



COMMUNITY DEVELOPMENT DEPT.

701 Laurel Street
Menlo Park, CA 94025
650.330.6704
2/11/09

**Frequently Asked Questions About the
Construction and Demolition Recycling Deposit**

Salvaging Materials

- Q. Why does my demolition project have a seven day waiting period between the day that the demolition permit is issued and the date that demolition work can begin?
- A. The waiting period is to encourage property owners and contractors to salvage materials from the job site. Salvaging is the controlled removal of reusable materials from C&D debris, for the purpose of recycling, reuse or storage for later recycling or reuse. An average weight is assigned to all salvaged items (see the table on the opposite side) for recycling credit.

Recycling Information

- Q. Where can I find information on where to recycle construction debris?
- A. Contact San Mateo County RecycleWorks at **1-888-442-2666** or visit their searchable database at **www.recycleworks.org**. Two pamphlets on this topic are also available in the City Administration Building lobby titled “Construction Site Recycling” and “Construction and Demolition Recycling Pocket Guide”.
- Q. Do the locations suggested on the RecycleWorks website or any City of Menlo Park documents provide a guarantee of being an acceptable recycling facility?
- A. No, the applicant must ensure that each facility meets the Ordinance requirements Visit the City of Menlo Park’s website at **www.menlopark.org** and reference Chapter 12.48 under City Code.

Original Tag Requirement

- Q. A sub-contractor was used for the construction/demolition job. The contractor needs the original tags for tax purposes. How can I still receive recycling credit for the recycled material?
- A. The original tags must be submitted to the City of Menlo Park that fulfills the Ordinance requirements. The original should be submitted directly to the Planning Counter of the Administration Building located at 701 Laurel Street attached to the request form. If the original tags need to be returned, please submit duplicate copies of the original weight tags and a self addressed envelope. The original tags will be returned by mail once the duplicate copies have been verified to match the originals.

Q. What are the weight tag requirements?

A.

- Only original weight tags are accepted.
- Each weight tag must list **Menlo Park** as the City of origin.
- The material weight must be on each tag. If a weight is not designated, your tag will **not** be accepted.
- Tags submitted for reuse credit (such as reuse of 5 doors) will be accepted without a weight as long as quantity and description of items are clearly stated.
- A separate weight tags is required for each job site. To receive recycling credit, debris from separate project addresses cannot be delivered to the recycling facility in the same truck. If loads from more than one job site are combined, the weight tag will be invalidated.
- Facility tags (and deposit request forms) must be submitted separately for each deposit.
- Qualifying facilities may not use material for alternative daily cover (ADC) at a landfill.

Deadlines for Submission of Deposit Refund Forms and Documentation:

- ***Demolition Projects:***
After the completion of the demolition portion of project, the applicant must submit the required documentation within **60 days**.
- ***Construction Projects:***
As a condition prior to final inspection, and for approval of final inspection, the contractor must submit a Deposit Request Form showing all tonnage recycled or salvaged and original or certified receipts of weight tags from recycling facilities confirming recycling of materials.

**DEPOSITS WILL BE FORFEITED IF THE APPLICANT DOES
NOT SUBMIT
THE REQUIRED FORMS AND PROPER DOCUMENTATION
WITHIN THE TIMELINE SPECIFIED ABOVE.**

**IF YOU HAVE FURTHER QUESTIONS, PLEASE CONTACT THE
BUILDING DEPARTMENT AT 330-6704.**