓</th>
<th>Check each conversion being used.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mixed C&amp;D Materials</td>
</tr>
<tr>
<td></td>
<td>Mixed Inerts</td>
</tr>
<tr>
<td></td>
<td>Asphalt, Brick, Concrete, Dirt (separated from other materials)</td>
</tr>
<tr>
<td></td>
<td>Lumber</td>
</tr>
<tr>
<td></td>
<td>Asphalt Shingles</td>
</tr>
<tr>
<td></td>
<td>Asphalt/Tar Roofing</td>
</tr>
<tr>
<td></td>
<td>Wood Shake Shingle Roofing</td>
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<td></td>
<td>Metals</td>
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<tr>
<td></td>
<td>Sheetrock</td>
</tr>
<tr>
<td></td>
<td>Yard Trimmings</td>
</tr>
</tbody>
</table>

Other Salvaged Items

<table>
<thead>
<tr>
<th>Salvaged Items</th>
<th>Estimated Pounds</th>
<th>÷ 2000</th>
<th>=</th>
<th>Tons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Cabinets, doors, windows, toilets, etc.</td>
<td>100 lbs. ÷ 2000</td>
<td>=</td>
<td>.05</td>
<td></td>
</tr>
</tbody>
</table>

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 Performance Security. If the minimum required recycling rate is not met, the Performance Security refund will be prorated. Performance Security 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 Final Inspection. 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 Performance Security will be forfeited in full. Initial here: _______ Date: __________

Applicant's Signature: ________________________________ Date: ______________
Applicant (please print): _____________________________________________________

Rev 05/17/18
► **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 land filling. 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.
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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Recycling Company, Inc.</td>
<td>2000 West Slauson Ave</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90047 323-295-7774</td>
</tr>
<tr>
<td>Advari, Inc.</td>
<td>P.O. Box 1289</td>
<td>Wilmington</td>
<td>CA</td>
<td>90748 310-830-2161</td>
</tr>
<tr>
<td>Alexander Demolition &amp; Hauling</td>
<td>1400 Halldale Ave</td>
<td>Gardena</td>
<td>CA</td>
<td>90249 310-538-4774</td>
</tr>
<tr>
<td>Allied Demolition Inc.</td>
<td>23890 Copper Hill Dr. #441</td>
<td>Valencia</td>
<td>CA</td>
<td>91354 818-365-5100</td>
</tr>
<tr>
<td>America’s Bin Company</td>
<td>8832 Bradley Ave</td>
<td>Sun Valley</td>
<td>CA</td>
<td>91352 818-641-1300</td>
</tr>
<tr>
<td>American Reclamation, Inc.</td>
<td>4560 Doran Street</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90039 888-999-9330</td>
</tr>
<tr>
<td>Arrow Disposal Services, Inc.</td>
<td>14245 Proctor Ave</td>
<td>La Puente</td>
<td>CA</td>
<td>91746 626-336-2295</td>
</tr>
<tr>
<td>Athens Services/Araco Enterprises LLC</td>
<td>P.O. Box 60009</td>
<td>City of Industry</td>
<td>CA</td>
<td>91716 626-336-3636</td>
</tr>
<tr>
<td>A-Z Home Repairs</td>
<td>557 Hawthorne Street</td>
<td>Glendale</td>
<td>CA</td>
<td>91204 818-269-5406</td>
</tr>
<tr>
<td>Barraza &amp; Son’s</td>
<td>1545 S. Sydney Drive</td>
<td>Commerce</td>
<td>CA</td>
<td>90040 323-981-9190</td>
</tr>
<tr>
<td>California Waste Services CWS</td>
<td>621 W. 152nd Street</td>
<td>Gardena</td>
<td>CA</td>
<td>90247 310-538-5998</td>
</tr>
<tr>
<td>Central City Enterprises</td>
<td>5935 Rickenbacker Avenue</td>
<td>Riverside</td>
<td>CA</td>
<td>92504 951-343-2000</td>
</tr>
<tr>
<td>Commodity Trucking</td>
<td>14032 Santa Ana Ave</td>
<td>Fontana</td>
<td>CA</td>
<td>92337 909-355-5531</td>
</tr>
<tr>
<td>Consolidated Disposal Services, (Republic)</td>
<td>12949 Telegraph Road</td>
<td>Santa Fe Springs</td>
<td>CA</td>
<td>90670 562-397-4043</td>
</tr>
<tr>
<td>Cordova Construction Services</td>
<td>12506 Montague Street</td>
<td>Pacoima</td>
<td>CA</td>
<td>91344 818-896-0509</td>
</tr>
<tr>
<td>Davacs, Inc.</td>
<td>11444 Corte Cuyama</td>
<td>Jurupa Valley</td>
<td>CA</td>
<td>91752 951-937-3760</td>
</tr>
<tr>
<td>Direct Disposal</td>
<td>19051 Goldenwest Street #601-137</td>
<td>Huntington Beach</td>
<td>CA</td>
<td>92648 323-262-1604</td>
</tr>
<tr>
<td>Elite Engineering Contractors, Inc.</td>
<td>703 Pier Ave #B201</td>
<td>Hermosa Beach</td>
<td>CA</td>
<td>90254 310-465-8333</td>
</tr>
<tr>
<td>Gas Demolition</td>
<td>5850 W. 3rd Street #212</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90036 323-419-3198</td>
</tr>
<tr>
<td>Genesis Dispatch, Inc.</td>
<td>P.O. Box 60885</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90060 323-676-5128</td>
</tr>
<tr>
<td>Green Leaf Engineering, Inc.</td>
<td>18685 Main Street</td>
<td>Huntington Beach</td>
<td>CA</td>
<td>92648 714-847-2700</td>
</tr>
<tr>
<td>Hall-Away Rubbish Services Co., Inc.</td>
<td>1205 Date Street</td>
<td>Montebello</td>
<td>CA</td>
<td>90640 323-721-0371</td>
</tr>
<tr>
<td>Indy’s Demolition, Inc.</td>
<td>2425 E. Slauson Ave #116</td>
<td>Huntington Park</td>
<td>CA</td>
<td>90255 323-835-6710</td>
</tr>
<tr>
<td>Interior Removal Specialist, Inc.</td>
<td>8990 Atlantic Blvd</td>
<td>South Gate</td>
<td>CA</td>
<td>90280 323-357-6990</td>
</tr>
<tr>
<td>JD Demolition &amp; Grading, Inc.</td>
<td>7361 Slater Ave</td>
<td>Huntington Beach</td>
<td>CA</td>
<td>92647 714-379-1800</td>
</tr>
<tr>
<td>Jimenez Demolition, Inc.</td>
<td>6419 Elder Street</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90042 323-550-1153</td>
</tr>
<tr>
<td>J&amp;L Hauling &amp; Disposal.</td>
<td>P.O. Box 3035</td>
<td>Chatsworth</td>
<td>CA</td>
<td>91313 818-470-9504</td>
</tr>
<tr>
<td>J. Padilla, Inc.</td>
<td>12618 Foothill Blvd</td>
<td>Sylmar</td>
<td>CA</td>
<td>91342 818-899-6364</td>
</tr>
<tr>
<td>Legion Builders, Inc.</td>
<td>17705 S. Avalon Blvd SPC#385</td>
<td>Carson</td>
<td>CA</td>
<td>90746 310-418-0233</td>
</tr>
<tr>
<td>Master Demolition</td>
<td>23371 Mulholland Drive #428</td>
<td>Woodland Hills</td>
<td>CA</td>
<td>91364 213-596-0330</td>
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<tr>
<td>Metropolitan Disposal Inc.</td>
<td>7740 Burnet Ave</td>
<td>Van Nuys</td>
<td>CA</td>
<td>91405 818-901-2020</td>
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<tr>
<td>MS Demolition, Inc.</td>
<td>2125 E. 4th Street</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90033 323-265-1813</td>
</tr>
<tr>
<td>Murillo Construction Clean Up</td>
<td>P.O. Box 6636</td>
<td>Torrance</td>
<td>CA</td>
<td>90504 310-978-8774</td>
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<tr>
<td>North Hills Recycling, Inc.</td>
<td>11700 Bulcher Ave</td>
<td>Granada Hills</td>
<td>CA</td>
<td>91344 818-831-7980</td>
</tr>
<tr>
<td>Osmart General Construction, Inc.</td>
<td>P.O. Box 6334</td>
<td>Altadena</td>
<td>CA</td>
<td>91003 323-974-8760</td>
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<tr>
<td>Perez Disposal Company, Inc.</td>
<td>12000 Bulcher Ave</td>
<td>Granada Hills</td>
<td>CA</td>
<td>91344 818-366-3500</td>
</tr>
<tr>
<td>Quality Waste Services, Inc.</td>
<td>3534 Whittier Blvd</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90023 323-264-2236</td>
</tr>
<tr>
<td>Reel Waste &amp; Recycling</td>
<td>16654 Soledad Canyon Road #276</td>
<td>Canyon Country</td>
<td>CA</td>
<td>91387 877-588-7335</td>
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<tr>
<td>RER, Inc.</td>
<td>120 W. 155th Street #200</td>
<td>Gardena</td>
<td>CA</td>
<td>90248 310-329-3777</td>
</tr>
<tr>
<td>Rock N Roll Off Inc</td>
<td>P.O. Box 144</td>
<td>Agoura Hills</td>
<td>CA</td>
<td>91376 818-991-2323</td>
</tr>
<tr>
<td>Rogma Construction Services, Inc</td>
<td>1328 Willow Street</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90013 213-620-1144</td>
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<tr>
<td>Segovia Disposal Inc.</td>
<td>P.O. Box 30398</td>
<td>Pacoima</td>
<td>CA</td>
<td>91333 818-896-4367</td>
</tr>
<tr>
<td>Serv-Wel Disposal &amp; Recycling (Rent-A-Bin)</td>
<td>901 S. Maple Street</td>
<td>Montebello</td>
<td>CA</td>
<td>90604 323-776-4056</td>
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<tr>
<td>Southern California Disposal Co., Inc.</td>
<td>1908 Frank Street</td>
<td>Santa Monica</td>
<td>CA</td>
<td>90404 310-828-6444</td>
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<tr>
<td>Southern California Environmental, Inc.</td>
<td>9151 Atlanta Ave #5695</td>
<td>Huntington Beach</td>
<td>CA</td>
<td>92615 949-770-1768</td>
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<tr>
<td>Southwest Demo</td>
<td>1024 E. 28th Street</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90011 323-521-1323</td>
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<tr>
<td>Sunny Dwellings, Inc.</td>
<td>1980 S. Robertson Blvd</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90034 925-876-1551</td>
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<tr>
<td>Tejeda Trucking</td>
<td>P.O. Box 730</td>
<td>Lynwood</td>
<td>CA</td>
<td>90262 310-669-9800</td>
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<tr>
<td>Vista General Engineering</td>
<td>2401 Edxposition Blvd</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90018 310-876-0899</td>
</tr>
<tr>
<td>Waste Management</td>
<td>9081 Tujunga Ave</td>
<td>Sun Valley</td>
<td>CA</td>
<td>91532 818-252-3104</td>
</tr>
<tr>
<td>Weber Madgewick Excavating, Inc.</td>
<td>31858 Castaic Road</td>
<td>Castaic</td>
<td>CA</td>
<td>91384 661-775-1900</td>
</tr>
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# CONSTRUCTION & DEMOLITION (C&D) APPROVED RECYCLING FACILITIES

<table>
<thead>
<tr>
<th>METAL</th>
<th>MIXED C&amp;D RECYCLERS</th>
<th>SALVAGED ITEMS (USED BUILDING MATERIALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All of the companies listed below accept both ferrous &amp; non-ferrous metals, unless otherwise noted.</td>
<td>Process mixed C&amp;D to extract recyclables</td>
<td></td>
</tr>
</tbody>
</table>
| **A&S Metal**  
Recycling 2261 E. 15th St  
Los Angeles, CA 90021 213-623-9443 | Recology  
9189 De Garmo Ave Sun Valley, CA 91352 818-767-0675  
Diversion Rate: 70% | Freeway Building Materials  
1124 S. Boyle Ave  
Los Angeles, CA 90023 323-261-8904 |
| **Alpert & Alpert Iron & Metal**  
1815 Soto Street  
Los Angeles, CA 90023 323-265-4040 | Direct Disposal 3720  
Noakes Street  
Los Angeles, CA 90023 323-262-1604  
Diversion Rate: 72.51% | Scavenger’s Paradise  
3425 W. Magnolia Blvd.  
Burbank CA 91505 818-843-5257 |
| **Atlas Iron & Metal**  
10019 Alameda St  
Los Angeles, CA 90002 323-566-5184 | East Valley Diversion  
11616 Sheldon St  
Sun Valley, CA 91352 818-252-0019  
Diversion Rate 76.73% | |
| **Kramer Metals**  
1760 E. Slauson Ave  
Los Angeles, CA 90058 323-587-2277 | Downtown Diversion  
2424 E. Olympic Blvd Los Angeles, CA 90021 213-612-5005  
Diversion Rate 76.80% | |
| **SA Recycling**  
Various Locations in Southern California 714-688-4943 | California Waste Services  
621 W. 152nd St  
Gardena, CA 90247 800-839-5550  
Diversion Rate 79.85% | |
| **SA Recycling**  
10313 S. Alameda St  
Los Angeles, CA 90002 323-564-5601 | Interior Removal Specialist, Inc.  
9309 Rayo Ave  
South Gate, CA 90280 323-357-6900  
Diversion Rate 80.63% | |
| **American Reclamation**  
4560 Doran Street  
Los Angeles, CA 90039 888-999-9330 70%  
(through June 30th, 2018) | | |
CONSTRUCTION & DEMOLITION APPROVED RECYCLING FACILITIES

<table>
<thead>
<tr>
<th>INERT MATERIAL</th>
<th>DIRT</th>
<th>WOOD</th>
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<tbody>
<tr>
<td>California Waste Services</td>
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<td>Gardena, CA 90247</td>
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<td>800-839-5550</td>
<td>800-839-5550</td>
<td>800-839-5550</td>
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<tr>
<td>Vulcan Materials Company</td>
<td>Recycled Wood Products</td>
<td>North Hills Recycling, Inc.</td>
</tr>
<tr>
<td>11520 Sheldon Blvd</td>
<td>1313 E. Phillips Blvd</td>
<td>11700 Blucher Ave</td>
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<tr>
<td>Sun Valley, CA 90052</td>
<td>Pomona, CA 91766</td>
<td>Granada Hills, CA 91344</td>
</tr>
<tr>
<td>818-768-4157</td>
<td>909-868-6882</td>
<td>818-831-7980</td>
</tr>
<tr>
<td>Chandler’s Sand Gravel</td>
<td></td>
<td></td>
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<tr>
<td>26311 Palos Verdes</td>
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<tr>
<td>Drive East Rolling</td>
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<td></td>
</tr>
<tr>
<td>Hills Estates, CA</td>
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</tr>
<tr>
<td>90274 310-784-2900</td>
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<td>Valley Base Materials/25TH ST.</td>
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<td>2121 E. 25th St</td>
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<td>Los Angeles, CA 90058</td>
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<td>323-583-7913</td>
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<tr>
<td>CARDBOARD</td>
<td>BRICK &amp; ROOFING TILES</td>
<td>CARPET PADDING</td>
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<tr>
<td>Allan Company</td>
<td>Bourget Bros Building Materials</td>
<td></td>
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<tr>
<td>2411 Delaware Ave</td>
<td>1636 11th St</td>
<td>(Accepts mission roof tile.)</td>
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<tr>
<td>Santa Monica CA 90404</td>
<td>Santa Monica, CA 90404</td>
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<tr>
<td>310-453-9677</td>
<td>310-450-6556</td>
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<tr>
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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).
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.
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.

<table>
<thead>
<tr>
<th>Owner’s Name</th>
<th>Signature</th>
<th>Date</th>
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</table>

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.
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
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. ______________________________________________________
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

☐ 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