



# CONSTRUCTION AND DEMOLITION DEBRIS DIVERSION PROGRAM C&D

The City of Palo Alto's construction and demolition (C&D) debris diversion requirements are located within Palo Alto Municipal Code (PAMC) Chapter 16.14 and are based on the California Green Building Code.

- All deconstruction permits, demolition permits (whole structure and interior non-structural) and all building permits with a valuation of \$25,000 or greater are subject to the requirements.
- A minimum 80% construction debris diversion is required for all covered residential projects.

**Effective July 1, 2020 - Demolition will no longer be allowed. Deconstruction, the careful disassembly of building components to maximize reuse and recycling, will be required.**

Please see website for information: [www.cityofpaloalto.org/deconstruction](http://www.cityofpaloalto.org/deconstruction)

## Step 1: Building Permit Issuance

Project Coordinator will ask for contact information for who will be responsible for the project's debris diversion. (Typically, a contractor, project manager, homeowner, etc.)

- A waste Management Plan (WMP) will automatically be generated under this name and email address.

Prior to starting work on the site, the responsible person shall log into the website to access the projects WMP and complete the set-up process.

- Once the setup process is complete, the WMP's status will show as "approved" on the Green Halo website.

## Step 2: During Your Project:

Educate all contractors, sub-contractors, and employees about managing the C&D debris on the project site.

Organize your project site to accommodate salvage and recycling of the C&D debris at start of project.

- Separate Salvage building materials and architectural details for reuse
- Recycle what can't be salvaged.
  - Ensure that the weight tags list the "City of Origin" for the debris is Palo Alto as well as the correct material type. **Tags with other City of Origin or none listed will NOT be accepted**

Keep ALL weight tags and documentation for the debris going to salvage, recycling, and disposal facilities

**Note: In many cases it may not be possible to meet the 80% minimum overall diversion rate unless onsite source separating is undertaken. This involves sorting the debris onsite (separating recyclable materials from non-recyclable materials) before hauling to a recycling or disposal facility.**

## Step 3: End of Your Project

Prior to scheduling the final inspection of your project, upload all debris weight tags, salvage documentation, etc. to Green Halo.

Once all debris diversion documentation and data has been uploaded to the Green Halo website

- submit the plan for review by city staff by **clicking the "Submit for Final" button.**

## Compliance Review:

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Once the debris weight tags are submitted for review through the Green Halo website, City staff will typically review them, the WMP, any additional documentation for compliance with Green Building standards within 24 to 48 hours.

## Approved Projects (“Cleared for Final”):

If your project has met the debris diversion requirements, you will be notified by email that you have successfully complied with the program. Call (650)329-2496 #1 to schedule any remaining inspections.

## Projects REJECTED for Non-Compliance:

If you have not met the debris diversion requirements, or insufficient or incomplete documentation has been provided, you will be notified by the City Staff and asked to provide additional information to bring your project into compliance. Once you have obtained and uploaded any additional documentation, resubmit the debris diversion documentation for City review by clicking the green “Submit for Final” button on the Green Halo website and follow all the steps.

## Items of Noncompliance with the ordinance are:

- Failure to meet the minimum diversion rate
- Losing your debris weight tags
- Turning in weigh tags that list the “City of Origin” as a City other than Palo Alto
- Too many tags for non-recyclable materials (Trash, Municipal Solid Waste, or MSW)
- Falsification of documents
- Willful noncompliance

**Non-compliance will result in the issuance of a citation and fine with a minimum penalty of \$3,000 or \$150 per ton of debris not diverted from landfill, whichever is greater. The property owner is ultimately responsible for all activities performed by their design team members, contractors and subcontractors in meeting this requirement.**

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## NEED HELP

**CALL GREEN HALO 1-888-525-1301:** for log-in issues, uploading tags, submitting for final, and changes to contact, company names, etc.

**C&D Questions for City Staff:** email [cd@cityofpaloalto.org](mailto:cd@cityofpaloalto.org) or call **650.838.2828**

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