

CITY OF BURLINGAME
CONSTRUCTION AND DEMOLITION RECYCLING REQUIREMENTS

THE ORDINANCE

The California Integrated Waste Management Act of 1989 requires that all California cities and counties divert half of their waste stream from landfill. In order to meet this goal, Burlingame adopted Ordinance No. 1704, Municipal Code Section 8.17, which requires that 60%, of all waste generated from demolition, and construction activities be salvaged, reused or recycled.

WASTE REDUCTION FORM

Prior to permitting, the applicant shall complete a "Recycling and Waste Reduction Form." During the plan review process, you receive a comment that this needs to be completed and submitted. However, it is best to have the contractor fill this in, rather than the architect, designer, or homeowner.

DEPOSIT

A deposit, based on waste generation for full demolition projects, or, based on valuation for new construction, and alteration projects, will be paid with the building permit fees after the permit has been approved. If the project includes complete demolition of an entire structure, and subsequent new construction, then a separate deposit will be required for each.

DECONSTRUCTION, SOFT DEMOLITION, SALVAGE, REUSE, DONATION

Some items can be reused in their original form, such as doors, windows, appliances, cabinets, architectural features, and lighting or plumbing fixtures. Other materials can be used for their component materials, such as flooring, trim, lumber, brick, or tile. Deconstruction involves dismantling a building for salvage, either for use at the same location, for sale, or for donation to a non-profit organization for resale. The appraised value of donated building materials may be a tax benefit, consult your tax preparer for specific information for your specific project.

Older fixtures or appliances that not meet current efficiency standards, for water, energy, or performance, should be removed from service. For instance, a general rule-of-thumb is to decommission refrigerators after 10-12 years, since newer models are so much more efficient than older models. Lower monthly operating costs for a new unit can quickly offset the initial purchase cost of the new refrigerator.

MATERIAL TYPES

The applicant is required to account for all debris from the demolition and the construction phases of the project. Enter the type of material, insert a corresponding weight or volume, the name of the facility, and the manner that the material will be taken to the facility. For example: "Mixed Debris - 30 cubic yards – Zanker –debris box" is a common set of entries. Each entry for demolition, and construction, requires a separate line, and amount.

SOURCE SEPARATION

Source separated loads achieve a higher percentage diversion rate than mixed loads. For example, the on-site separation of scrap wood during construction should be undertaken where feasible. Label your containers and educate your subcontractors to ensure clean, source-separated loads, since this may be a cost saving.

MIXED DEBRIS

Most projects will generate mixed debris (e.g., scrap wood, plastic, insulation, drops, packaging, etc, mixed together). It is important to take these materials to a facility that can process them for recycling. Please refer to the CONSTRUCTION, DECONSTRUCTION, AND DEMOLITION GUIDE FOR SAN MATEO COUNTY (<https://www.smcsustainability.org/wp-content/uploads/CD-2019-Final.pdf>). Choose a facility with a checkmark in the leftmost column, under SORTING FACILITIES, from pages 6 or 7. Note, the tags must be coded to reflect diversion. For mixed loads this would be CND, CDY/C & D, C&D, etc. For source separated loads this would be wood, concrete, brick, dirt/earth, rock, brush, vegetation, or metal.

DEBRIS BOX COMPANIES, HAULERS, AND TRUCKING COMPANIES.

If you use a debris box company, or hauler, it is your responsibility to ensure that they haul all your loads to the diversion facility listed on this form, and provide you with all the tags, for all the loads. Burlingame does not have a Franchise Agreement, so you are free to contract with any company that can comply with these requirements.

CHANGES TO THE RECYCLING PLAN AFTER ISSUANCE

If you need to make changes to the recycling plan after it has been approved, and the permit has been issued, contact the recycling specialist to ensure continued compliance with the terms of the ordinance.

TRANSFER STATIONS

When debris is deposited at a transfer station, it is the responsibility of the contractor verify that all tags, particularly for mixed debris loads, are coded for diversion, such as CONSTRUCTION DEBRIS, MIXED DEBRIS, CDY/C & D, CND, or C&D. Loads with tags that show MSW, GARBAGE, TRASH, or REFUSE do not qualify, and will count against your diversion percentage, which may result in forfeiture of the deposit.

DOCUMENTATION

The contractor shall document all deconstruction, salvage, reuse, recycling, and disposal through receipts, weight tags, letters, or other records of measurement within sixty (60) days of the final signoff by the building department. Provide official weight tickets from the facility, on letterhead, showing the date, the project address, the amount, and the type, of materials deposited. All tags should be clear, clean and legible. Please do not submit proof of payment, or receipts from subcontractors, haulers, or debris box companies, and do not submit a summary sheet from the facility. Submit every tag for all debris from all facilities where debris was taken.

TIMELINE

The tags will be compared to the timeline of the project, based on the date of issuance, the progression of the building inspections, and the date of the final inspection(s). No work is allowed before permit issuance, so none of the tags should be dated before the permit was issued.

EXPIRATION OF PERMIT

If your building permit expires and is not renewed within sixty days your recycling deposit will also expire, and will no longer be available for refund. Once a deposit has been forfeited it cannot be reinstated.

REFUND OR FORFEITURE

If it is determined that the recycling goal was met, the deposit will be returned via check in the US mail. If the diversion percentage falls short, the deposit will be either be wholly forfeited, or a proportionate amount of the deposit will be returned. If the project does not pass a final, if no tags are submitted within 60 days, or if the tags reflect landfill rather than diversion, the deposit will be forfeited. Refunds are only released after the project has passed a final inspection.

LIST OF FACILITIES

Consult the CONSTRUCTION, DECONSTRUCTION, AND DEMOLITION GUIDE FOR SAN MATEO COUNTY (<https://www.smcustainability.org/wp-content/uploads/CD-2019-Final.pdf>) for a list of local facilities, hours of operation, and which materials are accepted. This also has information about the disposal of paints, hazardous, and universal wastes.

SUBMISSION OF TAGS.

Please submit all tags within 60 days of passing final via email to: jmclluskey@burlingame.org, or by US mail to:

Joe McCluskey, Recycling Specialist, Burlingame Building Department,
501 Primrose Road, Burlingame, CA 94010-3997

QUESTIONS

Contact Joe McCluskey: jmclluskey@burlingame.org, or, 650-558-7273

CALGREEN

CalGreen currently mandates 65% diversion for projects that increase a building's conditioned area, volume, or size. Neither Burlingame nor CalGreen count Alternative Daily Cover as diversion. If there is a conflict between Burlingame's ordinance, and the CalGreen requirements, the more stringent shall govern.

City of Burlingame
CONSTRUCTION AND DEMOLITION
RECYCLING AND WASTE REDUCTION FORM

SUBMIT
BEFORE
PERMIT

This recycling form must be completed, submitted and approved before a permit will be issued. The recycling deposit will be collected with the building permit fees. A minimum 60% diversion rate is required for covered projects. **Contact Joe McCluskey by email at jmcccluskey@burlingame.org, or leave a message at 650.558.7273.**

Project: <input type="checkbox"/> <i>Addition and/or Remodel</i> <input type="checkbox"/> <i>New Construction</i> <input type="checkbox"/> <i>Demolition of an Entire Structure</i>		
Project Site Address: _____		Permit #: _____
Jobsite Contact: _____		Phone: _____
<input type="checkbox"/> <i>Contractor</i>	<input type="checkbox"/> <i>Owner</i>	<input type="checkbox"/> <i>Architect</i>
		<input type="checkbox"/> <i>Cell</i> <input type="checkbox"/> <i>Office</i> <input type="checkbox"/> <i>Home</i>
Email: _____		

A. Please list the **salvageable** (reusable in its existing state) **items**. Feel free to attach a separate sheet.

B. Please list the **debris** that will be **source separated for recycling**.
 If you will have **mixed debris loads**, please indicate what materials will be in those loads.

Source Separated Debris: _____

Mixed Debris: _____

C. Please list any debris box company that will be used: _____

D. List the type of debris, the amount of debris, and the facilities where each will be taken. Account for all debris that will be generated during demolition, and all debris that will be generated during construction. Use a separate line for each type of demolition debris, and construction debris.

	List Material Type(s): Mixed debris, C&D, wood, dirt, concrete, metal, yard waste, sheet rock, mixed inerts, roofing.		Volume in Cubic Yards Or, Weight in tons	Facility Name: C&D Sorting, Diversion; Reuse, or Salvage Organization; Transfer Station; Recycle.	Hauling D=Debris Box S=Self-Haul T=Trucking Co.
	Demolition Phase OR	Construction Phase	Amount taken to this facility:		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

DEPOSIT CALCULATION SHEET

The Recycling deposit(s) are based on the three types of projects: Additions and/or Remodels, New Structures, and, Demolition of an Entire Structure. If the project includes complete demolition of an existing structure, and subsequent construction of a new structure, there will be two separate deposits.

<i>Addition and/or Remodel of an Existing Structure:</i>			
Valuation:	\$ _____	X 1.5%	= \$ _____
		Single Family Residence:	(\$5,000 max.)
		All Others:	(\$10,000 max.)
<i>Construction of A New Structure:</i>			
Valuation:	\$ _____	X 1%	= \$ _____
		Single Family Residence:	(\$10,000 max)
		All Others:	(\$50,000 max)
<i>For Demolition of An Entire Structure</i>			
Structural Demolition:	_____ sq. ft.	X 40 lbs./sq. ft.	= _____ lbs.
Asphalt:	_____ sq. ft.	X 50 lbs./sq. ft.	= _____ lbs.
Spread Footing:	_____ linear ft.	X 150 lbs./lin. ft.	= _____ lbs.
Concrete Slab:	_____ sq. ft.	X 50 lbs./sq. ft.	= _____ lbs.
Brick and Masonry:	_____ sq. ft.	X 50 lbs./sq. ft.	= _____ lbs.
		Total Lbs. =	_____ lbs.
Total Pounds X \$.025/lb. = Deposit =			\$ _____

<p>REFUND MAILING ADDRESS:</p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>_____</p> <p>This is required.</p>	<p>Submit all facility tags, for all debris, from demolition and construction, from all subcontractors, and haulers, for the duration of the project. All tags must reflect diversion. Pay particular attention at transfer facilities to ensure that your tags reflect diversion.</p> <p>_____</p> <p style="text-align: center;">Recycling Specialist Approval Date</p>
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CITY OF BURLINGAME
CONSTRUCTION AND DEMOLITION
WASTE REDUCTION PLAN
AGREEMENT

1. Applicant will not perform any demolition, construction, or alteration at the address noted below without having an approved Waste Reduction Plan.
2. Applicant will not modify an approved Waste Reduction Plan without pre-approval by the Recycling Specialist. Applicant acknowledges that a change to the Waste Reduction Plan may impact his/her ability to meet the recycling requirements specified in the Recycling Ordinance.
3. Applicant will ensure that all materials are hauled to the facility or facilities indicated on the approved Waste Reduction Plan. This may include overseeing the activity of contracted hauling companies, demolition contactors or debris box companies to ensure that those companies haul to the facilities on the approved Waste Reduction Plan.
4. The required diversion rate of 60% cannot include Alternative Daily Cover, often referred to as ADC (materials other than soil used to cover refuse on a landfill). Applicant or his designee will check with facilities prior to hauling materials to ensure that they are not used as ADC.
5. Additional reductions in disposal of Burlingame waste at landfills is a key City goal. Since construction industry practices have always encouraged diversion of source separated inerts, reviews of waste management plans and reports will focus on diversion of materials from the mixed waste stream and limits have been set on the counting of inert materials towards recycling requirements.
6. Applicant acknowledges and accepts that review and acceptance of all weight tags, salvage receipts and all other recycling documentation is required within 60 days of final inspection. Applicant should ensure that receipts (such as weight tickets provided at scale houses) are properly coded to indicate whether material is recycled or disposed and the type of material recycled. For salvaged items, receipts should indicate specific items and quantities salvaged and what companies and/or individuals received the materials.
7. Applicant understands that recycling rates and recycling processes vary from facility to facility and that the Recycling Specialist will be available to assist in preparing a Waste Management Plan that ensures compliance with Burlingame's recycling requirements if needed.
8. Applicant is responsible for ensuring that everyone involved in this project (contractors, subcontractors, haulers, dumpster companies, and their employees, etc.) understands and complies with the terms of this Waste Reduction Plan.
9. Applicant acknowledges and accepts that if the recycling requirements noted in the City's C&D Ordinance and in #1-8 of this agreement are not met, the recycling deposit or a portion thereof will not be returned.

By signing this agreement, I am indicating that I have read, understand, and agree to the recycling requirements listed above.

Applicant Signature

Date

Applicant Name (Please Print)

Project Address

Check: Owner Contractor

Other (specify) _____

Permit Number