



# DEMOLITION PERMIT APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING  
 DIVISION 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
 (408) 777-3228 • 777-3333 • [building@cupertino.org](mailto:building@cupertino.org)

# D

PERMIT #D \_\_\_\_\_ - \_\_\_\_\_

BUILDING/STRUCTURE  SWIMMING POOL/SPA

PROJECT ADDRESS	APN #
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OWNER NAME	PHONE	E-MAIL
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STREET ADDRESS	CITY	STATE	ZIP
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<input type="checkbox"/> CONTRACTOR NAME	<input type="checkbox"/> OWNER-BUILDER	COMPANY NAME	LICENSE NUMBER	LICENSE TYPE
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STREET ADDRESS	CITY, STATE, ZIP
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E-MAIL	PHONE	BUS. LIC #
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ARCHITECT  OWNER  OWNER AGENT  CONTRACTOR AGENT  ENGINEER  DEVELOPER  TENANT

CONTACT NAME	E-MAIL
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STREET ADDRESS	CITY, STATE, ZIP	PHONE
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DESCRIPTION

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<input type="checkbox"/> SINGLE-FAMILY/DUPLEX <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> ATTACHED SPA <input type="checkbox"/> DETACHED SPA <input type="checkbox"/> LANDSCAPE PURPOSE ONLY <input type="checkbox"/> STRUCTURE TO BE BUILT	USE	TYPE	SQ.FT.	VALUATION (\$)
<i>No structural or floor slab support shall be built unless the pool shell is removed in its entirety. Backfill must be certified by a licensed Geotechnical or Civil Engineer to verify backfill materials, soil type and compaction percentage of 90% maximum density prior to inspection.</i>				RECEIVED BY
				TOTAL

# DWELLING UNITS	ASB#	OTHER:
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By my signature below I certify to each of the following: I am the property owner or authorized agent to act on the property owner's behalf. I have read this application and the information I have provided is correct. I have read the Description of Work and verify it is accurate. I agree to comply with all applicable local ordinances and state laws relating to building construction. I authorize representatives of Cupertino to enter the above-identified property for inspection purposes.  
 I acknowledge and authorize all information contained on this application form to be made available for public record.

Signature of Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES:

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## PROCEDURE CHECKLIST FOR DEMOLITION PERMITS

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION  
ALBERT SALVADOR, P.E., C.B.O., BUILDING OFFICIAL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
(408) 777-3228 • [building@cupertino.org](mailto:building@cupertino.org)

Demolition permits are required for all sites where a demolition of any building, structure, and/or pool is proposed. An application for a Demolition Permit may be submitted concurrently with a Building Permit. A Building Permit will not be issued until the Demolition Permit is approved. Plan check fees are due at the time of the application submittal.

All items listed below are to be complete prior to the issuance of a Demolition Permit:

1. Complete a Demolition Permit Application (D). (*A Demo Permit application can be submitted concurrently with the Building Permit submittal.*)
2. One (1) scaled digital copy of a Demolition Site Plan on a USB thumb drive. (Refer to the Demolition Site Plan Requirements).
3. Show all on-site trees and indicate species and diameter at 4.5 feet above grade. Specify whether trees will be removed or retained. Illustrate the tree protection measures that will remain in place during construction. Per City of Cupertino Municipal code 14.18.200 and 14.18.210.  
Planning Department - [planning@cupertino.org](mailto:planning@cupertino.org)
4. Verify if the building(s) and/or structure(s) are historical landmark(s). Obtain clearance from the Planning Department. - [planning@cupertino.org](mailto:planning@cupertino.org)
5. Show all street trees adjacent to property. Illustrate the tree protection measures that will remain in place during construction. (Note: No street trees shall be removed unless approved by the City Arborist). - Department of Public Works - 408.777.3354
6. Provide a Termination/Disconnect letter from the Utility Suppliers confirming that the gas and electrical services have been terminated at the main/street.  
*Contact PG&E IMMEDIATELY @ 408-725-3325 to schedule a disconnect.*
7. Provide a letter of Certification from Bay Area Air Quality Management District, (BAAQMD - [www.baaqmd.gov](http://www.baaqmd.gov) @ 415-749-4762) providing an ASB Number.
8. The demolition of a pool will require a Cupertino Sewer District permit to drain the pool. Contact Frank Quach at [fquach@markthomas.com](mailto:fquach@markthomas.com)
9. Provide a letter of clearance of all vermin from a licensed pest control contractor.
10. Complete a Construction and Demolition Recycling Diversion form.  
<http://www.cupertino.org/home/showdocument?id=4078>
11. Permittee shall install tree protection measures (if applicable) consistent with City Standard Detail 6-4 (attached hereto), and contact the Public Works Department at 408-777-3354, for inspection and approval of the facilities. **OBTAIN SIGN-OFF OF TREE PROTECTION MEASURES PRIOR TO THE DEMOLITION PERMIT ISSUANCE.**

### LIVE FIRE TRAINING DRILLS

Municipal fire departments frequently use residential structures scheduled for demolition to provide realistic, yet controlled scenarios for training exercises. If you are interested in providing a Permitted Structure for a fire training exercise, please contact:  
Santa Clara County Fire Training Division @ 408-378-4010



## SWIMMING POOL REMOVAL REQUIREMENTS

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION

ALBERT SALVADOR, P.E., C.B.O., BUILDING OFFICIAL

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### PURPOSE

The purpose of this guideline is to clarify the minimum requirements to allow for the removal of an existing swimming pool. A building permit is required for the removal of all swimming pools.

### PLAN REQUIREMENTS

1. Provide a completed construction permit application.
2. Provide an electronic copy of a completely dimensioned site plan showing all property lines, all existing structures, location of existing swimming pool and setback dimensions from the pool to the existing structures and property lines. **Specify which of the options will be used below.**
  - Drawing and document files shall be saved as .pdf files. Drawing sheet file names should be as follows: SHEET NUMBER – SHEET TITLE. Save each drawing sheet as a single file.
3. [Owner-Builder Disclosure Form](#) (for property owners applying for their own building permit)
4. All existing gas and electrical lines will be verified to be properly terminated.

### OPTION A – POOL SHELL TO REMAIN

1. Drill a minimum of three (3) - 12” diameter holes evenly spaced along the center line of the pool bottom. Call for initial inspection to verify size and spacing of required drain holes.
2. Backfill the remaining pool shell with ¾” maximum size crushed rock for a minimum of 8” deep at the bottom of the pool. Gravel shall be packed into place. Clean fill may be added beyond the initial crushed rock backfill.
3. Line the top of gravel with a nonwoven geotextile filter fabric and wrap the fabric up the pool walls at least 1 foot. The filter fabric should be at least 6-ounce per square foot weight, such as Mirafi 160N, Amoco 4551, Contech 6-60NW, TNS R060, or other equivalent manufacturer's product.
4. Backfill with clean dirt. Backfill shall be moistened and tractor rolled or tamped with a wacker compacting plate into place. No fill dirt shall be stored on the street or public right-of-way without an encroachment permit issued by the Department of Public Works.
5. Call for final inspection after all the work is complete.
6. NOTE: Backfill over the existing swimming pool shell may have differential settlement. Owner agrees to use the area for landscape purposes only and not for any structural or floor slab support.

### OPTION B – POOL SHELL TO BE REMOVED

Pool backfill area can be used to support a building or structure if the pool shell is removed in its entirety and the backfill is certified by a licensed Geotechnical or Civil Engineer to verify backfill materials, soil type, percentage of compaction, etc. Compaction report is required for Final Inspection, and the compaction report must state that backfill area is suitable for a future structure.

If a compaction report is not provided, the pool backfill area will allowed to be used for landscape purposes only and not for any structural or floor slab support.



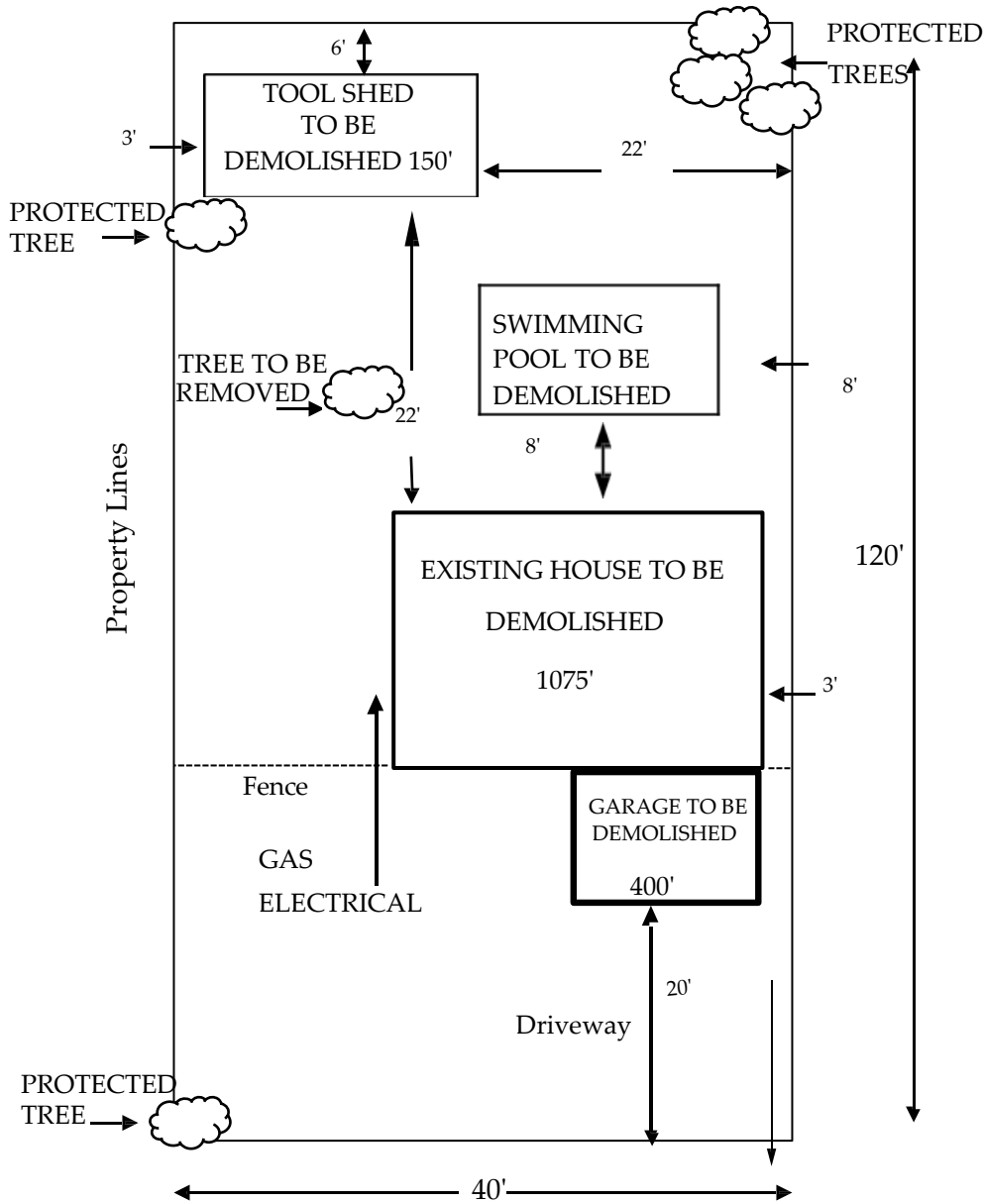
CUPERTINO

# Demolition Site Plan Requirements

COMMUNITY DEVELOPMENT DEPARTMENT •  
BUILDING DIVISION ALBERT SALVADOR, P.E., C.B.O.,  
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The required site plan shall consist of all the details of the proposed development submitted for review. All plans shall be accurately drawn on a sheet size not less than 8 1/2" X 11". All proposals are to clearly illustrate:

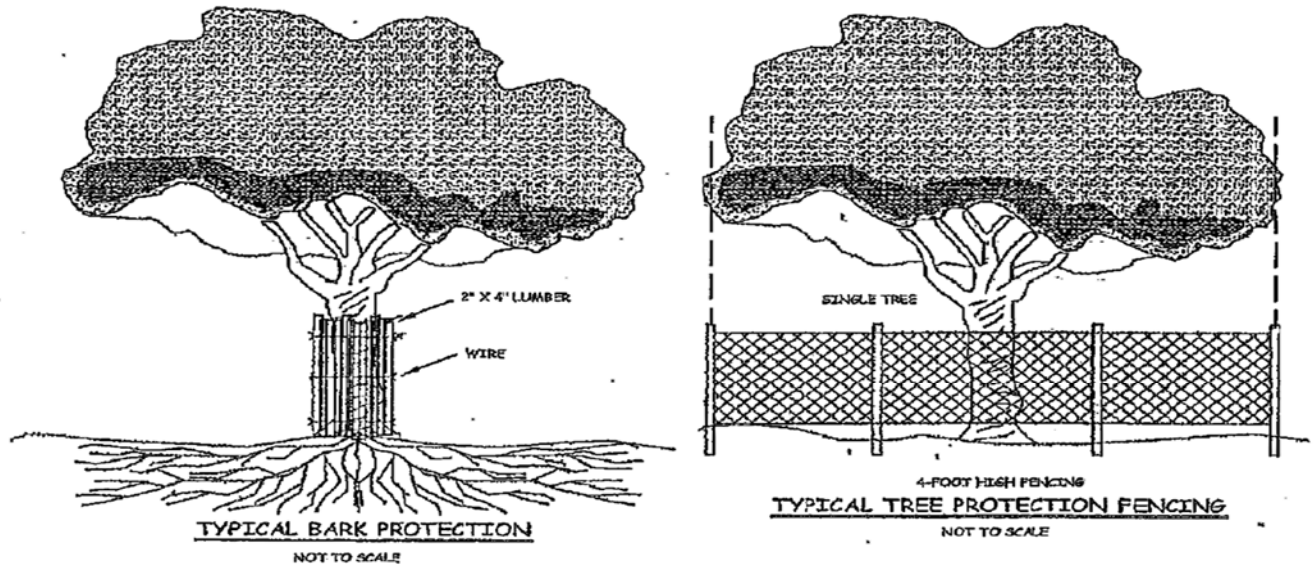
1. Property line location, dimensions, street(s), alley, affected easements, and right-of-ways.
2. Lot square footage.
3. Location of utilities.
4. Existing structures including: garages, carports, sheds, and pools/spas.
5. On site trees & street trees: Refer to #3 & #4 of the *Procedure Checklist for Demolition Permits*
6. Front, side and rear yard setback dimensions from property line to all existing structures.
7. Structures, buildings, features, etc. that are to remain identify as **TO REMAIN**. Structures, buildings, features, etc. that are to be demolished identify as **TO BE DEMOLISHED**.



DEMO PLAN

OWNERS NAME  
SITE ADDRESS  
SCOPE OF WORK:

(Indicate Street Name)

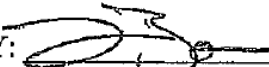


1. Prior to any construction operations contractor shall construct and maintain, for each protected tree on a construction site, a protective fencing which encircles the outer limits of the critical root zone (CRZ) of the tree to protect it from construction activity. The CRZ is calculated 1.25 feet times the diameter of the trunk measured in inches 4.5 feet above the natural grade.
2. All protective fencing shall be in place prior to commencement of any site work and remain in place until all exterior construction activity at the site has been completed.
3. Protective fencing shall be at least six (6) feet high, clearly visible and shall have a tree protection sign affixed to the fence every twenty (20) feet in such a manner to be clearly visible and legible to workers on the site at a distance of twenty-five (25) feet. The sign(s) shall read "Tree Protection Zone Keep Out".
4. The owner shall cause the required fencing and signage to be installed and maintenance for the duration of the construction.
5. In situations where a protected tree remains in the immediate area of intended construction and the tree may be in danger of being damaged by construction equipment or other activity, the contractor or subcontractor shall protect the tree with 2"x4" lumber encircled with wire or other means that do not damage the tree. The intent is to protect the trunk of the tree against incidental contact by large construction equipment.
6. Material Storage: No storage or placement of materials intended for use in construction or waste materials accumulated due to excavation or demolition shall be placed within the limits of the critical root zone of any protected tree.
7. Equipment Cleaning/Liquid Disposal: No equipment shall be cleaned or other liquids, including, without limitation, paint, oil, solvents, asphalt, concrete, mortar or similar materials deposited or allowed to flow into the critical root zone of a protected tree.
8. Tree Attachments: No signs, wires or other attachments, other than those of a protective nature, shall be attached to any protected tree.
9. Vehicular Traffic: No vehicular and/or construction equipment traffic or parking shall take place within the critical root zone of any protected tree other than on existing street pavement.
10. No heavy equipment, including but not limited to trucks, tractors, trailers, bulldozers, excavators, skid steer tractors, trenchers, compressors, and hoists, shall be allowed inside the drip-line of any protected tree on any construction site.
11. Grade Changes: No grade changes shall be allowed within the limits of the critical root zone of any protected tree unless adequate protective construction methods are approved in advance in writing by the City.
12. Impervious Paving: No paving with asphalt, concrete or other impervious materials shall be placed within the limits of the critical root zone of a protected tree, unless expressly permitted by the Public Works Dept.
13. Root Pruning: All roots two inches or large in diameter which are exposed as a result of trenching or other excavation shall be cut off square with a sharp medium tooth saw and covered with natural fiber burlap within two hours of initial exposure.
14. All public sidewalks shall remain open, free and clear for public access, unless closure is permitted by the Public Works Dept.

## **TREE PROTECTION STANDARDS**

*DemoApp\_2019.doc revised 05/1/719*

**CITY OF CUPERTINO  
STANDARD DETAILS**

APPROVED BY:   
City Engineer

DATE: 7/19/13

6-4



CUPERTINO

# CONSTRUCTION & DEMOLITION (C&D) RECYCLING PLAN

ENVIRONMENTAL PROGRAMS DIVISION | 10300 TORRE AVENUE, CUPERTINO, CA 95014

408-777-3354 | [ENVIRONMENTAL@CUPERTINO.ORG](mailto:ENVIRONMENTAL@CUPERTINO.ORG)

**YOU MUST SUBMIT THIS PLAN TO RECEIVE THE BUILDING AND/OR DEMOLITION PERMIT APPLICATION.**

Project Name: _____	Permit #: _____
Project Address: _____	
Project Valuation (must match permit): \$ _____	Project Sq. Ft.: _____
Prepared By: _____	Phone: _____
Company Name: _____	Email: _____
Company Address: _____	
Project Type:	<input type="checkbox"/> New Construction <input type="checkbox"/> Demolition <input type="checkbox"/> Renovation/ Tenant Improvement

- Covered Projects must recycle or divert at least 65% of nonhazardous construction and demolition waste per the Cupertino Municipal Code and California Green Building Standards Code.
- Permit applicants must submit this C&D Recycling Plan (**Plan**) before a permit will be issued.
- Covered Projects must submit the C&D Recycling Report (**Report**) before final permit approval. A permit hold will be placed on the final inspection until you submit the Report and weight tickets.
- Applicants for demolition projects (excluding interior demolitions) must complete and submit the **PCB Screening Assessment Form** available at [cupertino.org/greendev](http://cupertino.org/greendev). You must have this form approved before receiving a demolition permit.

Is your project a Covered Project? Check the appropriate box that describes your project:

	Project Type	Description	Covered?	Required Documents?
<input type="checkbox"/>	RESIDENTIAL	Demolition, new home construction, additions, or alterations of existing residential buildings where the addition or alteration increases the building's square footage.	Yes	Plan and Report
<input type="checkbox"/>	NONRESIDENTIAL	Demolition, interior tenant improvement preparation, newly constructed buildings, and/or building alterations with a permit valuation of \$100,000 or above.	Yes	Plan and Report
<input type="checkbox"/>	EXEMPT (not covered):	The project does not meet the above criteria. <i>It is not a residential project that increases the building's square footage OR is a nonresidential project with a permit valuation less than \$100,000. Read, sign, and submit this page. Skip page two.</i>	No	Page 1 of Plan Only

All applicants must read and sign:

- I understand I am responsible for complying with the requirements of the Cupertino Municipal Code which requires recycling of C&D waste materials in accordance with the municipal code and State law.
- I understand City staff may visit the project site to ensure compliance.
- I will instruct all site workers and subcontractors about sorting waste debris correctly on site.

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



CUPERTINO

# CONSTRUCTION & DEMOLITION (C&D) RECYCLING PLAN

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**For covered projects only, please check the box(es) below to describe your disposal plan:**

- I will use Recology debris box(es).**
  - Contact Recology: (408) 725-4020 to order debris boxes.
  - Provide Recology your project building or demolition permit number(s) and ask Recology to track and compile weight tickets for the project’s duration. The applicant is responsible for submitting the weight tickets with the **Report** at the end of the project.
- I will haul debris myself and track my own weight tickets.**
  - Mixed C&D materials may only be removed from the project site by Recology per the Exclusive Franchise Agreement with the City of Cupertino OR by the project’s licensed construction and demolition contractor as part of a total service offered by that contractor. An employee of the contractor must perform removal, using equipment (including but not limited to debris boxes and roll-off trucks) which are owned by the contractor.
  - Mixed C&D materials must be delivered to an approved recycling facility<sup>1</sup>. Weight tickets for all loads must name the address or city the material came from, inbound and outbound weights, and material type (e.g. mixed C&D, metal, concrete, garbage/MSW).
  - Submit the **Report** and weight tickets of all waste material removed from the project site. You must submit this to get your final building inspection.

SELF HAUL: Put an **X** for any materials you will be discarding from your project.

*This is the **Plan**. Changes may be made with the final **Report**.*

**Can it be salvaged for reuse?** Plan to take photos of salvaged materials to estimate cubic yards/tons.

MATERIAL	DESTINATION FACILITY (or SALVAGE)	MATERIAL	DESTINATION FACILITY (or SALVAGE)
Mixed C&D Debris		Drywall (unpainted)	
Asphalt/ Concrete/ Brick/ Masonry/ Tile		Landscape Debris	
Cabinets/ Doors/ Fixtures/ Windows		Metals	
Carpet/ Carpet Padding / Foam		Roofing Materials	
Cardboard		Wood / Lumber	
Ceiling Tile (acoustic)		Other Material (list):	
Excavated soil		Trash	

<sup>1</sup> An approved C&D Recycling facility means a mixed recovery facility that has achieved third party verification consistent with facility-average recycling rates as recognized by the US Green Building Council. Presently, the Recycling Certification Institute’s Certification of Real Rates (CORR) protocol meets these requirements ([recyclingcertification.org](http://recyclingcertification.org)).

<i>For staff use:</i>	Date	PD/Accela	Staff
<b>Hold Released</b> – C&D Recycling Plan Received			
<b>Hold Placed</b> – Need C&D Recycling Report with Weight Tickets			
<b>Hold Released</b> – C&D Recycling Report Received and Approved			



CUPERTINO

# CONSTRUCTION & DEMOLITION (C&D) RECYCLING REPORT

ENVIRONMENTAL PROGRAMS DIVISION | 10300 TORRE AVENUE, CUPERTINO, CA 95014

408-777-3354 | [ENVIRONMENTAL@CUPERTINO.ORG](mailto:ENVIRONMENTAL@CUPERTINO.ORG)

**FOR COVERED PROJECTS, YOU MUST SUBMIT THIS REPORT PRIOR TO OBTAINING FINAL INSPECTION/OCCUPANCY**

Project Name: _____	Permit #: _____
Project Address: _____	
Prepared By: _____	Email: _____ Phone: _____

- To receive a final building inspection and close the demolition or building permit, submit this C&D Recycling Report with all weight tickets or proof of salvage for all material salvaged, recycled, disposed, or removed from the project site.
- Calculate the overall diversion rate for the project. Complete the table below or provide the same information in an Excel spreadsheet. If using Recology debris boxes, please enter the information below and attach the Recology reports. For self-hauled materials, get diversion rates for each weight ticket from the approved recycling facilities. You are responsible for getting the recycling rate by material type from each facility.

Enter weight ticket information here. Space for additional tickets on back of page.

Facility Name	Material Type	Total Tons (A)	Facility Diversion % Rate for this Material <i>(Contact the facility for this rate or look online)</i> (B)	Tons Recycled A x B = (C)	Tons Disposed A - C = (D)	Tons Salvaged or Reused <i>(if needed, use the worksheet on the back to convert from cubic yards)</i>
Totals:		A		C		E

**Project Diversion Calculation:** (add in totals from other side if used)

Total Tons Recycled + Salvaged =  ÷ Total Project Tons  = Project Diversion Rate  %

C
E
A

\_\_\_\_\_

Print Name / Title
Signature
Date





# CONSTRUCTION & DEMOLITION (C&D) RECYCLING REPORT

CUPERTINO

ENVIRONMENTAL PROGRAMS DIVISION | 10300 TORRE AVENUE, CUPERTINO, CA 95014

408-777-3354 | [ENVIRONMENTAL@CUPERTINO.ORG](mailto:ENVIRONMENTAL@CUPERTINO.ORG)

Enter additional weight ticket information here if needed:

Facility Name	Material Type	Total Tons (A)	Facility Diversion % Rate for this Material (Contact the facility for this rate or look online) (B)	Tons Recycled A x B = (C)	Tons Disposed A - C = (D)	Tons Salvaged or Reused (if needed, use the worksheet on the back to convert from cubic yards)
Totals:		A		C		E

## Cubic Yards to Tons Conversion Worksheet

Material Type	Cubic Yards	Conversion Factor from Cubic Yards to Tons (per CalRecycle)	Tons (Cubic Yards x Conversion Factor)
Asphalt		0.59	
Cabinets/ Doors/ Fixtures/ Windows		0.25	
Concrete		1.0	
Other Inerts (brick, rock, stone)		0.62	
Cardboard		0.05	
Carpet		0.3	
Dirt/Clean Fill		0.18	
Gypsum Dry Wall		0.23	
Job office paper, glass & plastic bottles, cans (collect separately)		0.1	
Metals		0.49	
Landscape/Clearing		0.18	
Roofing (specify type)		0.59	
Untreated Wood (Pallets, lumber)		0.14	
Treated Wood (painted, stained, pressure-treated)		0.14	

For staff use:	Date	PD/Accela	Staff
Hold Released – C&D Waste Diversion Report (WRP) with weight tickets received			
Hold Placed (if full demo) - place hold on address to require Plan & Report on building			



# APPROVED C&D RECYCLING FACILITIES FOR MATERIALS FROM CUPERTINO

CUPERTINO

ENVIRONMENTAL PROGRAMS DIVISION | 10300 TORRE AVENUE, CUPERTINO, CA 95014

408-777-3354 | [ENVIRONMENTAL@CUPERTINO.ORG](mailto:ENVIRONMENTAL@CUPERTINO.ORG)

Self-hauled mixed C&D materials must be delivered to an approved C&D recycling facility that has achieved third party verification consistent with facility-average recycling rates as recognized by the US Green Building Council (USGBC). The Recycling Certification Institute (RCI) program meets the USGBC approved facilities criteria. All RCI facilities are listed on the RCI website: <https://www.recyclingcertification.org>

Approved mixed C&D facilities near Cupertino are included in the table below. Inert materials (metal, concrete, asphalt, dirt) and single-source separated materials may be taken to other recycling facilities, but must be identified on the C&D Plan and Report.

## RCI Certified Facilities for Mixed C&D Materials

Facility Name	Address	Phone Number	Website
<b>Davis Street Transfer Station</b>	2615 Davis St, San Leandro	(510) 912-1238	<a href="http://davisstreet.wm.com">davisstreet.wm.com</a>
<b>Zanker Recycling</b>	675 Los Esteros Road, San Jose	(408) 263-2384	<a href="http://zankerrecycling.com">zankerrecycling.com</a>

## Inert Material Recovery Facilities\*\*

Facility Name	Address	Phone Number	Notes
<b>Stevens Creek Quarry</b>	12100 Stevens Canyon Rd Cupertino	(408) 253-2512	Accepts clean concrete, asphalt, AC grindings.
<b>Granite Rock</b>	100 Graniterock Way San Jose	(408) 574-3000	Accepts mixed or separated concrete and asphalt. Call for more information.
<b>Reed &amp; Graham, Inc.</b>	690 Sunol Street San Jose	(408) 287-1400	Accepts asphalt grindings, asphalt with Petromat (contact for prior approval), broken asphalt from roads or parking lots, base rock, and broken cement sidewalks (contact for prior approval).
<b>SRDC</b>	11740 Berryessa Road San Jose	(408) 392-9175	Accepts mixed or separated asphalt, bricks, concrete, dirt, porcelain, and rock.
<b>Schnitzer Steel</b>	11665 Berryessa Road San Jose	(408) 452-0777	Accepts ferrous and non-ferrous metals.
<b>ECS Refining</b>	705 Reed Street San Jose	(408) 988-4386	Accepts ferrous metal, non-ferrous metal, batteries, fluorescent tubes, ballasts, and electronic waste.
<b>Sims Metal</b>	1800 Monterey Road San Jose	(408) 494-4200	Accepts ferrous metals, non-ferrous metals (aluminum, copper, brass, stainless and alloys), insulated wire, and electronic waste.



CUPERTINO

# FAQS: CONSTRUCTION & DEMOLITION (C&D) RECYCLING

ENVIRONMENTAL PROGRAMS DIVISION | 10300 TORRE AVENUE, CUPERTINO, CA 95014

408-777-3354 | [ENVIRONMENTAL@CUPERTINO.ORG](mailto:ENVIRONMENTAL@CUPERTINO.ORG)

## Frequently Asked Questions

### 1. Why do I need to recycle materials from my construction project?

Cupertino Municipal Code and California Green Building Standards Code require projects that meet certain specifications (Covered Projects) to recycle or divert from landfill at least 65% of nonhazardous C&D waste.

### 2. How do I know if my project is a Covered Project?

**RESIDENTIAL:** Demolition, new home construction, or additions or alterations of existing residential buildings where the addition or alteration **increases the building's square footage.**

**NONRESIDENTIAL:** Demolition, interior tenant improvement preparation, newly constructed buildings, and/or building alterations with a **permit valuation of \$100,000 or above.**

### 3. What is the process?

- **Step 1:** Complete the C&D Recycling Plan (Plan) and submit it with the permit application. Your permit will not be issued without an approved Plan.
- **Step 2:** Environmental Programs Division staff will:
  - Review and approve the Plan and authorize the permit to be issued.
  - For Covered Projects, staff will place a hold on the permit final inspection to ensure submittal of the C&D Recycling Report (Report) at the end of the project.
- **Step 3:** Contact Recology for a debris box and provide the associated permit number to track with your project.
- **Step 4:** Upon collection of each debris box by Recology, request a copy of the receipt and weight ticket(s) from delivery to the C&D recycling facility.
- **Step 5:** At the end of the your project, complete the C&D Recycling Report, attach copies of all debris box weight tickets from the project (or a weight ticket report provided by Recology) and submit directly to the Environmental Programs Division. Upon review of the report, supporting documents, and verification of the diversion, staff will release the hold on the permit and final inspection may be scheduled.

### 4. Is Recology the only company I can obtain a debris box from?

Yes, Recology (408-725-4020) is the only debris box provider franchised to service Cupertino unless a debris box is provided by the contractor working on the site as part of total service (see question #5).



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### 5. Can I self-haul my mixed construction and demolition waste?

Yes, but only under the following circumstances:

- Mixed C&D materials may only be removed from the project site by the project's licensed construction and demolition contractor as part of a total service offered by that contractor. Removal must be performed by an employee of the contractor, using equipment (including but not limited to debris boxes and roll-off trucks) which are owned by the contractor.
- Removal of single source separated materials (metal, wood, concrete) that are sold or donated to any other person or organization which have a value equal to or more than the cost of collection.

### 6. Where can I take self-hauled mixed construction and demolition materials?

Mixed construction and demolition materials may only be taken to an approved C&D recycling facility. An approved C&D Recycling facility means a mixed recovery facility that has achieved third party verification consistent with facility-average recycling rates as recognized by the US Green Building Council. Presently, the [Recycling Certification Institute's](http://Recycling Certification Institute's) Certification of Real Rates (CORR) protocol meets these requirements. (See [recyclingcertification.org](http://recyclingcertification.org) for nearby facilities). Source separated inert material may be taken to other material recovery facilities.

### 7. Can I obtain diversion credit for salvaging materials?

Yes, the first priority for demolition is to remove recoverable materials such as solid wood floorboards and lumber, brick, appliances, windows, doors, and decorative hardware. There is a conversion to weight for these items to assist completing the Report.

## Best Management Practices

The following are key strategies to implement on your project to ensure that materials generated during demolition and construction can be recycled and/or repurposed:

- Separate recyclable materials and keep them dry and free from contamination.
- Identify opportunities to source separate material generated from the project. For example, consolidate clean lumber, metal, sheetrock, cardboard from the mixed debris. Single source separated materials carry a greater potential for recycling and recovery when taken to a recycling facility.
- Label debris boxes or storage containment areas by material type. For example, clean wood, sheetrock, metal, concrete, and garbage.
- Your project will generate some material that is not recyclable. To avoid contaminating materials that can be recycled or repurposed, place a container, either a Recology debris box or smaller container (small single family residential jobs) specifically for garbage such as rigid plastics, film plastics, empty adhesive containers, and worker food packaging.
- Tarp all debris boxes and contained material storage piles during wet weather.