

**CITY OF NOVATO**  
**WASTE MANAGEMENT PLAN (WMP) FOR CONSTRUCTION**  
**DEMOLITION (C&D) RECYCLING AND REUSE**



Small Projects, as defined on Page 2. (Fill out Parts 1 & 2)

Using Novato Disposal Debris Box or Recycling Contractor? ☐ **Yes** (Fill out part 1 only)  
☐ **No** (Fill out Part 1 now & Part 3 at Final)

**Part 1: Project Overview**

Job Address \_\_\_\_\_ Permit Number \_\_\_\_\_

Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_ Contractor's Phone Number \_\_\_\_\_

Waste Hauler or Recycling Contractor \_\_\_\_\_ Phone Number \_\_\_\_\_

**Part 2: Small Projects**

☐ **HVAC**    ☐ **Water Heater**    ☐ **Window(s)**    ☐ **Reroof**    ☐ **Small Project** (See Pg. 2)

**The above checked building component being replaced shall be recycled or reused in accordance with Novato Municipal Code Section 4-12.**

**Part 3: Material Generation and Recycling – Complete for FINAL**

1. Total volume or weight of construction or demolition debris, by type:  
Construction      Actual Final Weight \_\_\_\_\_  
Demolition      Actual Final Weight \_\_\_\_\_
2. Volume or weight or description of materials that can feasibly be diverted via reuse:  
Actual Final Weight \_\_\_\_\_  
Description of materials for reuse \_\_\_\_\_
3. Facility/Facilities receiving materials: \_\_\_\_\_  
(PLEASE SUBMIT RECEIPTS for compliance verification)
4. Final Inspection Requirements:
  - Receipt from waste hauler or recycling contractor
  - Redwood Landfill receipts MUST have their Recyclable C&D stamp for acceptance by City of Novato
  - Waste Management Plan Form submitted with required receipts
  - Exception: Part 2 permit types with signed penalty of perjury statement

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**PENALTY OF PERJURY STATEMENT**

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for revocation of the building permit.

Signed: \_\_\_\_\_ Owner ☐ Contractor ☐ Date: \_\_\_\_\_

**FINAL APPROVAL**

**Inspector** \_\_\_\_\_ **Date** \_\_\_\_\_

**CITY OF NOVATO CONSTRUCTION & DEMOLITION  
WASTE RECOVERY ORDINANCE  
INFORMATION BULLETIN  
Community Development Department, Building Division**

Many of the materials generated from your project can be successfully diverted from the landfill through recycling or reuse. You are required to recycle or reuse at least 50% of these materials. The building official may impose a fine for failure to comply with this condition.

**COVERED PROJECTS:** Every construction, demolition, and renovation project within the City of Novato.

**SMALL PROJECT permits,** such as minor plumbing upgrades or electrical service upgrades, additional circuits/receptacles/light fixtures or mechanical residential ventilation fans, fireplace inserts or building - add skylight, repair exterior siding. Compliance to be by completion of the Penalty of Perjury Statement.

**ROOFING CONTRACTORS:** Compliance to be by completion of the Penalty of Perjury Statement and periodic requests for receipts from approved recycling facility.

**Replacement of HVAC, water heater or windows.** Compliance to be by completion of the Penalty of Perjury Statement.

The goal is to divert, by recycling or reuse, 50% or more of the scrap materials (by weight) from the project. A waste management plan (WMP) must be completed before your construction or demolition permit will be issued.

**COMPLIANCE BY USE OF WASTE HAULER**

Submittal of receipts from State licensed recycling/reuse facilities (see list below) or waste hauler who takes materials to these facilities is required for compliance. Compliance is required as a condition of approval for a building permit and for final approval and/or occupancy of the building.

**COMPLIANCE BY SELF HAULER**

Collect and attach all receipts or reports for disposal and recycling from State licensed facility. In Part 3 of this document fill in the actual disposal and diverted weight for each material. Using the actual weights, calculate the diversion rate for your final submittal.

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**Self Haulers:**

**RECEIPTS WILL BE ACCEPTED FROM THESE APPROVED RECYCLING OR REUSE FACILITIES:**

1. Redwood Land Fill*	8950 Redwood Highway, Novato, CA	415-892-2851
2. Marin Resource Recovery Center	Public Dump, 565 Jacoby Street, San Rafael, CA	415-485-5646
3. Global Materials Recovery Service	3911 Santa Rosa Avenue, Santa Rosa, CA	707-585-0511

\* Redwood Landfill receipts MUST have their Recyclable C&D stamp to be accepted by the City of Novato.