



WASTE HAULING REFERENCE GUIDE CONSTRUCTION AND DEMOLITION PROJECTS

The CALGreen Building Code requires the City of Costa Mesa to track the waste generated by each construction and demolition project and ensure that 65% of waste is diverted from landfills. In keeping with our commitment to a free enterprise system, the City provides the following options for handling the waste from these projects:

1. Contract with any of the City's franchised haulers. They will provide the containers and collection services needed and be responsible for meeting the 65% CALGreen diversion requirement. Receipts for this service are not required. However, the selected franchise hauler must sign a form to confirm they were utilized as the hauler throughout the project.
2. If you or your contractor own vehicles to haul the waste generated through your/their primary business activity, you/they can get a City-issued Contractor Self-Haul permit.

IMPORTANT: Selection of the Contractor Self-Haul option incurs non-refundable per-project Self-Haul Fees. If you select "use of a franchise hauler" at permit issuance you can change to a Contractor Self-Haul election later, provided all project waste is hauled by a City-approved waste hauler and you pay the required per-project fee at that time. Please note that failure to use a City-approved hauler will result in administrative penalties.

Contractor Self-Haul Permit Fees and Requirements: Contractors that own and operate their own vehicles to haul inert debris and other construction waste generated by their primary business activity may apply for an annual Contractor Self-Haul Permit. The permit is \$200 per calendar year or the portion of the calendar year remaining after the application has been approved. In addition, the following per-project fee schedule dictates the per-project fee payment amount:

<i>Project Valuation</i>	<i>Fees</i>
Projects of \$20,000 or less:	\$160 flat fee
Projects of \$20,001 to \$100,000:	\$160 fee, plus \$3 for each additional \$1,000 in value above \$20,000, or fraction thereof, up to and including \$100,000
Projects of \$100,001 to \$500,000:	\$400 fee, plus \$2 for every \$1,000 in value above \$100,000, or fraction thereof, up to and including \$500,000
Project valued at or greater than \$500,001:	\$960 fee, plus \$0.50 for every \$1,000 in value above \$500,000, or fraction thereof

1. **A valid City of Costa Mesa Business License.** A business license may be obtained online at <https://businesslicenseca.gov> or from the Finance Department (1st Floor, City Hall).
2. **City of Costa Mesa Insurance Requirements:** General Liability of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. The comprehensive general liability and automobile liability insurance policies shall contain or be endorsed to contain the following provisions: 1) The insurance provided under this agreement shall be primary and not contributing with any insurance maintained by the CITY; 2) The City requires 30 days' notice of cancellation, or reduction in limits; and 3) The following wording is used on the endorsement page "The City of Costa Mesa and its elected and appointed boards, officers, agents, and employees are additional insured" with respect to the providing of waste collection services.
3. **Vehicle Requirements:** A list of the affixed container vehicles or trailers is required prior to Contractor Self-Haul Permit issuance. The list must include the following per vehicle: Vehicle VIN no., license plate no., and make/model/year of vehicle. Copies of vehicle registration may also satisfy this permit requirement.
4. **Reporting Requirements:** All dumping receipts and completed one-page form that lists amounts diverted from landfills and disposed. To meet project diversion requirement of 65% onsite reuse of materials, donation or sales of materials, etc. can be included on this form. Good faith exemptions to this requirement are provided if the material generated cannot be diverted due to lack of markets.



FREQUENTLY ASKED QUESTIONS

Who qualifies for a contractor self-haul permit? If your firm's primary business activity is something other than hauling, and you use your own vehicles to haul the material you generate at the jobsite, then you qualify. ***Please note that your firm cannot subcontract for hauling under a self-haul permit. You must use your own vehicles.***

If I qualify, how do I obtain a City Self-Haul Contractor Permit? A permit application can be obtained from the Public Services Department (4th Floor). **Submit your completed form, along with the required insurance information and list of vehicles you want to use in the City (described on previous page), along with your \$200 annual permit fee.** There is no permit issued; your firm will be added to the list of approved self-haul contractors.

What else am I required to do? Once you are permitted you are cleared to get a project-specific permit to haul, which is added to your building permit. As shown on the previous page, the fee associated with the project-specific permit is based upon the project valuation. You simply pay that fee and take the one-page form provided by the Building Department official who permits your overall project.

As you haul material from your jobsite keep all weight tickets provided by the recycling facilities. You are also responsible to determine how much of your waste is recycled by these facilities.

After all your hauling activity is done, attach those receipts to the one-page form and input your tonnage information at www.costamesaca.gov/recycling. The form must be submitted with all of your hauling receipts attached to Public Services (4th Floor) in order to have your project released and cleared for final inspection.

What if I am not able to reach the CALGreen required 65% diversion rate? First, CALGreen applies to the overall project. If your hauling activity is just one component, check with the general contractor to see if any materials were recycled or otherwise diverted from the landfill. For example, demolished concrete and asphalt could have been reused onsite. The City does allow you to use this type of "third party" diversion credit to meet the 65% requirement. Ultimately both the State and the City want you to use your best efforts. If the material you are hauling cannot be recycled, the City can provide you with a Good Faith exemption from the 65% requirement. These are handled on a case by case basis.

If I need help filling out the project form or have other questions who can help me? Please contact Public Services at (714) 754-5323 and we will assist you.

Owner/Builders: Owner/Builders are encouraged to use a City Franchise Waste Hauler. If your project can benefit from use of a contractor with a City-issued Self-Haul Permit, that is acceptable. However, please note that this Contractor Self-Haul election generates a specialized non-refundable fee and, if a permitted self-haul contractor is not used, you will incur administrative penalties.

Residents/Commercial Businesses are legally allowed to self-haul waste from their property without a permit. However, a per-project self-haul fee will be added to your building permit. You are also required to: 1) Keep and provide all weight tickets for the material you haul; 2) If you rent a vehicle to do this hauling, you must provide that receipt; and 3) ensure that tonnage/weight information and tickets/receipts show a 65% diversion rate was achieved by your project to avoid administrative penalties.

What is Universal Waste and is it prohibited? Universal waste is hazardous to human health and the environment and cannot be discarded in landfills. The following items are types of universal waste: batteries, cell phones, electronic waste and CRT's, electronic devices, fluorescent lamps, thermostat, mercury wastes like thermometers and toys, and non-empty aerosol cans such as propane, butane, and pesticides.