



Building and Safety  
Department

# City of San Leandro Construction & Demolition WASTE DIVERSION FORM

Building Permit applicants for the projects listed below are required to divert Construction and Demolition (C&D) waste and debris from landfill disposal in accordance with 2016 California Green Building Standards Code Section 4.408.1 and 5.408.1

**Building projects subject to Construction and Demolition (C&D) requirements include:**

- Construction of any new building
- All non-residential tenant improvement projects
- All additions or alterations of residential buildings that increase the building's conditioned area, volume, or size
- All interior alterations for residential buildings

**Diversion requirements:** Subject building projects shall divert 100% of asphalt, concrete, excavated soil and land clearing debris and at least 65% of the remaining construction and demolition debris by recycling, reuse, compost, or other approved method.

**How to comply with C&D Requirements:**

**Step 1** – Create a Waste Diversion Plan by using an approved online C&D resource tool **or** by completing the Waste Diversion Plan of the City of San Leandro's [C&D Diversion Worksheet](#).

**Step 2** – Fill in the [Waste Diversion Form](#) (this form). Submit two copies of the Waste Diversion Form along with one copy of your Waste Diversion Plan, generated with a C&D resource tool or by using the C&D Diversion Worksheet, with your Building Permit Application.

**Step 3** - During construction/demolition divert debris as specified on the Waste Diversion Plan and collect required documentation. These includes weight tags, receipts, and invoices for services. Upload recycling and disposal receipts if using an online C&D resource tool.

**Step 4** - Before Final Inspection, complete the Waste Diversion Report using a C&D resource tool or the C&D Diversion Worksheet. Show the Waste Diversion Report (including receipts) to the Building Inspector at the final inspection to demonstrate diversion rate compliance.

**Assistance:** For assistance contact Building and Safety at 510-577-xxxx or [xxx@sanleandro.org](mailto:xxx@sanleandro.org).



Building and Safety  
Department

### SAN LEANDRO CONSTRUCTION and DEMOLITION WASTE DIVERSION FORM

Check all boxes that apply. If not using an online C&D resource tool, applicant must complete the C&D Diversion Worksheet including the Waste Diversion Plan (WDP) and Waste Diversion Report (WDR).

**Please submit two (2) copies of this Form with your Building Permit Application**

<b>Check <u>all</u> that apply:</b>	<b>Commercial</b> <input type="checkbox"/>	<b>Residential</b> <input type="checkbox"/>	<b>Demolition</b> <input type="checkbox"/>	<b>Alt/Add/Repair</b> <input type="checkbox"/>	<b>New Construction</b> <input type="checkbox"/>	
Permit #:	Project Address:			Contact Name and Contact Title:		
Contact Address:	City:	Zip:	Phone:	E-Mail:		
Describe Project:						

**Please read and initial next to each of the following:**

- \_\_\_\_\_ I agree to notify any and all persons involved in the project of the requirements of the Construction & Demolition Waste Management Plan.
- \_\_\_\_\_ I understand that I am responsible for obtaining copies of any and all weight tickets from all haulers and all facilities which receive debris from this project.
- \_\_\_\_\_ I understand that once the project is complete, the Final C & D Waste Diversion Report with weight tickets from receiving facilities must be shown to the Building Inspector at thr final inspection to demonstrate compliance.
- \_\_\_\_\_ I understand that it is my responsibility to inform the haulers of my recycling plan, and my chosen recycling facility.

I acknowledge that I understand the diversion requirements and submit this Waste Diversion Form and Plan in compliance with the code.	
Signature: _____	Date: _____
Compliance Method: (Check one and provide required information)	
<input type="checkbox"/> Specify online C&D resource tool _____ and enter Tracking Number: _____	
<input type="checkbox"/> Waste Diversion Worksheet attached (if not using online C&D resource tool)	
Print Name: _____	Title: _____

**For assistance with this form contact Building and Safety at 510.577.xxx or [xxx@sanleandro.org](mailto:xxx@sanleandro.org)**



Permit #:

Address:

& LWRI6D/HIDUR  
**Waste Diversion Plan**

Building and Safety  
 Department

**REQUIREMENT:**

**Recycle 100% of Asphalt & Concrete materials and no less than 65% of all other debris (measured in tons).**

**Instructions:** Due at time of permit submittal. Calculate how much scrap or debris may be generated during construction or demolition. Include handling and facilities for all materials.

**Column A** – Tons of scrap or debris for each material type.

**Columns B, C, D** – quantities of A to be salvaged or reused, recycled, or disposed.

**Column E** – list vendors or facilities that you plan to use for salvage or reuse, recycling, or disposal.

**Column Totals** – Add up all quantities listed in Column A, B, C and D.

Material Type (circle all that apply)	A	B	C	D	E
	Total TONS Discarded	Salvage or Reuse	Recycling	Disposal	Proposed Facility(s)
Asphalt/Concrete					

DO NOT INCLUDE ASPHALT/CONCRETE IN TOTAL OR CALCULATION BELOW

Brick, Masonry, Tile					
Cabinets, Fixtures, Doors, Windows, Equipment					
Carpet					
Carpet Padding					
Cardboard					
Ceiling Tile (acoustic)					
Drywall (used or painted)					
Drywall (unpainted scrap or sheets)					
Brick, Masonry and Tile					
Scrap Metal (all types)					
Wood, Pallets, & Lumber (clean & unpainted, no pressure treated wood)					
Non-Recyclable Debris, ACM, LBP (indicate)					
Other (indicate)					
Recyclable Mixed Debris $\theta$					
<b>Column Totals</b>	A	B	C	D	Confirm totals are correct

9. Fill in the blanks below to calculate your recycling rate.

Column Totals (B \_\_\_ + C \_\_\_) = \_\_\_ ÷ A \_\_\_ = \_\_\_ x 100 = \_\_\_ %

10. Is the percentage shown in #9 greater than or equal to 65%?  YES  NO

If no, explain why and include documentation \_\_\_\_\_  
 \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Permit #:**

**Address:**

# Waste Diversion Report

## REQUIREMENT:

**Recycle 100% of Asphalt & Concrete materials and no less than 65% of all other debris (measured in tons).**

**Instructions:** Show the Waste Diversion Report to the Building Inspector at the final inspection to demonstrate compliance. Using receipts and invoices list the tonnage of materials recycled during construction or demolition. Complete the chart below and make sure your column totals are correct. Include destinations for all materials.

**Column A** – Tons of scrap or debris for each material type.

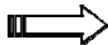
**Columns B, C, D** – quantities of A to be salvaged or reused, recycled, or disposed.

**Column E** - list vendors or facilities used for salvage or reuse, recycles, or disposal.

**Column Totals** - Add up all quantities listed in Column, A, B, C and D.

Material Type (circle all that apply)	A	B	C	D	E
	Total TONS Discarded	Salvage or Reuse	Recycling	Disposal	Actual Facility Used
Asphalt/Concrete					

DO NOT INCLUDE ASPHALT/CONCRETE IN TOTAL OR CALCULATION BELOW

Brick, Masonry, Tile					
Cabinets, Fixtures, Doors, Windows, Equipment					
Carpet					
Carpet Padding					
Cardboard					
Ceiling Tile (acoustic)					
Drywall (used or painted)					
Drywall (unpainted scrap or sheets)					
Brick, Masonry and Tile					
Scrap Metal (all types)					
Wood, Pallets, & Lumber (clean & unpainted, no pressure treated wood)					
Non-Recyclable Debris, ACM, LBP (indicate)					
Other (indicate)					
Recyclable Mixed Debris $\theta$					
<b>Column Totals</b> 	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	Confirm Totals Are Correct

7. Fill in the blanks below to calculate your recycling rate.

Column Totals (B \_\_\_ + C \_\_\_) = \_\_\_ ÷ A \_\_\_ = \_\_\_ x 100 = \_\_\_ %

10. Is the percentage shown in #7 greater than or equal to 65%?  YES  NO

If no, explain why and include documentation \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_