



Building Inspection Division
610 Foster City Blvd.
Foster City, CA 94404
650.286.3227

Construction and Demolition Recycling Waste Management Plan Requirements and Deposit Refund Instructions

Types of Projects Ordinance Requirements Apply To:

The Construction and Demolition Ordinance applies to projects that fit the following criteria:

1. The **new construction** or **full demolition** of any **residential** or **commercial** buildings.
2. Any alteration of a commercial building when the value exceeds **\$100,000**.
3. Any alteration or addition to a residential building when the value exceeds **\$100,000**.
4. Any roofing project.

Building Permit Application Requirements:

As a condition of issuing the building permit application, applicants for projects must comply with the following requirements:

1. **Waste Management Plan** for Construction Projects: A Waste Management Plan (**BEFORE PERMIT**) must be submitted and approved. The plan includes estimates of waste generated and materials to be diverted *before a construction permit will be issued*. Where a contractor will demolish a home and construct a new one, a separate Plan will be required for each project.
2. **Final Compliance Report / Deposit Refund Request Form (AFTER FINAL)**: Upon completion of the project, the contractor will complete and submit the attached **Final Compliance Report / Deposit Refund Request Form (AFTER FINAL)** showing the date, project address, amount and type of materials disposed. Report shall summarize the actual weight of waste generated, weight of materials diverted, and facility destinations of waste disposed and recycled, including back-up documentation (copies of receipts, weight tags, etc.). The documentation shall be submitted *within sixty days following completion of demolition or final inspection approval* of construction projects
3. **Demolition and Construction projects**: The Building Inspector will verify the removal of salvaged materials prior to demolition. Once demolition is complete, the contractor will submit the attached **Final Compliance Report / Deposit Refund Request Form (AFTER FINAL)** with a list of items salvaged for reuse and weight tickets showing the date, project address, amount and type of materials disposed. The Building Inspector will verify that the recycling goals of the **Waste Management Plan** were documented and met *before construction permit will be issued*.
4. **Obtain Weigh Tickets**: Make sure you, the debris box provider or the waste hauler, obtain legible weight tickets showing full information (including amount and city of origin) for the debris you recycle or donate/sell for salvage/reuse. Submit these to the building division with your **Final Compliance Report / Deposit Refund Request Form**.

Diversion Rate Requirements—65%

A minimum recycling rate of **65%** is required for all projects. For all projects, contractor shall optimize the amount of diverted material that excludes soil, concrete, asphalt and other non-structural debris. To the maximum extent feasible:

1. **Deconstruction and Salvage:** Where a structure is to be partially or wholly demolished, *deconstruction and salvaging of materials is recommended*. Basic salvage of easily removed, valuable appliances and fixtures almost always happens before a demolition. However, deconstruction companies go much farther, removing lumber, flooring, brick and many other materials for reuse before the house is demolished. These companies may work with your demolition contractor or provide full deconstruction and demolition service. If the organization is a non-profit, the homeowner may be able to write-off the fair market value of the salvaged items.

Applicants may perform non-structural deconstruction and salvage for reuse before a demolition permit is issued. Structural deconstruction may begin upon issuance of a demolition permit. Work hours for deconstruction and salvaging are the same as for other construction activities

2. **Source Separation:** Separating into clean loads those materials that cannot be salvaged will facilitate their recycling, and is strongly encouraged. For example, the on-site separation of scrap wood during the new construction of a house should be undertaken where feasible, particularly where it represents a large portion of materials generated. Facilities often accept source-separated materials at a lower fee than mixed debris.
3. **Debris Hauling and Disposal:** *Materials that have been source separated at the job site and contain very little or no contamination may go to any facility the contractor chooses for recycling.* Clean loads are generally charged lower rates for recycling. If you intend to haul *mixed debris* (insulation, plastic, wood, brick, roofing material, etc. all mixed together), be sure to take it to a facility that can recycle mixed debris. For example, Zanker Road Materials Processing Facility can take mixed debris loads. Please request a list of Mixed Debris Recycling Facilities and Debris Box companies at the Building Inspection Division counter.

4. **Mixed Debris Recycling:**
As a general guideline, the following recycling rates will be used for facility receipt tags specifically marked "mixed construction and demolition". Debris used as alternative daily cover (ADC) at a landfill is considered an acceptable recycling practice. It is the applicant's responsibility to ensure that the facility they use meets the Ordinance requirements.

- Shoreway Environmental Center, 225 Shoreway Road, San Carlos: 90%
- Zanker Road Landfill & Process Fac, 705 Los Esteros Road, San Jose: 80%
- GreenWaste Recovery, 625 Charles Street, San Jose: 80%
- San Bruno Transfer Station, 101 Tanforan Ave, San Bruno: 75%
- Guadalupe Landfill, 15999 Guadalupe Mines Road, San Jose: 75%
- BFI Newby Island Landfill, 1661 Dixon Landing Road, Milpitas: 80%
- Blue Line Transfer Station, 500 E. Jamie Ct. South San Francisco: 75%
- Davis Street Transfer Station, 2615 Davis Street, San Leandro: 75%

Fee

To obtain a construction or demolition permit, the applicant is required to pay a non-refundable fee as set forth in the City's Master Fees and Services charges schedule, Section CDM-01 7a/b.

Deposit

To obtain a construction or demolition permit, you are required to pay a refundable deposit based on the size of the project. To place debris containers on a public street you will need an Encroachment Permit. For an Encroachment Permit, please call the Public Works Department @ 286-3270.

1. **Deposit Amount:** \$50 for every estimated ton of debris your project will generate or \$0.25 for every estimated pound of debris your project will generate.
2. **Minimum Deposit:** The minimum deposit for all roofing projects is \$500.
The minimum deposit for all other projects is \$1,000.
3. **Maximum Deposit:** The maximum deposit for all residential projects is \$10,000.
The maximum deposit for all commercial projects is \$30,000.
4. **Return of Deposit Security:** In order to get your full deposit back, you must recycle, reuse, and/or salvage at least 65% of the total generated tonnage from the project. To be considered for a refund, complete the **Final Compliance Report/ Deposit Refund Request Form** upon project completion and include all applicable documentation.
5. **Prorated:** Your deposit will be prorated if you recycle or reuse less than 65% of the total estimated debris generated but still satisfy part of the ordinance requirements.
6. **Deposit Refund Procedure:** It is very important that you fill out the **Final Compliance Report / Deposit Refund Request Form (AFTER FINAL)** accurately in its entirety. You are responsible for obtaining the proper documentation from the salvage or recycling facility. Submit tags or copies of weight tickets from all facilities that receive material.

To be eligible for any security deposit refund the applicant must do the following:

Demolition Projects:

Within **60 days** after the completion of the demolition portion of project, the applicant must submit a **Final Compliance Report / Deposit Refund Request Form (AFTER FINAL)**. The form will show all tonnage recycled, salvaged and/or disposed and original or certified photocopies of receipts or weight tags from recycling facilities confirming recycling, salvaging, and disposal of materials.

Construction Projects:

Within **60 days** after approval of final inspection, the applicant must submit a **Final Compliance Report/Deposit Refund Request Form (AFTER FINAL)** that demonstrates compliance with the diversion requirements of the ordinance.

Deposits will be forfeited if the applicant does not submit required form and documentation within 60 days following project completion or if deposit is unclaimed for a period of 60 days beyond the project completion date.

Documentation:

- Each weight tag must list Foster City as the city of origin.
- Material weight must be listed on each ticket or tag.
- A separate weight tag is required for each job site. To receive recycling credit, debris from separate project addresses cannot be in delivered to the recycling facility in the same truck. If loads from more than one job site are combined, the weight ticket will be invalid.

Additional Information on How to Salvage and Recycle Debris

Recyclable debris can be separated by type and taken to a recycling facility, often for a lower fee than if mixed together, and get as much as 100% recycling credit for it. Examples of separated categories are: metal, clean wood and plant materials, cardboard and paper, concrete, asphalt. Two pamphlets provide useful information on recycling and salvage services and facilities, and how to dispose of hazardous materials:

- Construction Site Recycling (A Guide for Building Contractors)
- Construction and Demolition Recycling Pocket Guide

Both are available on the website www.recycleworks.org/publication.html, in the City Hall, or call (650) 286-3227 to request copies to be mailed. In addition, you may pick up an extended list of facilities and service providers available at the Building Inspection Division Counter at Foster City, City Hall, 610 Foster City Blvd.

The Construction and Demolition Ordinance can be viewed at www.fostercity.org (see Foster City Municipal Code Chapter 15.44 - Recycling and Salvaging of Construction and Demolition Debris).

Technical Assistance For Projects

The City will assist applicants with their questions related to the recycling requirements and provide information about salvage opportunities and where to recycle materials.

For information or help in complying with the requirements, or if you have questions about how to fill out the **Waste Management Plan** (BEFORE PERMIT) or the **Final Compliance Report / Deposit Refund Request Form** (AFTER FINAL), please contact the Building Department at (650) 286-3227.

Lists of numerous recycling collectors, facilities, and salvage companies are available at City Hall. More information may be accessed at www.RecycleWorks.org

Anyone who performs demolition or construction without complying with the recycling requirements of the permit shall be subject to forfeiture of deposit.