New Westminster

511 Royal Avenue
New Westminster BC
V3L 1H9

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Demolition Permits:

Expanded Recycling Regulations

Attention: Contractors, Trades, and Owners,

Metro Vancouver has set a target to reduce construction and demolition waste going landfill by 2015. In order to help meet this target, the City of New Westminster will require demolition permit applicants to demonstrate adequate recycling practices.

As of January 4, 2016, a part of the City's demolition permit process has changed.

For *all demolition permits*, you will be required to submit new documentation as part of the demolition permit process:

- Waste Disposal and Recycling Plan
- Hazardous Materials Report
- Recycling Compliance Report

A refundable Recycling Incentive Deposit will be collected.
Owner / Contractor must submit copies of weigh bill & receipts prior to deposit refund

Further Information: Contact the Building Department at 604-515-3804

"This information is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

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Waste Disposal and Recycling Services Plan (Form 1 – Page 1)

Date _____ **Permit No.** _____

Demolition Project Site Address _____

Building Type ☐ Wood Frame ☐ Concrete ☐ Other_____

Building Use ☐ Residential ☐ Commercial ☐ Other_____

Project Floor Space [square feet] _____

** Full Recycling Incentive Deposit refund if compliance level is above 70%**
** No Recycling Incentive Deposit refund if compliance level is below 20%**

Estimated Waste and Recyclable Material Generation (from Appendix 1 & 2 - see page 3 of Form 3)

Walls and flooring = _____ kg (for complete demolition, or for walls and flooring calculated separately)

Roofing = _____ kg

Foundations and footings = _____ kg

Consider full home 50 kg material per ft^2

Total =(Walls & Flooring _____+ Roofing _____+ Foundations_____) ÷ 1000 = _____ **tonnes**

Name of Permit Applicant: _____ (please print)

Signature of Permit Applicant _____Date_____

NOTE TO APPLICANT: Please have your demolition contractor complete Table "A" – Generated Waste Estimates

STAFF USE ONLY

Waste Disposal and Recycling Services	☐ Package provided to applicant	☐ Form 1 – Project information and checklist (Table A) received from permit applicant	☐ Form 2 – Hazardous Materials. Completed and signed by permit applicant

☐Fee Received

Total Recycling Incentive Deposit $ _____

Fee Calculation

- See demolition waste and recycling fees in "Development Services Fees and Rates Bylaw No. 7683, 2014".

Signature of Application Reviewer: _____

Keep a copy of this page and Form 2 in file

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Waste Disposal and Recycling Services Plan (Form 1 – Page 2)

Please complete the following checklist (Table A) of the types of recyclable materials that your project is expected to generate and submit as part of Form 1.

You must keep track of all materials generated over the duration of the project by keeping receipts from all recycling and disposal facilities or signed forms from all salvagers for material re-use. These receipts must be presented to the Building Department prior to the refund of the **Recycling Incentive Deposit**

NOTE: This table is to be completed by the demolition contractor

TABLE "A" – GENERATED WASTE ESTIMATES

Materials	Will the work generate this material?	Location / Facility material will be disposed/recycled	For information
Asphalt (driveway and other paved areas)	YES / NO		Can be recycled
Cardboard	YES / NO		Can be recycled.
Cement and concrete	YES / NO		Can be recycled
Clean fill and soil	YES / NO		Can be recycled
Drywall	YES / NO		All must be recycled.
Green waste (shrubs, lawn, small trees)	YES / NO		Can be reused or composted
Appliances	YES / NO		Can be reused or recycled
Cabinetry	YES / NO		Can be reused or recycled
Bricks, blocks and ceramic tile	YES / NO		Can be reused or recycled
Doors	YES / NO		Can be reused or may be recyclable
Fixtures (lighting and plumbing etc)	YES / NO		Can be reused or recycled
Windows in frames	YES / NO		Can be reused or recycled
Asphalt roofing shingles	YES / NO		Can be recycled
Cable and wiring	YES / NO		May need to be cut prior to recycling

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Metals – steel, aluminum, copper, brass, etc.	YES / NO		Can be recycled
Metal – cable and wiring	YES / NO		Can be recycling
Metal - window frames	YES / NO		Can be recycled
Paper	YES / NO		Can be recycled
Plastic - rigid buckets, pails, etc	YES / NO		Can be recycled
Plastic - wrapping and bags	YES / NO		Can be recycled
Plywood, particle board, OSB	YES / NO		Can be recycled
Wood – structural (incl pallets)	YES / NO		Can be recycled
Wood – plywood, particle board, OSB	YES / NO		Can be recycled
Glass	YES / NO		May be recyclable
Carpeting and underlay	YES / NO		May be recyclable
Plastic – foam packing and insulation	YES / NO		Some types of foam packing are recyclable
Other _____			
Other _____			
Hazardous Materials *(Refer to Form 2)*		*All hazardous wastes must be disposed of according to Work Safe BC and BC Ministry of Environment requirements, as well as any additional requirements imposed by the disposal facility.*	

****THIS TABLE MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE****

****SHOULD YOUR DEMOLITION CONTRACTOR CHANGE DURING THIS PROCESS "TABLE A" MAY NEED TO BE RESUBMITTED – PLEASE CONTACT THE CITY****

Signature of Demolition Contractor at time of Permit Issuance:
_____Date_____

Demolition Contractor Name: _____

Address: _____ Phone Contact: _____

EDMS#604169

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Hazardous Materials Report (Form 2)

Project Site Address_____

CONDITIONS

1. Every Person who applies for a demolition permit must have a **Hazardous Materials** Survey completed **by a qualified person**, as defined in WorkSafe BC Guideline 6.6(4). http://www2.worksafebc.com/publications/OHSRegulation/Part6.asp ☐
2. The **Hazardous Materials Survey** applies to the work area of the project defined in the application. For demolition projects, this corresponds to the entire **Site**.

3. If the project must submit a "Notice of Project" to WorkSafe BC, a copy of the confirmation from WorkSafe BC that it has received the "Notice of Project" for Work that is or is intended to be performed on a **Site** must be posted on the **Site** for inspection by the **Building Official**.

   Refer to Part 20 of the WorkSafe BC Guideline for information on the types of projects that must submit a "Notice of Project" to WorkSafe BC:

   http://www2.worksafebc.com/publications/OHSRegulation/Part6.asp

4. All **Hazardous Materials** identified in the **Hazardous Materials** Survey shall be handled and disposed of in accordance with all applicable rules and regulations. In the event that the hazardous materials are found during the demolition process, work must cease until they are removed.
5. A copy of the documentation indicating that a survey of **Hazardous Materials** was completed by a qualified person and that WorkSafe BC was notified of the handling, removal and disposal of hazardous materials (i.e. WorkSafe BC "Notice of Project" and a copy of the confirmation from WorkSafe BC that it has received the "Notice of Project") **must** be submitted with the **Compliance Report** (Form 3) after project completion.

Signature of Permit Applicant _____ **Date**_____

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Compliance Report (Form 3 – Page 1)

Submit this form **following the completion** of project and attach documentation (copies of receipts, weigh bills, etc.)

Building Use ☐Residential ☐Commercial ☐Other_____

Building Type ☐Wood frame ☐Concrete ☐Other_____

Project Site Address _____

Building Permit No._____ Name of permit holder:_____

Project Floor Space (square feet)_____

Project Start Date (DD/MM/YYYY)____/____/____ Project Completion Date (DD/MM/YYYY)___/____/_____

BELOW TO BE COMPLETED BY CITY REVIEWER

Non-Hazardous Waste Disposal and Recycling Services Plan Compliance

☐ Diversion Form and documentation (i.e., receipts and weigh bills) attached

Tonnes estimated as in Waste Disposal and Recycling Services Plan = _____
Tonnes Recycled as per receipts and weigh bills = _____
Tonnes Not Recycled as per receipts and weigh bills =_____
Total Tonnes generated by demolition =_____
Level of Compliance = (Tonnes Recycled ÷ Total Tonnes) x 100 = _____ **%**

Refund Calculation

Recycling Incentive Deposit paid (from Form 1) $_____

Full refund provided if level of compliance is ≥ 70%

Partial Refund calculated as follows:
(Level of compliance ÷ 70) x Recycling Incentive Deposit = Refund Amount

(_____ _)__ x ($_____) = $ _____

<20% compliance = No refund

Compliance Report ☐ Complete ☐Approved	Recycling Incentive Deposit paid (Form 1) = $_____ Amount of Deposit to be refunded= $_____	
Compliance with **Waste Disposal and Recycling Services** requirements	☐ Yes (Full)	☐ Partial ☐ No
Hazardous Materials Compliance Information Received	☐ Yes	☐ No

Signature of Permit Holder _____ Date _____

Signature of Compliance Report Reviewer _____ Date _____

Diversion Form (Form 3 – Page 2)

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Project Site Address _____	Permit #. _____

Calculate your achieved recycling rate as described below. Use recycling and disposal facility receipts to fill out the information below. Ask your hauler, recycler or site cleanup vendor to assist you. A volume to weight conversion table, if required, is on the next page.

TABLE B – GENERATED WASTE

(To be completed by Owner/Applicant/Contractor)

COMPLETE AND RETURN WITH RECEIPTS WITHIN 90 DAYS OF PROJECT COMPLETION

Note: Each receipt must show the type and quantity of materials received and permit #

Material Type	A		B	
	Tonnes taken to Reuse or Recycling Facility	Reuse or Recycling Facility used for purposes other than Disposal (name, location)	Tonnes taken to Disposal Facility	Disposal Facility Used (name, location)
Asphalt				
Cardboard				
Cement and concrete				
Clean soil and fill				
Drywall / Gypsum				
Green waste				
Glass				
Metal - Scrap metals				
Metal - Cable and wiring				
Paper				
Plastic – rigid (no PVC)				
Plastic wrapping and bags				
Roofing – asphalt shingles				
Wood - Clean				
Wood - Roofing				
Salvaged fixtures, windows, doors				
Other recycled/reused materials (Please list)				
Mixed materials *(excluding hazardous materials)*				
TOTAL non-hazardous MATERIALS	**A =** _____		**B=** _____	

Column Totals A_____ /(A_____+B_____) X 100= _____% Level of Compliance

TOTAL HAZARDOUS MATERIALS				
TOTAL MATERIALS* (non-hazardous + hazardous)				

* The Building Official will compare the total quantity of materials from columns A and B with the amount of waste expected from the project, based on estimates in Table 1, page 3, of Schedule C.

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ESTIMATED WASTE GENERATION TABLES (Form 3 – Page 3)

APPENDIX 1 – Estimating Waste Generation

Material type	Quantity	Lbs	Kg
Demolition			
Complete Wood-frame Demolition	1 sq ft (floor)	110	50
Demolition - per linear foot of wall	1 sq ft (wall)	20	9.1
Concrete slab (4" thick)	1 sq ft	50	22.7
Asphalt	1 sq ft	50	22.7
Brick/masonry	1 sq ft	50	22.7
Spread footing	1 lin ft	150	68.2
Renovation			
Mixed Debris (interior remodel)	1 sq ft	20	9.1
Remodel	2 sq ft	10	4.5
Carpeting	3 sq ft	0.5	0.2
Ceiling Tiles	4 sq ft	1.1	0.5
Sheetrock/Drywall	1 cu yd	394	179.1
Tile Flooring	1 sq ft	3	1.4

APPENDIX 2 – Volume to Weight Conversion

Mixed C&D	Quantity	Lbs	Kg
Mixed C&D (structural)	1 cu yd	500	227.3
Mixed inerts (concrete, brick, dirt, asphalt)	1 cu yd	2000	909.1
Separated inerts	1 cu yd	2000	909.1
Wood	1 cu yd	375	170.5
Metals	1 cu yd	906	411.8
Roofing Materials			
Asphalt shingles/Composition	1 cu yd	419	190.5
Asphalt shingles/Composition	1 sq ft	3	1.4
Asphalt Tar Roofing	1 cu yd	2919	1326.8
Wood Shake/Shingle Roofing	1 cu yd	435	197.7
Wood Shake/Shingle Roofing	1 sq ft	2	0.9
Tiles (concrete roofing)	1 cu yd	10	4.5
Tiles (concrete roofing)	1 sq ft	2900	1318.2
Yard Waste			
Green waste (shrubs, turf, etc.)	1 cu yd	500	227.3
Yard trimmings	1 cu yd	108	49.1

Source: City of Santa Monica and Foster City Building Inspection Division (CA)