

# City of Rancho Cucamonga Construction and Demolition Recycling Requirements

Rancho Cucamonga's Municipal Code Section 8.19.040, **requires** each building permit applicant to complete a Waste Management Plan to identify materials that will be reused, recycled, or disposed from your project. The Waste Management Plan must be submitted for review and approval prior to permit application.

**Each project is required to divert at least 65 % of project waste for the landfill.**

*The Waste Management Plan and forms are required to receive approval to self-haul or use a recycler for source-separated recyclable materials. If you are using Burrtec to haul all materials for your project you do not need to complete these forms.*

**BEFORE Permit Issuance** - The applicant shall submit the Waste Management Plan to Environmental Programs located in the Engineering Services Department for review and approval. The review process may take up to two weeks so please plan accordingly.

1. **Complete Form 1, the Waste Management Plan:** Select and identify both a waste hauler for trash and a recycling dealer for recyclable materials. Please note: *Burrtec Waste Industries has an exclusive franchise agreement for waste hauling in the City of Rancho Cucamonga.*
2. **Complete Form 2** for Demolition Projects **or Form 3** for New Construction and Tenant Improvements: Self-hauling is allowed only if you are the General Contractor for the project. The Materials must be separated on site and construction and demolition material must be hauled using the General Contractor's trucks, bins, and staff. Self-haulers must identify the amount of material (in tons or cubic yards) that you anticipate will be recycled or reused. *Sub-contractors are not permitted to haul waste or recyclables.*
3. **Completion of Form 2 or Form 3** is also required if you are utilizing a recycler for any of the materials generated on the job site. If using multiple recyclers, a separate form must be completed for each. A recycler can only accept source-separated recyclable material and may not accept waste per municipal code 8.19.050.
  - **Third Party Bins will not be allowed on job sites as per City Municipal Code 8.19.010**

**PERMITS WILL NOT BE ISSUED UNTIL THE ATTACHED FORMS ARE SUBMITTED AND APPROVED BY ENVIRONMENTAL PROGRAMS.**

**After Project is Complete and BEFORE Reimbursement** – Proof of Recycling of at least 65% of the project waste or use Burrtec for collection and hauling of all construction and demolition debris.

- **SAVE WEIGHT TICKETS OF ALL MATERIALS DISPOSED OF OR RECYCLED DURING CONSTRUCTION, DEMOLITION, OR TENANT IMPROVEMENT.**
- Weight tickets must have the following:
  - Disposal Date, Recycling Dealer Name, Material Type, Net Weight, Ticket Number, and City of Origin must be Rancho Cucamonga
  - Weight tickets must be from a certified recycling facility, and obtained all applicable federal, state and local permits, per Municipal Code 8.19.080.

**Supporting diversion documents must be uploaded according to guidelines via the City's online portal system Accelerate.**

**FINAL APPROVAL FOR REIMBURSEMENT WILL NOT BE GIVEN UNTIL DOCUMENTATION HAS BEEN SUBMITTED AND APPROVED BY ENVIRONMENTAL PROGRAMS.**

**Questions?**

**Contact Marissa Ostos, Environmental Programs**  
10500 Civic Center Drive  
(909) 774-4025, [Marissa.Ostos@cityofrc.us](mailto:Marissa.Ostos@cityofrc.us)

**Form No. 1**  
**City of Rancho Cucamonga Waste Management Plan**

According to Municipal Code Section 8.19.240, unless you are using Burrtec Waste Industries for all of your debris hauling you are required to identify materials that will be reused, recycled, or disposed from your project.

***Each project is required to divert at least 65 % of project waste for the landfill.***

Project Name: \_\_\_\_\_

Location (Address): \_\_\_\_\_

Building Type: \_\_\_\_\_ Valuation: \_\_\_\_\_

Square Footage or Number of Units: \_\_\_\_\_

Type of Project:  New Construction  Demolition  Tenant Improvement  Other: \_\_\_\_\_

Type of Construction (wood frame, concrete, steel, etc.): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_

Requesting Approval to:

Self-Haul (Name of General Contractor) \_\_\_\_\_

Recycling Contractor (Name of Recycling Company) \_\_\_\_\_

**Part I. Submittal of Waste Management Plan (this form and Forms No. 2 or 3, attached) Before Issuance of Permit**

You are required to recycle or reuse 65% of the waste materials incurred on site. Use tons or cubic yards to quantify the total estimated waste and percentages for materials. A Conversion Rate table is attached. **Your building or demolition permit will not be issued until the Waste Management Plan has been submitted and approved. Submit these forms to Environmental Programs located at the Engineering Department counter.**

<b>For Office Use Only: Environmental Programs, Plan Check Approval</b>	
<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> New Construction <input type="checkbox"/> Waste Management Plan Approved
<input type="checkbox"/> Exempt: _____	
Confirm Valuation: _____	Confirm Hauler 1 & 2: _____
Signature: _____	Date: _____

**Part II. Submittal of Documentation (Forms No. 2 or 3 plus receipts) At Project Completion, the applicant will have up to 60 days after Final Inspection to submit the required diversion documents (documentation MUST demonstrate that 65% of the materials were recycled or reused or that Burrtec was used for all hauling.) Documentation must include weight tickets of all recycling and disposal from the landfill or recycling facility identifying amount of waste recycled and disposed. **Documentation must be submitted through the City's online portal system Accelerate.****

<b>For Office Use Only: Environmental Programs, Final Approval</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Further Information Required: _____	
Signature: _____	Date: _____

**Form No. 2  
Demolition**

Total Estimated Waste Generated by Project: \_\_\_\_\_ tons/cubic yards

(Use receipts from your previous jobs for estimates.)

Material	BEFORE Permit Issuance			Vendor or Facility	BEFORE Final
	Estimated Amount Generated	Estimated Percentage Recycled	Estimated Percentage Disposed		Actual Percentage Recycled/Comments
Asphalt/Concrete					
Dirt					
Brick/Masonry					
Wood					
Metals					
Doors, windows, cabinets, fixtures					
Other (painted wood, drywall): _____					
Trash					

**SELF-HAUL:** The general contractor must verify by name and signature that any vehicles and containers used to haul materials for this project are clearly labeled with the company name and are the property of the general contractor and the staff loading or driving the vehicles are employees of the general contractor. Any other use is in direct violation of the City's Waste Hauling Franchise Agreement and containers will be impounded at the owner's expense.

Owner/Contractor Name (Print): \_\_\_\_\_

Owner/Contractor Name (Signature): \_\_\_\_\_

**SOURCE-SEPARATED RECYCLING:** The contractor/owner and recycling company must verify by name and signature any containers and vehicles used are for source-separated recycling purposes, are clearly labeled with the recycling company name, are *used at no cost to the contractor/owner*, and the contractor/owner receives remuneration for the recycled product. Any other use is in direct violation of the City's Waste Hauling Franchise Agreement and containers will be impounded at the owner's expense.

Owner/Contractor Name (Print): \_\_\_\_\_

Owner/Contractor Name (Signature): \_\_\_\_\_

Recycling Company Name (Print): \_\_\_\_\_

Recycling Company Name (Signature): \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Form No. 3**  
**New Construction or Tenant Improvement**

Total Estimated Waste Generated by Project: \_\_\_\_\_ tons/cubic yards  
 (Use receipts from your previous jobs for estimates.)

Material	BEFORE Permit Issuance			Vendor or Facility	BEFORE Final
	Estimated Amount Generated	Estimated Percentage Recycled	Estimated Percentage Disposed		Actual Percentage Recycled/Comments
Asphalt/Concrete					
Dirt					
Brick/Masonry					
Wood					
Metals					
Doors, windows, cabinets, fixtures					
Other (painted wood, drywall): _____					
Trash					

**SELF-HAUL:** The general contractor must verify by name and signature that any vehicles and containers used to haul materials for this project are clearly labeled with the company name and are the property of the general contractor and the staff loading or driving the vehicles are employees of the general contractor. Any other use is in direct violation of the City's Waste Hauling Franchise Agreement and containers will be impounded at the owner's expense.

Owner/Contractor Name (Print): \_\_\_\_\_

Owner/Contractor Name (Signature): \_\_\_\_\_

**SOURCE-SEPARATED RECYCLING:** The contractor/owner and recycling company must verify by name and signature any containers and vehicles used are for source-separated recycling purposes, are clearly labeled with the recycling company name, are *used at no cost to the contractor/owner*, and the contractor/owner receives remuneration for the recycled product. Any other use is in direct violation of the City's Waste Hauling Franchise Agreement and containers will be impounded at the owner's expense.

Owner/Contractor Name (Print): \_\_\_\_\_

Owner/Contractor Name (Signature): \_\_\_\_\_

Recycling Hauler Name (Print): \_\_\_\_\_

Recycling Hauler Name (Signature): \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>Conversion Rates</b>			
Material	Lbs/cy	Tons/cy	Cy/ton
Wood	300 lbs/cu.yd.	0.15 tons/cu.yd.	6.7 cu yds/ton
Cardboard	100 lbs/cy.yd.	0.05 tons/cu.yd.	20 cu yds/ton
Drywall	500 lbs/cu.yd.	0.25 tons/cu.yd.	4 cu.yds/ton
Concrete/Asphalt	4000 lbs/cu.yd.	2.0 tons/cu.yd.	0.5 cu. yds/ton
Mixed Waste	350 lbs/cu.yd.	0.175 tons/cu.yd.	5.7 cu.yds/ton

Source: Resource Efficient Building (1994), Metro Solid Waste Department, Portland, Oregon

Use the above conversion factors and receipts from previous projects to help you estimate the potential amount of recyclable materials and waste from your project. Again, your hauler or recycler may assist you in estimating these numbers.