WASTE MANAGEMENT PLAN (WMP) CONSTRUCTION AND DEMOLITION (C&D)

Attention Building Permit Applicants

The following information pertains to Construction and Demolition (C&D) projects within the City of Upland.

A Waste Management Plan (WMP) is required if your project consists of one or more of the following: (Administrative fee is charged accordingly)

Project Type	Threshold	Fee
Demolition work only.	<1,000 sq ft	$350
	>1,000 sq ft	$516
The renovation, remodel or addition to an existing structure (square footage based on area of work, not entire structure)	<1,000 sq ft	$350
Excluding: roofing projects that do not include tear-off of existing roof; work for which only electrical, plumbing or mechanical permits are required.	>1,000 sq ft	$516
The construction of a new structure	1,000 sq ft – 3,000 sq ft	$516
The construction of a new structure	>3,000 sq ft	$516
The construction of new commercial or industrial structure ($10,000 max)	Per 1,000 sq ft	$743

What is the PURPOSED of the Waste Management Plan?

A WMP is necessary to demonstrate compliance with Municipal Code 13.28.620, which requires that construction projects salvage, reuse or recycle at least 65% of construction and demolition debris generated by the project. This ordinance was adopted to assist the city in meeting the State mandated diversion requirement of 65% of all waste generated.

What is INCLUDED in the Waste Management Plan?

FORM A: Identification of debris types to be generated and debris haulers and processors to be used; and an estimation of debris volumes for salvaging/reuse, recycling, or disposal. Attach a site plan that identifies placement of debris collection containers and their types and sizes**.** Form A is to accompany the Building Permit Application.

On Table A, identify materials and estimate quantities for each of the three categories:

1. Salvaging and Reuse: Identify the materials and quantities thereof that you anticipate salvaging, and the salvaging facility that will be used.
2. Recycling: Identify the materials and quantities thereof that you anticipate recycling, and the recycling facility that will be used.
3. Disposal: Indicate materials and quantities that you expect to dispose of as trash.
4. Tally loads at bottom, then tally grand total and give percentages of grand total per load quantity tally.
5. Facility and Hauler: Indicate materials transport company and processing facility.

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NOTE: Although Form B submission is not due until the end of the project, Form B activities take place at the commencement of the project; read thoroughly Form B prior to project. If debris containers are ordered, save receipt documentation to attach to Form B. As you acquire receipts for salvaging, recycling and disposal activities, fill in Form B/Table B. and maintain with attached receipts on site for periodic review.

FORM B: Requires documentation of debris handling during your project, and submittal of receipts or equivalent documentation, demonstrating that you have diverted a minimum of 65% of the construction and demolition material/debris to comply with the City's Municipal Code 13.28.620. Form B is to accompany the Certificate of Occupancy request.

1. On Table B, track the loads of material generated from the project by noting each material type and the quantity of each load salvaged/reused, recycled or disposed of in either tons or yards. Tally loads at bottom, then tally grand total and give percentages of grand total per load quantity tally.
2. Upon completion of the project, you must submit Form B to Land Development with the required receipts, or equivalent documentation, and sign an attestation that you have complied with Municipal Code 13.28.620.
3. This information should be submitted, reviewed and approved prior to building inspection.

To whom do I submit Forms A and B?
City of Upland, City Hall
Land Development
460 N. Euclid Ave.
Upland, CA 91786

Whom do I call for assistance?
City of Upland, City Yard
Public Works Department
Integrated Waste Management
(909)291-2967

What recycling and disposal facility should I USE?
West Valley Materials Recovery Facility (MRF)
13373 Napa St. Fontana, CA
(909)899-0911

What debris container and hauling company should I HIRE?
Burrtec Waste Industries, Inc.*
9890 Cherry Ave., Fontana, CA 92335
(909)949-0500

*Burrtec Waste Industries, Inc. is the franchised hauler for the City of Upland and is thus the only company that can be hired for containers and for hauling; self-hauling is permitted.

What are the Consequences of Non-Compliance?
If your project is required to comply with the provisions of Municipal Code 13.28.620 and you fail to turn in copies of receipts or equivalent documentation as required, or submit inaccurate or incomplete final WMP documentation, your development Certificate of Occupancy will be delayed until satisfactory completion of the requirements.

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Form A - Materials Identification

Submit with Building Permit Application

Building Permit Number: _____

Project Address:

_____

_____

WMP required because project type/size is (in sq. ft.):

☐ Demolition ≤ 1,000 ☐ Demolition > 1,000

☐ Remodel ≤1,000 ☐ Remodel > 1,000

☐ Construction: ☐ 1,000 – 3,000 ☐ > 3,000

This Waste Management Plan (WMP) must be completed, submitted for review, and approved to obtain a building permit. Separate WMPs must be completed for construction and demolition at the same site, if separate permits are required. Approximate review time is 2 – 3 weeks.

Applicant's Name: _____ **Phone:** _____

Applicants title: ☐ **Owner** ☐ **Architect** ☐ **Builder** ☐ **Owner/builder** ☐ **Other:** _____

Company Name: _____

Company Address: _____

Project Description:

_____

_____

_____

Requirements: You are required to salvage/reuse or recycle at least 65% of all C&D debris.

- Fill in Table A on the back indicating which materials and quantities thereof you expect to generate for salvaging/reuse, recycling or disposal.
- Indicate the hauling company and salvaging, recycling or disposal facility/processor name.
- Print/copy this form double-sided.
- Attach a site plan for C&D recycling and trash container locations, indicating sizes and types.
- **Submit for review and approval, to:**
  City of Upland, City Hall
  Land Development
  460 N. Euclid Ave.
  Upland, CA 91786

  For questions call or contact
  (909) 291-2967
  City of Upland, City Yard
  Public Works Department
  Integrated Waste Management
  1370 Benson Ave, Upland, CA
- To prepare for Form B submission (due at end of project), fill in Table B as you acquire receipts for salvaging, recycling and disposal activities; keep Form B/Table B with attached receipts on site for periodic review.

I understand that I am required by the City of Upland, Municipal Code 13.28.620, to salvage, reuse, or recycle at least 65% of all construction and demolition debris (C&D). This WMP (Form A) demonstrates how I will satisfy these requirements and is a prerequisite to obtaining a Building Permit. I agree to comply with the Waste Management Plan as submitted and I am the owner or authorized agent of this project.

I further understand that I am responsible for submitting all documentation, such as receipts for salvaging, recycling, and disposal in accordance with Form B at the end of the project, as a condition precedent to securing a Certificate of Occupancy for Final Project Approval.

Applicant's Signature: _____ **Date:** _____

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Table A - Materials Identification

Identify Material/Debris	Salvaging and Reuse		Recycling		Disposal	
	Load Quantity	Facility and Hauler	Load Quantity	Facility and Hauler	Load Quantity	Facility and Hauler
INERTS:						
Asphalt						
Concrete						
Bricks						
Rock						
Dirt						
Sand						
Fines						
Other inert solids						
NON-INERTS						
Cardboard						
Metals						
Wood						
Roofing						
Carpet						
Drywall						
Green Waste						
Trash						
Mixed C/D						
Load Quantity Totals (Total each load quantity column)	Column Total		Column Total		Column Total	Percentage % is not needed for this column

NOTE: You can use POUNDS or TONS, however, you must stay consistent to get accurate totals

GRAND TOTAL (Add all Load Quantity totals) _____ ☐ **Tons or** ☐ **Pounds**

(To get percentage (%) number below, divide (÷) Load Quantity column total (Salvaging & Reuse, and Recycling) by Grand Total then **multiply (X) by 100** = %)

% = of each Load Quantity Total | % **Salvaging & Reuse** | % **Recycling** | Add % totals %

NOTE: Your totals from Salvaging & Reuse, and Recycling **MUST** be at **least 65%**

City Approval
☐ Approved
☐ Approved with the following recommendations:
Approved by Waste Manager — **Date**

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Form B - Debris Handling Documentation

Submit with Final Project Approval Request

Building Permit Number: _____

Project Address: _____

_____

_____

WMP required because project type/size is (in sq. ft.):

☐ Demolition ≤ 1,000 ☐ Demolition > 1,000

☐ Remodel 1,000 – 3,000 ☐ Remodel > 3,000

☐ Construction: ☐ 1,000 – 3,000 ☐ > 3,000

This Waste Management Plan (WMP) must be completed, submitted for review, and approved to obtain a building permit. Separate WMPs must be completed for construction and demolition at the same site, if separate permits are required. Approximate review time is 2 – 3 weeks.

Applicant's Name: _____ **Phone:** _____

Applicants title: ☐ **Owner** ☐ **Architect** ☐ **Builder** ☐ **Owner/builder** ☐ **Other:** _____

Company Name: _____

Company Address: _____

Project Description:

_____

_____

_____

Requirements: You are required to salvage/reuse or recycle at least 65% of all C&D debris.

- Salvage/reuse and recycle C&D materials. Inert materials should be separated on-site (source separated) and sent to a Materials Recovery Facility (MRF). If non-inert materials are not source separated for recycling, then send them to MRF for mixed C&D sorting (a higher rate is charged).
- Note that most mixed C&D facilities are also disposal sites; make sure that your receipt indicates that the debris will be recycled.
- Complete "Table B" on the back; attach copies of debris load and container rental receipts and any other supporting documentation. Sign and please print/copy double-sided.
- Submit to Land Development after completion of the construction or demolition project. WMP must be approved prior to issuance of Certificate of Occupancy.

I attest to the following:

I understand that the City of Upland Municipal Code 13.28.620 requires me, to have salvaged, reused, or recycled 65% of all construction and demolition debris (C&D). This WMP Form B and accompanying documentation demonstrate how I have satisfied these requirements.

☐ All receipts or equivalent documentation for salvaging, recycling, and disposal are hereby attached.

☐ This project has recycled at least 65% of all debris generated.

☐ I am the owner or authorized agent of this project.

Applicant's Signature: _____ **Date:** _____

City Approval

% (Percent Compliance) ☐ Approved ☐ Approved with the following recommendations:

_____

_____

_____ _____

Approved by Waste Manager **Date**

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Table B - Debris Handling Documentation

Give load quantities in tons, yards, etc., receipt numbers and dates for material/debris salvaged, recycled or disposed.

Identify Material/Debris	Salvaging and Reuse		Recycling		Disposal	
	Load Quantity	Date & Receipt no.	Load Quantity	Date & Receipt no.	Load Quantity	Date & Receipt no.
INERTS:						
Asphalt						
Concrete						
Bricks						
Rock						
Dirt	1					
Sand						
Fines						
Other inert solids						
NON-INERTS						
Cardboard						
Metals						
Wood						
Roofing						
Carpet						
Drywall						
Green Waste						
Trash						
Mixed C/D						
Load Quantity Totals (Total each load quantity column)	Column Total		Column Total		Column Total	Percentage % is not needed for this column

NOTE: You can use POUNDS or TONS, however, you must stay consistent to get accurate totals

GRAND TOTAL (Add all Load Quantity totals) _____ ☐ **Tons or** ☐ **Pounds**

(To get percentage (%) number below, divide (÷) Load Quantity column total (Salvaging & Reuse, and Recycling) by Grand Total then **multiply (X) by 100** = %)

% = of each Load Quantity Total | % **Salvaging & Reuse** | % **Recycling** | Add % totals %

NOTE: Your totals from Salvaging & Reuse, and Recycling **MUST** be at **least 65%**

List hauling companies and processing facilities used **if different** from those listed on Table A:

_____

_____

_____

Attach debris load receipts and debris container rental receipts.

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Table A (Example)

MATERIALS IDENTIFICATION

Identify Material/Debris	Salvaging and Reuse		Recycling		Disposal	
	Load Quantity	Facility and Hauler	Load Quantity	Facility and Hauler	Load Quantity	Facility and Hauler
INERTS:						
Asphalt						
Concrete			90 Tons	MRF/Burrtec		
Bricks						
Rock			20 Tons	Intravia/Brtc		
Dirt	35 Tons	Reuse on site				
Sand						
Fines						
Other inert solids						
NON-INERTS						
Cardboard						
Metals			10 Tons	MRF/Burrtec		
Wood	30 Tons	SBC Materials Exchange (MAX)				
Roofing					4 Tons	MRF/Burrtec
Carpet			1 Ton	MRF/Burrtec		
Drywall			3 Tons	MRF/Burrtec		
Green Waste			2 Tons	MRF/Burrtec		
Trash					1 Ton	MRF/Burrtec
Mixed C/D			6 Tons	MRF/Burrtec		
Load Quantity Totals (Total each load quantity column)	Column Total **65 Tons**		Column Total **132 Tons**		Column Total **5 Tons**	Percentage % is not needed for this column

Sample Only

NOTE: You can use POUNDS or TONS, however, you must stay consistent to get accurate totals

GRAND TOTAL (Add all Load Quantity totals) 202 ☐ **Tons or** ☐ **Pounds**

(To get percentage (%) number below, divide (÷) Load Quantity column total (Salvaging & Reuse, and Recycling) by Grand Total then **multiply (X) by 100** = %)

% = of each Load Quantity Total | **32%** Salvaging & Reuse | **65%** Recycling | Add % totals **97%**

NOTE: Your totals from Salvaging & Reuse, and Recycling **MUST** be at **least 65%**

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Table B (Example)

DEBRIS HANDLING DOCUMENTATION IDENTIFICATION

Identify Material/Debris	Salvaging and Reuse		Recycling		Disposal	
	Load Quantity	Date & Receipt no.	Load Quantity	Date & Receipt no.	Load Quantity	Date & Receipt no.
INERTS:						
Asphalt						
Concrete			77 Tons			
Bricks						
Rock			32 Tons			
Dirt	39 Tons	5/15/26 N/A				
Sand						
Fines						
Other inert solids						
NON-INERTS						
Cardboard						
Metals			6 Tons			
Wood	18 Tons					
Roofing					6 Tons	
Carpet			1 Ton			
Drywall			2 Tons			
Green Waste			4 Tons			
Trash					23 Tons	
Mixed C/D			19 Tons			
Load Quantity Totals (Total each load quantity column)	Column Total **57 Tons**		Column Total **141 Tons**		Column Total **29 Tons**	Percentage % is not needed for this column

Sample Only

NOTE: You can use POUNDS or TONS, however, you must stay consistent to get accurate totals

GRAND TOTAL (Add all Load Quantity totals) 227 ☐ **Tons or** ☐ **Pounds**

(To get percentage (%) number below, divide (÷) Load Quantity column total (Salvaging & Reuse, and Recycling) by Grand Total then **multiply (X) by 100** = %)

% = of each Load Quantity Total | 25% **Salvaging & Reuse** | 62% **Recycling** | Add % totals 87%

NOTE: Your totals from Salvaging & Reuse, and Recycling **MUST** be at **least 65%**