



BUILDING DIVISION

Construction & Demolition Debris Recycling Summary Report – Long Form

Completed Recycling Summary Reports (RSR) must be submitted to the Building Division within **90 days** following an approved Final Building Inspection with proof of recycling in the form of recycling receipts or similar documentation. Separate Recycling Summary Reports are required for each building permit. A refund check will be mailed once the final documentation has been processed.

Permit Number: _____

Project Address: _____

Applicant Name: _____ Contractor/Owner _____

Company: _____

Address: _____

City _____ State _____ ZIP _____

Phone: _____ Fax: _____ Email: _____

(For contractors who itemized debris, skip Questions 1 -4 below and continue to Part II on the reverse side of this form)

1. Total amount recycled from Line 3 of WMP form: _____

2. Please provide any additional information relevant to determining efforts to comply with this ordinance: _____

3. Date of Final Inspection Approval: _____

4. Attach copy of:

- All receipts and supporting documentation as proof of recycling
- Original WMP

Name: _____ **Signature:** _____ **Date** _____

For Staff Use Only:

Permit No. _____ Final Inspection Date _____ Staff Initials _____

RSR & receipts submitted _____ RSR & recycling verified _____

Deposit amount _____ Date refund request submitted to Finance _____

Recycling Summary Report (RSR) – Part II

This Part II is for contractors who itemize debris.

Instructions: List how much scrap and debris were generated during construction or demolition and include handling methods for all materials. Complete the chart below. Vendors not listed in the C&D Debris Reference Manual must be verified. Proof of compliance is required.

Column A – Tons of scrap or debris for each material type. Refer to your receipts and invoices from subs. Use Materials Conversion Worksheet to convert from cubic yard, square feet, board feet to tons.

Columns B, C, D – Quantities reused, recycled or disposed. See worksheet for definitions.

Column E – List vendors or facilities used for reuse, recycle or disposal.

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

Material Type	A Total Tons Discarded	B Reused	C Recycled	D Disposed	E Destination
<i>Example: new drywall</i>	<i>1.5</i>	<i>0.25</i>	<i>1.25</i>		<i>Downtown Diversion</i>
Asphalt, Concrete					
Brick, Masonry, Tile					
Cabinets, Fixtures, Windows, Doors, Equip.					
Carpet					
Carpet Padding					
Cardboard					
Ceiling Tile					
Drywall (used or painted)					
Drywall (new or sheets)					
Scrap Metal					
Wood, Pallets, Lumber (unpainted)					
Other (indicate)					
Non-Recyclable Debris		 	 		
Recyclable Mixed Debris		 	 		
Column Totals					

1. Fill in the blanks to calculate your recycling rate: (50% of debris must have been diverted)

Column Totals B _____ + C _____ = _____ ÷ A _____ = _____ x 100 = _____ %

2. Date of Final Inspection Approval: _____

3. Attach copy of:

- All receipts and supporting documentation as proof of recycling
- Original WMP

Name: _____ Signature: _____ Date _____