

# A Guide to the Construction and Demolition Recycling Program

In compliance with the California Green Building Code, Ventura County Ordinance 4590 requires a minimum of 65% (by weight) diversion of construction and demolition debris through reuse, recycling, or salvage.

## Step 1: Does your project need to comply with the County of Ventura's Construction and Demolition Recycling Program?

| YES  | NO  |
|--|---|
| New construction of residential and non-residential buildings  | Projects consisting solely of additions or alterations of existing residential dwellings that do NOT increase the structure's conditioned area, volume, or size                   |
| Additions and alterations to non-residential projects  | Projects consisting solely of the installation of prefabricated structures such as manufactured or modular home, metal barns, patio enclosures and covers                         |
| Demolition of residential and non-residential buildings  | Projects consisting solely of the installation of prefabricated accessories such as signs or antennas where no foundation or other structural building modifications are required |
| Additions and alterations to residential buildings that increase the structure's conditioned area, volume, or size | Projects consisting solely of the installation, removal, or relocation of solar panels  |
|  | Work for which only a plumbing permit, and electrical permit, and/or a mechanical permit is required<br>Projects consisting solely of an above or in-ground pool and/or spa       |

*All new C&D Debris Recycling Plans must be submitted online through Citizen Access. This packet has all the information you need to set up your Citizen Access account and complete your Recycling Plan online.*

If you have a question about a Recycling Plan or getting a Final Agency Clearance signature, please email [PWA.IWMD-CD@ventura.org](mailto:PWA.IWMD-CD@ventura.org) or call (805) 658 - 4321.

For more information, please visit <https://publicworks.venturacounty.gov/wsd/iwmd/construction-2-2/>

**Step 2: If the answer is “YES” to Step 1, you must submit a Recycling Plan. Here are the steps to submit a Recycling Plan.**

- Create an account with Citizen Access. <https://vcca.ventura.org/vcca.aspx>
- Log onto your Citizen Access account
- Select “Public Works” at the top of the page
- Click “Create an application”
- Select “Construction and Demolition” and “Recycling Plan” from Record Type, then click “Continue application”.
- Complete the application by answering a series of simple questions about your project then click “Submit”.
- The applicant will receive a confirmation email at the address provided in the application. Once reviewed and approved by IWMD staff, a Pre-Approval email will be sent to the applicant.

**Step 3: Through recycling and reuse, ensure project achieves a minimum of 65% (by weight) diversion from landfill disposal.**

To comply with Ventura County Ordinance 4590, project applicants must self-haul to a sorting facility, use an Authorized Solid Waste Collector or reuse/salvage usable materials.

**CONSTRUCTION AND DEMOLITION DEBRIS SORTING FACILITIES IN VENTURA COUNTY**

|   |                               |  |
|---|-------------------------------|--|
| Del Norte Regional Recycling and Transfer Station | 111 S. Del Norte Ave   Oxnard | <a href="http://www.oxnard.org/del-norte-self-haul">www.oxnard.org/del-norte-self-haul</a> |
| Gold Coast Recycling and Transfer Station         | 5275 Colt St   Ventura        | <a href="http://www.goldcoastrecycling.com">www.goldcoastrecycling.com</a>                 |
| Simi Valley Landfill & Recycling Center           | 2801 Madera Rd   Simi Valley  | <a href="http://www.wm.com">www.wm.com</a>   |

**AUTHORIZED SOLID WASTE COLLECTORS**

|  |                |  |
|--|----------------|--|
| American Resource Recovery, Inc.         | (805) 247-9155 | <a href="http://www.ejharrison.com">www.ejharrison.com</a>         |
| Athens Services                          | (805) 856-0113 | <a href="http://www.athensservices.com">www.athensservices.com</a> |
| E.J. Harrison & Sons, Inc.               | (805) 647-1414 | <a href="http://www.ejharrison.com">www.ejharrison.com</a>         |
| G.I. Industries, Inc. (Waste Management) | (805) 522-9400 | <a href="http://www.wm.com">www.wm.com</a>                         |
| J&L Hauling & Disposal, Inc.             | (805) 565-4634 | <a href="http://www.jldisposal.com">www.jldisposal.com</a>         |
| Marborg Industries                       | (805) 963-1852 | <a href="http://www.marborg.com">www.marborg.com</a>               |
| Mountainside Disposal, Inc.              | (661) 831-2837 | <a href="http://www.burrtec.com">www.burrtec.com</a>               |
| Newbury Disposal Company                 | (805) 647-1414 | <a href="http://www.ejharrison.com">www.ejharrison.com</a>         |
| Peach Hill Soils                         | (805) 529-6164 | <a href="http://www.peachhillsoils.com">www.peachhillsoils.com</a> |
| Santa Clara Valley Disposal              | (805) 647-1414 | <a href="http://www.ejharrison.com">www.ejharrison.com</a>         |

## SALVAGE AND REUSE

If a project involves demolition or remodeling, builders are urged to salvage as much reusable material as possible. Visit [www.habitatventura.org](http://www.habitatventura.org) for more information.

|                     |  |
|---------------------|--|
| Oxnard Restore      | 1850 Eastman Ave   Oxnard              |
| Simi Valley Restore | 1293A E. Los Angeles Ave   Simi Valley |

### Step 4: When the project is complete and prior to final inspection, submit Recycling Receipts.

It is the customer's responsibility to obtain recycling receipts. Receipts showing "trash only" or "disposal only" will not be accepted.

- Self Haul: Obtain directly from sorting facility. You must tell the gate operator that your project has a C&D permit with the County of Ventura and recycling documentation is needed.
- Authorized Solid Waste Collector: Prior to renting a bin, notify the collector you have a C&D permit with the County of Ventura and will need a "Recycling Report."

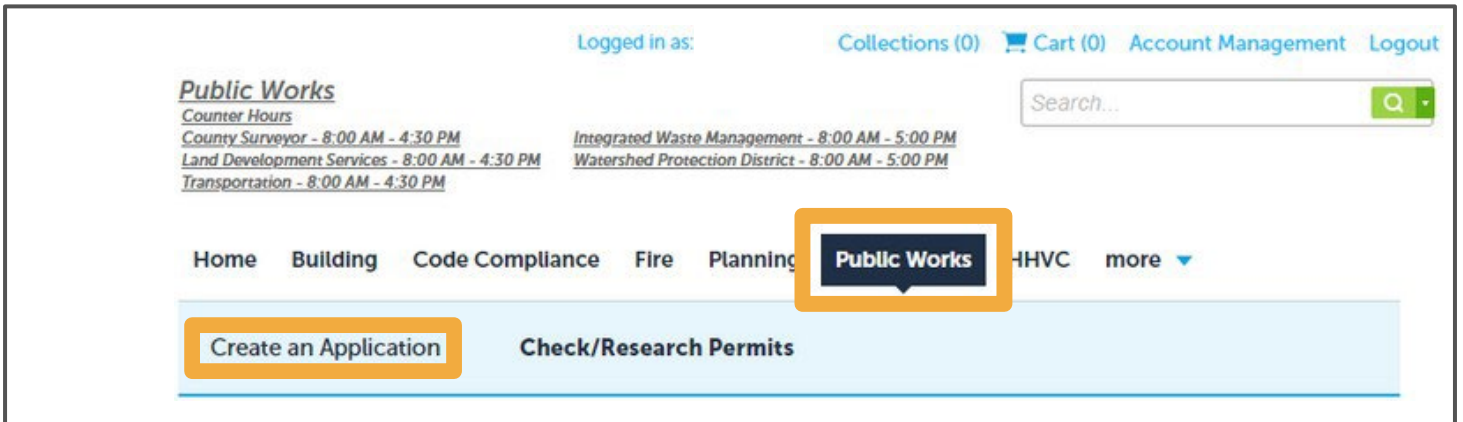
No Receipts? After-the-Fact correction? You can prepare a Statement of Compliance, if needed. A Statement of Compliance is needed if materials were reused onsite, donated, sold, or placed in a curbside recycling/yard waste cart. A Statement of Compliance must include project information, applicant's signature, a list of material types, and the estimated weight of each material type.

#### Upload attachments to your CD Recycle Plan

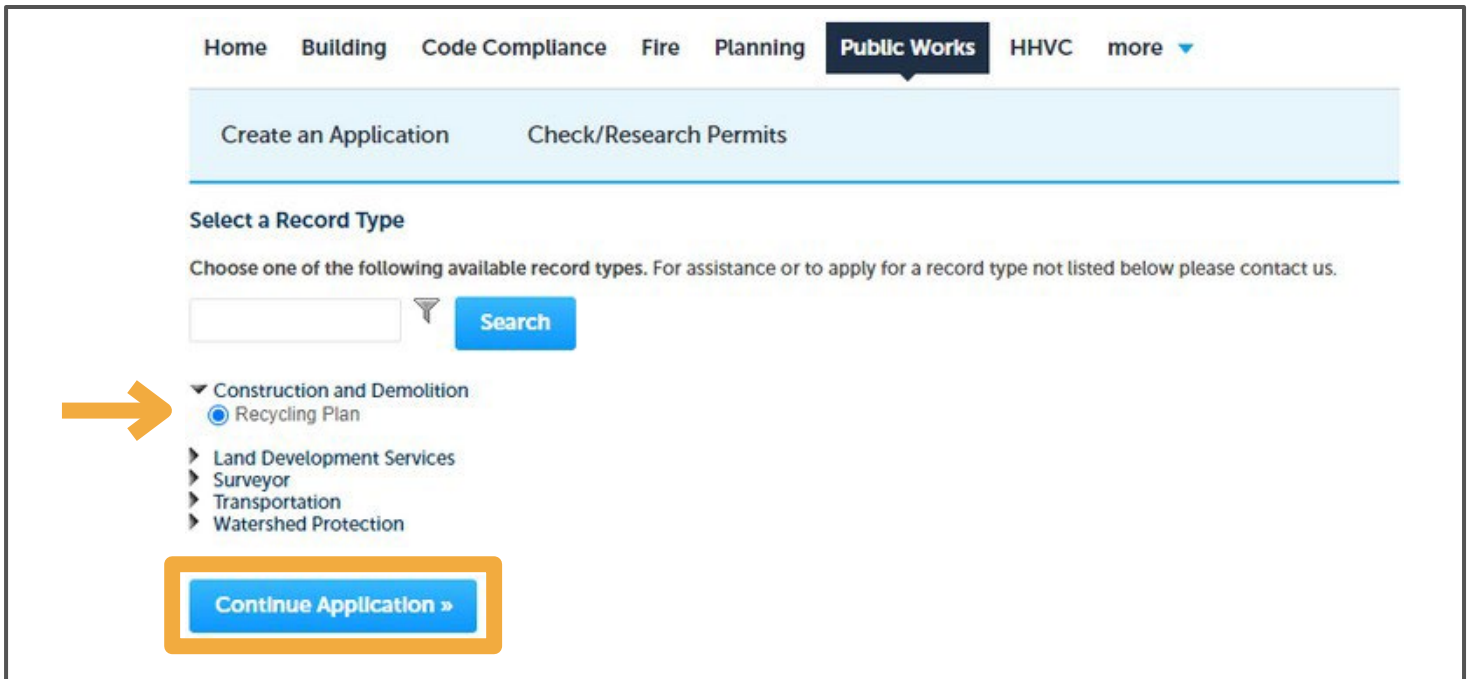
- To upload your receipts yourself, log onto your Citizen Access account
- Select "Public Works" at the top of the page.
- Select the appropriate Record Number, then click "Record Info". A drop-down menu will appear.
- Select "Attachments".
- Click "Add" to upload your Recycling Receipts and/or Statement of Compliance. The maximum file size is 1000 MB.
- The applicant will receive a confirmation email at the address provided in the application.
- Once reviewed and approved by IWMD staff, a Final Approval email will be sent to the applicant.

# Submitting a Recycling Plan

1. Log into your Citizen Access account.
2. Select **Public Works**, then **Create an Application**.



3. Click **Construction and Demolition**, select **Recycling Plan**, and click **Continue Application**.



4. Enter the project site Parcel Number and click **Search**. The Address and Owner Information will automatically fill in, however you will need to add your phone number. Confirm the information is correct and click **Continue Application**. \*If you search by the Address first, you will still need to enter your Parcel Number.

**Recycling Plan**

|            |          |                    |                          |          |   |
|------------|----------|--------------------|--------------------------|----------|---|
| 1 Location | 2 People | 3 Plan Information | 4 Reporting Requirements | 5 Review | 6 |
|------------|----------|--------------------|--------------------------|----------|---|

**Step 1: Location > Parcel Address and Owner**

Please read before completing this form.

Your project may be EXEMPT from the Construction & Demolition Debris Recycling requirement if your project meets one of the following descriptions:

- Projects consisting solely of the installation of prefabricated structures such as manufactured or modular home, metal barns, patio enclosures and covers.
- Projects consisting solely of the installation of prefabricated accessories such as signs or antennas where no foundation or other structural building modifications are required.
- Projects consisting solely of the installation, removal, or relocation of solar panels.
- Work for which only a plumbing permit, and electrical permit, and/or a mechanical permit is required.
- Projects consisting solely of an above or in-ground pool and/or spa.
- Projects consisting solely of additions or alterations of existing residential dwellings that do NOT increase the structure's conditioned area, volume, or size.

If your project does not meet any of the above descriptions, please proceed to Step 1.

\* indicates a required field.

**Parcel**

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You can enter a partial or complete Parcel number and then click the search button. The system will search for matching Parcel numbers and return a list. You can then select from the list the correct Parcel number and the Address, Parcel and Owner information will be auto-populated

\* Parcel Number:

Search
Clear

**Address**

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You can enter a street name and/or number and then click the search button. The system will search for matching addresses and return a list. You can then select from the list the correct address and the Address, Parcel and Owner information will be auto-populated

|               |                |  |
|---------------|----------------|--|
| * Street No.: | * Street Name: | Street Type: <span style="float: right;">--Select--</span> |
| City:         | Zip:           |  |

Search
Clear

**Owner**

---

For the Owner Name Address Line 2: (i.e., If the Property Owner's address is different from the Project Address, please enter their residence's address)

Owner Name: ?

Address:

Address Line 2:

Address Line 3:

City:  State: --Select-- Zip:  Country: United States

\* Phone:  Phone 2:  Mobile Phone

Search
Clear

Continue Application »

Save and resume later

5. To enter information about the Project Applicant (the person who will receive emails regarding the application), click **Select from Account** to see a list of contacts associated with the address, or select **Add New**. Once the contact information is added, click **Continue Application**.

*Select from Account*

The screenshot shows a dialog box titled "Select Contact from Account" with a close button (X) in the top right corner. Below the title, there is instructional text: "Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step." Below this, it says "Showing 1-2 of 2". A table with three columns: "Category", "Type", and "Name" is displayed. The first row has a radio button next to "Associated Contact", with "Citizen Access" in the "Type" column. The second row has a radio button next to "Associated Owner". At the bottom of the dialog, there are two buttons: "Continue" and "Discard Changes".

*Add New*

The screenshot shows a "Contact Information" form with a close button (X) in the top right corner. The form contains several input fields: "First:" and "Last:" (both with asterisks), "Name of Business or Organization/Legal Entity:", "Address:", "City:", "State:" (a dropdown menu with "--Select--" selected), and "Zip:". Below these are three phone number fields: "Home Phone:", "Work Phone:" (with an information icon), and "Mobile Phone:". At the bottom, there is an "Email:" field. At the bottom of the form, there are three buttons: "Continue", "Clear", and "Discard Changes".

The screenshot shows an "Applicant" confirmation screen. At the top, it says "Applicant (name of the person completing this application, not company name)". Below this, there is a green checkmark icon and the text "Contact added successfully.". Underneath, the "Contact Name" is listed as "email@example.org" and "(555) 555 - 5555". At the bottom left, there is a button "Continue Application" with a right-pointing arrow, which is highlighted with an orange border. At the bottom right, there is a button "Save and resume later".

6. Enter a detailed description of the project, select how the waste will be managed, and select the debris the project will likely have. When you are finished, click **Continue Application**.

**Recycling Plan**

1 Location    2 People    3 Plan Information    4 Reporting Requirements    5 Review    6

**Step 3: Plan Information > Detail** \* indicates a required field.

**Plan Description**

Please be specific. For example, "Addition of bedroom and bathroom to single family residence."

\* Detailed Description:

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**General Information**

**WASTE MANAGEMENT PLAN**  
 1. How do you plan to manage construction and demolition waste for this project? Check all that apply. Click on the question mark for a description.

Authorized Solid Waste Collector:  ?

Self-haul:  ?

Curbside:  ?

Donate, sell or reuse:

**Construction and Demolition Debris**

**Materials Generated**  
 Please check all materials your project may generate. Note: The following materials are readily recyclable and must not be disposed: asphalt, cardboard, concrete, green waste, wood, and metal. Bricks, carpet and carpet pads, drywall, fixtures, and roof tiles have limited recycling options depending on the sorting facility. Asphalt shingles and plastics are generally non-recyclable.

Asphalt:

[Continue Application »](#) [Save and resume later](#)

7. Read the **Reporting Requirements > Documentation** and click **Continue Application**.

**Recycling Plan**

1    2 People    3 Plan Information    4 Reporting Requirements    5 Review    6 Record Issuance

**Step 4: Reporting Requirements > Documentation**

When the project is complete, it is your responsibility to upload the following documentation to this record prior to your Final Inspection from Building and Safety.

If an Authorized Solid Waste Collector is used, a recycling report from the Authorized Solid Waste collector verifying tons disposed and tons recycled for each material type is required documentation.

For self-hauled materials, a receipt from the sorting center or recycling center showing tons disposed and tons recycled for each material type is required documentation.

For materials managed in curbside carts, a signed letter from the applicant listing estimated tons recycled and tons disposed for each material type is required documentation.

For materials donated, sold, or given away, a donation receipt, or signed letter from the applicant listing estimated tons donated, sold, or reused for each material type is required documentation.

\* indicates a required field.

**Attachment**

Please note: There is a maximum character limit in the Description field. If you exceed the limit, your document will not be saved.

The maximum file size allowed is 1000 MB.  
 aac;adv;bat;chm;cmd;com;cp;es;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pic;scr;scrt;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;whb are disallowed file types to upload.

| Name              | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. |      |      |               |        |

[Add](#)

[Continue Application »](#) [Save and resume later](#)

8. Review the application details. Click **Edit** to make any changes. When the application is ready for submittal, read the certification details, **check the box** below, and click **Continue Application**.

9. You will receive an email once your application has been reviewed by PW staff (1 - 3 business days). You can close your browser window, submit other permits if needed, or log out of Citizen Access.

**Public Works**  
Counter Hours  
County Surveyor - 8:00 AM - 4:30 PM  
Land Development Services - 8:00 AM - 4:30 PM  
Transportation - 8:00 AM - 4:30 PM  
Integrated Waste Management - 8:00 AM - 5:00 PM  
Watershed Protection District - 8:00 AM - 5:00 PM

Home Building Code Compliance Fire Planning **Public Works** HHVC more

Create an Application Check/Research Permits

**Recycling Plan**

1 2 People 3 Plan Information 4 Reporting Requirements 5 Review 6 Record Issuance

**Step 5: Review**

Continue Application Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Recycling Plan

**Construction and Demolition Debris**

Materials Generated Edit

Asphalt: No  
Asphalt shingles: No

**Attachment** Edit

Please note: There is a maximum character limit in the Description field. If you exceed the limit, your document will not be saved.  
The maximum file size allowed is 1000 MB.  
The following file types are disallowed: .bat, .chm, .cmd, .com, .exe, .hta, .htm, .html, .ins, .ipg, .jar, .jse, .lib, .lnk, .mde, .mht, .mhtml, .msc, .mp, .mst, .php, .plf, .scr, .sct, .shb, .sys, .vb, .vbe, .vbs, .vxd, .wsc, .wst, .wsh

| Name              | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. |      |      |               |        |

I understand that to comply with Ventura County Ordinance 4590 and the California Green Building Code, my project must divert from landfill at least 65% (by weight) waste.  
I understand that only Authorized Solid Waste Collectors are permitted to haul construction and demolition waste in bins. Contractors are allowed to haul construction and demolition waste generated by their own work.  
I understand I am required to submit all reporting documentation to Public Works Agency - Integrated Waste Management prior

By checking this box, I agree to the above certification. Date:

Continue Application Save and resume later

**Public Works**  
Counter Hours  
County Surveyor - 8:00 AM - 4:30 PM  
Land Development Services - 8:00 AM - 4:30 PM  
Transportation - 8:00 AM - 4:30 PM  
Integrated Waste Management - 8:00 AM - 5:00 PM  
Watershed Protection District - 8:00 AM - 5:00 PM

Home Building Code Compliance Fire Planning **Public Works** HHVC more

Create an Application Check/Research Permits

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

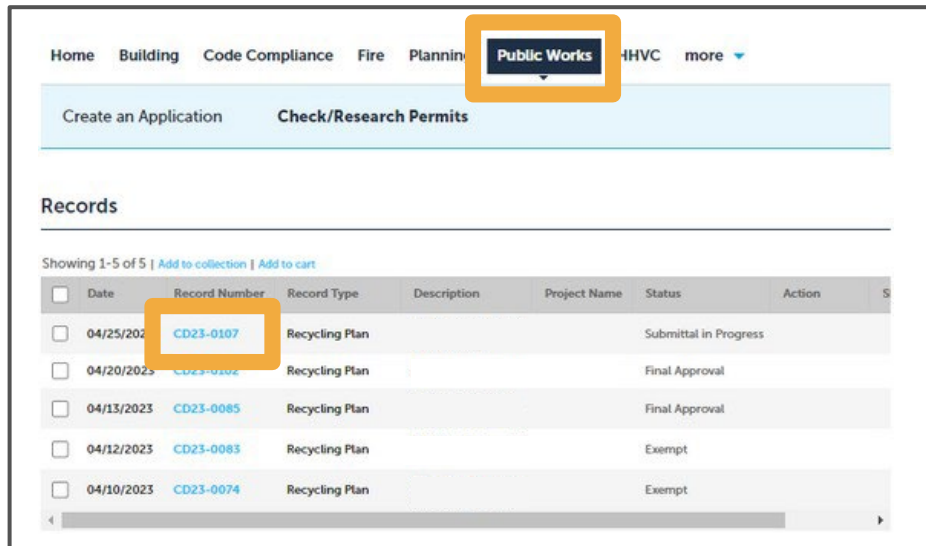
**Step 3: Receipt/Record issuance**

**Receipt**

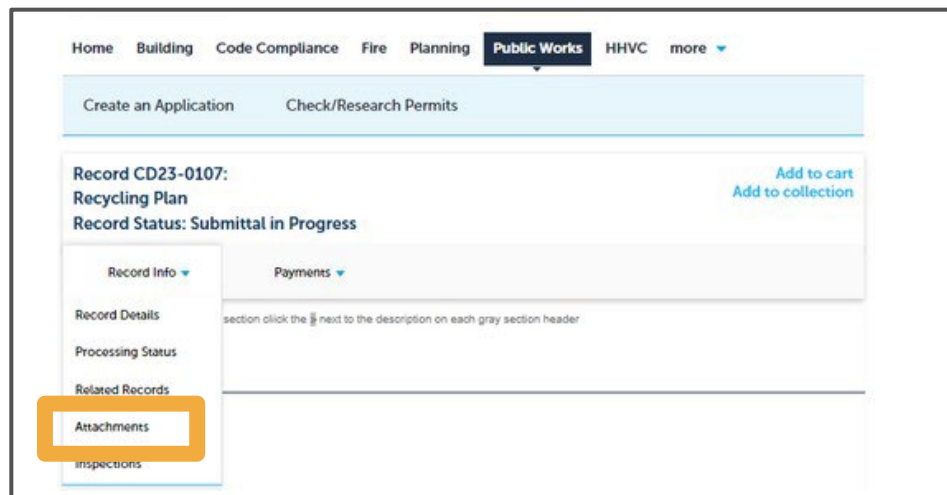
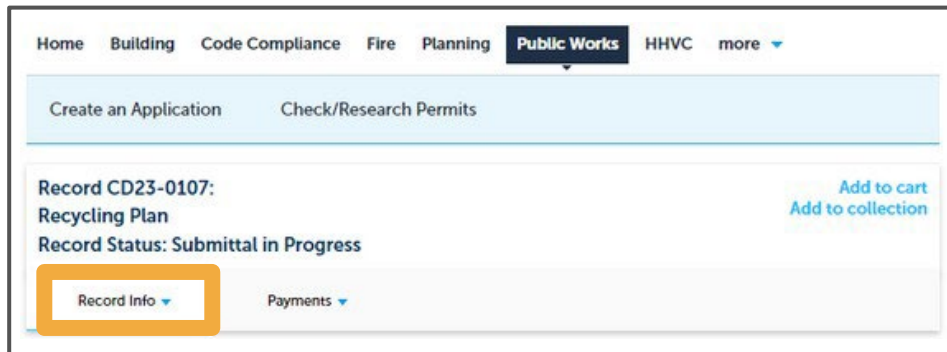
Thank you for using our online services!  
Your transaction(s) has been successfully submitted.  
Please print your receipt(s) and retain a copy for your records.

# Closing a Recycling Plan

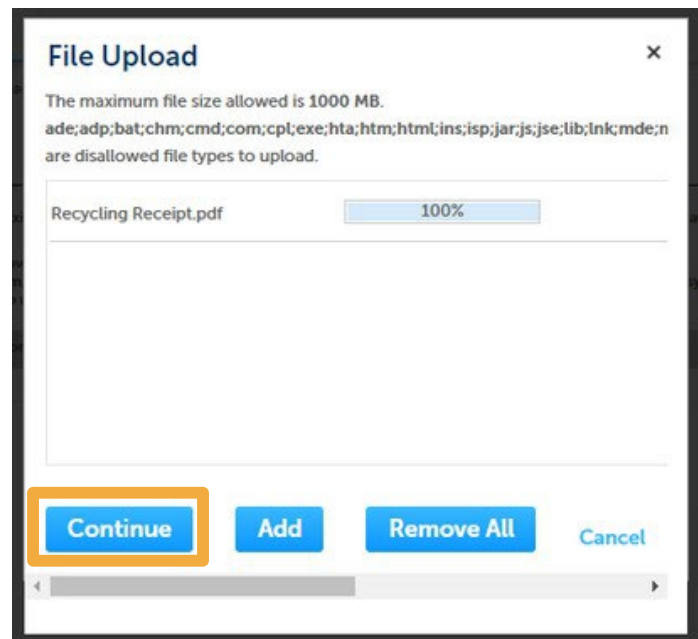
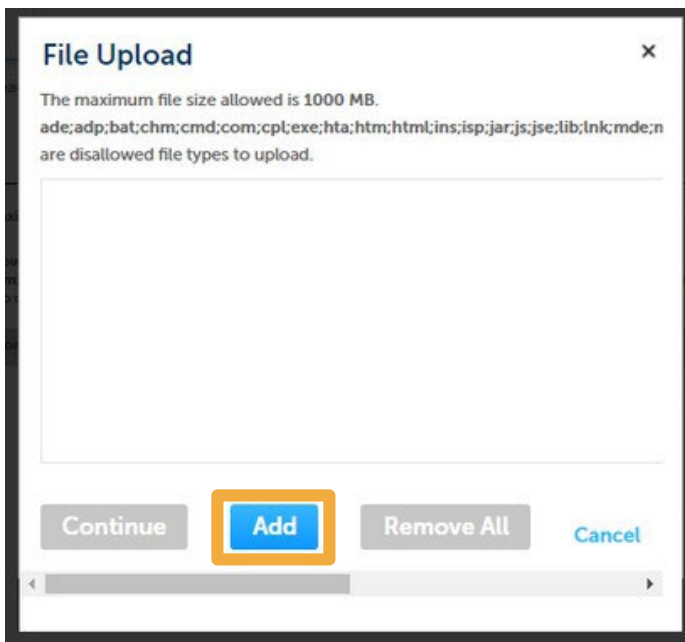
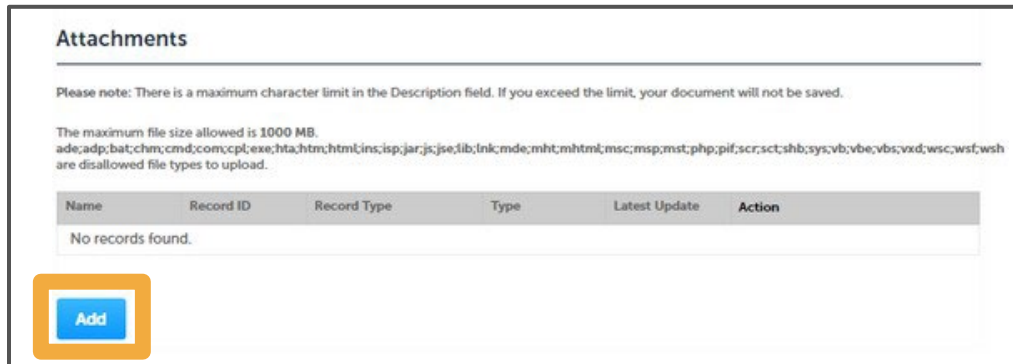
1. When your project is complete, log into Citizen Access, select **Public Works**, and click on the **Record Number** of the application you are submitting receipts for.



2. Click **Record Info** and select **Attachments**.



3. Click **Add**. At the File Upload screen, click **Add** and select the file you want to upload. If you have more than one file to upload, click **Add** again and select the file. When you have finished, click **Continue**.



4. Enter a description of each file (e.g., C&D Receipts, Donation Letter, etc.). If needed, files can be removed by selecting **Remove All**. When you are ready to submit your documentation, click **Save**.

5. PW Staff will be notified of the uploaded documentation added to your application. You will receive an email once your application has been reviewed (1 - 3 business days). You can close your browser window or log out of Citizen Access.

Home Building Code Compliance Fire Planning **Public Works** HHVC more ▾

Create an Application Check/Research Permits

Record CD23-0110:  
Recycling Plan [Add to cart](#)  
[Add to collection](#)

Record Status: Submittal in Progress

Record Info ▾ Payments ▾

To see information under each section click the ⓘ next to the description on each gray section header

### Attachments

Please note: There is a maximum character limit in the Description field. If you exceed the limit, your document will not be saved.

The maximum file size allowed is 1000 MB.  
ade;adp;bat;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pic;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

| Name              | Record ID | Record Type | Type | Latest Update | Action |
|-------------------|-----------|-------------|------|---------------|--------|
| No records found. |           |             |      |               |        |

\* Description: [Remove](#)


Recycling Receipt

File:  
Recycling Receipt.pdf  
100%

**Save** Add Remove All

Home Building Code Compliance Fire Planning **Public Works** HHVC more ▾

Create an Application Check/Research Permits

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

County of Ventura, Public Works - Integrated Waste Management  
Division (805) 658 - 4321 | PWA.IWMD-  
CD@ventura.org