Recycling and Reuse Plan via EPIC-LA Tutorial

EPIC-LA offers allows applicants the opportunity to submit information digitally to meet clearances on an Agency Referral Sheet. The clearance for a "Construction and Demolition Debris Recycling and Reuse Plan" can now be met through EPIC-LA. In order to do so, follow the directions below to apply for a Recycling and Reuse Plan on the EPIC-LA website.

- 1. Go to https://www.epicla.lacounty.gov
- 2. Click on "Login or Register"
- 3. Log in using your registered email/username and password. This should be the same information you used to apply for your Building and Safety Permit.



4. Click on "My Work"

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- 5. Click on the pulldown menu by "Display" and choose "All". If your permit does not appear, search for it by typing the permit number in the search bar. It may also appear under "pending" or other options on the drop down list.
- 6. Click on the permit needing the "Construction and Demolition Debris Recycling and Reuse Plan" clearance. This usually starts with a "UNC-BLDR..." or "UNC-PLSP..."

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7. Your permit will be displayed on the upper left corner. Click on "Sub-Records" as shown below.

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- 8. Scroll down to "Remaining Sub-Records"
 9. Click on "Apply" where it says "Construction and Demolition– Deposit".

County-managed projects should apply under "Construction and Demolition—County managed". This only applies to government projects. Residential and commercial projects applying under this subrecord will be voided

If this option does not appear, Please email CND@dpw.lacounty.gov with your permit number in the

Remaining Sub-Records	
Туре	Action
Commercial New Construction Building Permit - County	Apply
Construction and Demolition - Deposit	Apply
Electrical Permit (Complex) - County	Apply
Geotechnical Study	Apply
Grading Permit - County	Apply
Mechanical Permit (Complex) - County	Apply
Plumbing Permit (Complex) - County	Apply
Pool/Spa Permit - County	Apply
Residential New Construction Building Permit - County	Apply
Retaining Wall or Fence Permit - County	Apply
Results per page 10 v 1-10 of 12 << 1 2 > >>	

9. Click on "Add Location"10. Search for project location by "Address" or "Parcel"

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11. Click "Add" on the list of locations that are listed. Repeat Steps 9-10 if the project you are applying for has more than one address.

Address Information Search 900 fremont alhambra	
Address	Action
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900 S Fremont Avenue Alhambra, CA 91803	Add
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12. Click on "Next"

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13. In the text box labeled "Description," enter a short description of your project 14. Click on "Next"

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Description	S	hort description of your project								
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- 15. If you would like to add others contact to receive updates on this Recycling and Reuse Plan, you can click on add contact. Other contacts must have an Epic-LA account.
- 16. Click on "Next"



17. Read and agree to the Terms and Conditions. Your application cannot be processed until you agree.

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Locations MORE INFO	Туре	Contacts	More Info	Attachments	Review and Submit	
Terms and Conditions I understand this is a	legally binding contract th	at I and my project man	ager(s), general contractor(N), contractor(s), and waste h	lext Section Top Main Menu auler(s) agree to fulfill.	
I acknowledge that I requirements of Loss to take the costa violation the minimur	nave been given a list of rec Angeles County Code, Cha ion and demolition debris t n recycling requirements o	cycling facilities listed o pter 20.87. I understan to a facility that is not o of Los Angeles County (on Table 1 and I understand t d that if my project manager n this list, they must obtain p Code, Chapter 20.87.	hat Public Works has confirr (s), general contractor(s), co rior approval from Public W	ned that these facilities meet the ntractor(s), and waste hauler(s) intends orks. Failure to do so could result in a	
l understand that I an requirements of Los A	n responsible for making su Angeles County Code, Cha	ure that my project mar pter 20.87, and that if t	nager(s), general contractor(hese minimum requirement	s), contractor(s), and waste h s are not fulfilled, I may be re	auler(s) fulfill the minimum recycling sponsible for monetary penalties.	
I understand that I an weight tickets from a this Plan. The use of f penalties.	n responsible for making su ny facility which receives d acilities which are not liste	ure that my project mar lebris from this project of on the Recycling and	nager(s), general contractor(. This includes facilities whic Reuse Plan may result in a v	s), contractor(s), and waste h h are listed in this Plan, and t lolation of Los Angeles Coun	vauler(s) obtain copies of any and all hose facilities which are not listed in ty Code, Chapter 20.87, and monetary	
l understand that onc hauler(s) or I fail to fil a notice of violation a	e the project is complete, a e a Final Compliance Repo nd a maximum penalty of r	a Final Compliance Rep rt or meet the minimun no less than \$100 for ev	ort must be filed. If either m n recycling requirements for very ton which needed to be	y project manager(s), genera the project by the required recycled.	l contractor(s), contractor(s), and waste date, for any reason, I may be subject to	
*1 agree to the	above terms and conditions	ee to the above terms a	ind conditions is required.	~)	R	

18. Choose a project type from the pulldown menu: Residential, Non-residential, or County-Managed.

For County projects, please download Attachment 1 and submit as an attachment to your Recycling and Reuse Plan. Residential or Commercial projects do not qualify and do NOT need to complete this step.

19. Indicate if grading and/or excavation of soil will be involved for this project.

General Choose the project type that best descrit	Previous Section Next Section Top Main Menu bes your project in the pull down menu below:
*Project Type	Project Type is required.
*Will grading/excavation of soil be involved?	Will grading/excavation of soil be involved? is required.
County-managed projects must also subr	mit Attachment 1, which can be found at the following link:
	Attachment 1

20. For any structures being demolished or taken down, indicate the footprint or the area being demolished in square feet. Put a "0" for any fields that do not apply to the project. You must enter a value for all fields.

I. Demolition	This section is for demolition of structure only walls are being taken down, please g conversion/remodel/legalization or tenar Grading/Excavation activity is found in Se Other Information. For help filling out this	Previous Section is only. What is the square footage of the footprint(s) to be demolished? Provide th to to section II - Walls to be Removed. For construction of structure, please go to a nt improvement, should be entered in section IV - Conversion/Remodel/Legalizatio extion V - Grading/Excavation. Any other activity that does not neatly fit into any of s section, please contact the C&D unit at (626) 458-3517 or email CND@pw.lacou	Next Section Top Main Menu e square footage below where applicable. If extion III - Construction, Work involving an/Tenant Improvement, ther section can be entered in Section VI - ntygov
		CND@pwdacounty.gov	
	RESIDENTIAL—House (SFR, ADU, addition, etc)		
	RESIDENTIAL-Garage/Carport		
	RESIDENTIAL-Patio/Gazebo		
	RESIDENTIAL—Storage Shed		
	NON-RESIDENTIALWood- frame/Metal Structure		
	NON-RESIDENTIAL- Concrete/Masonry Structure		
	Driveway/Parking Lot/Walkway]

21. Indicate the dimensions of the wall(s) to be taken down. Put a "0" for any fields that do not apply to the project. You must enter a value for all fields.

II. Walis to	II. Walls to be Removed Previous Section Next Section Top Mail This section is for the removal of walls only. Provide the dimensions of walls to be removed below where applicable. All dimensions are in linear feet u specified. For construction of structures, please go to Section III - Construction. Work involving conversion/remodel/legalization or tenant improvem entered in Section IV - Conversion/Remodel/Legalization/Tenant Improvement. Grading/Excavation activity is found in Section V - Grading/Excavation activity that does not neatly fit into any other section can be entered in Section VI - Other information. For help filling out this section, please contact (626) 458-3517 or email CND@pw.lacounty.gov							
	How many linear feet of walls does this pr	oject intend to remove?:						
	EXTERIOR WALLS (ft)							
	INTERIOR WALLS (ft)							
	List below the dimensions of any brick/cin	der block/retaining walls to be removed (in linear feet):						
	Height (ft)							
	Width (ft)							
	Length (ft)							

22. For any structures being constructed, indicate the area of the footprint being constructed.

23. If your project has any remodel, renovation, or tenant improvement activity, indicate the area of the footprint being renovated, remodeled, or improved.

Put a "0" for any fields that do not apply to the project. You must enter a numerical value for all fields.

III. Construction Information Previous Section Next Section Top Main Menu This section is for the construction of structures only. What is the square footage of the footprint(s) to be demolished? Provide the square footage below where applicable. Work involving conversion/remodel/legalization or tenant improvement, should be entered in Section IV - Conversion/Remodel/Legalization/Tenant Improvement. Should be entered in Section V - Conversion/Remodel/Legalization activity is found in Section V - Grading/Excavation. Any other activity that does not neatly fit into any other section can be entered in Section VI - Other Information. For help filling out this section, please contact the C&D unit at (\$26) 458-3517 or email CND@pw.lacounty.gov.
CND@pwlacounty.gov
RESIDENTIAL-House (SFR, ADU, addition, etc)
RESIDENTIAL—Garage/Carport
NON-RESIDENTIAL-Wood- frame/Metal Structure
NON-RESIDENTIAL Concrete/Masonry Structure
IV. Renovation/Remodel and Tenant Improvement Previous Section Top Main Menu This section is for work involving renovation/remodeling, conversion, legalization or tenant improvement. Provide the square footage of the footprint to be worked on below where applicable. For help filling out this section, please contact the C&D unit at (626) 458-3517 or email CND@pwlacounty.gov
Renovation/Remodel/Conversion/Legaliza
Tenant Improvement

24. Indicate the soil excavation activity (Grading). Cut refers to soil removed, Fill refers to soil brought in or reused onsite. Cut—fill = net soil export. These values must be supported by notes or dimension shown on the plan.

Put a "0" for any fields that do not apply to the project. You must enter a value for all fields.

V. Grading	Previous Section Next Section Top Main Meru This section is for grading/excavation of soil only. From the pull down menu, choose the option that best describes the grading/excavation activity of your project. For help filling out this section, please contact the C&D unit at (626) 458-3517 or email CND@pw.lacounty.gov					
		CND@pwlacounty.gov				
	Grading Activity	v				
	If the project will export contaminated soil	, please contact the Methane Unit at (626) 456-3517.				
	Provide below the appropriate quantities	of cut, fill, and exported soil from the project site in cubic yards.				
	Cut (cubic yards)					
	Fill (cubic yards)					
	Export (cubic yards)					

25. For any structures being constructed, indicate the area of the footprint being constructed in square feet.

26. If your project has any remodel, renovation, or tenant improvement activity, indicate the area of the footprint being renovated, remodeled, or improved in square feet.

VI. Other	Produce Section [Net Action Tag] Main Mean For any other work that is not described by any of the previous sections, please provide a detailed description of that work is the text box below including dimensions, estimated quantities, and material to be hauled away to a morphing facility. Examples of work that could be described here include but an not limited to installation of protein/catade material to be invalid, away to a morphing HARC apgrades, and deno of any impairs riturcates. If the work has already base complicied, please indicate to here.
	Other

27. Go to the listed facility type appropriate to the debris you plan to recycle and click on "+Add Row"

28. Click on the pulldown menu and choose a listed facility. You must choose at least 1 "Mixed Debris" facility to continue.

Additional facilities and facility types may be added.

Mixed Debris Facility		Previous Section Next Section Top Mai	in Menu
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29. Choose the appropriate hauling option:

- A. Option 1: self-hauling
- B. Option 2: indicate which authorized hauler will provide the roll-off bin
- C. Option 3: provide the name and contact information of the end dump truck company

Note: To meet compliance, weight tickets from the end-destination facility must be submitted. If a hauling company is used, please make sure to gather the weight tickets from the end destination the hauling company took the debris to. Hauling receipts by themselves will not count towards compliance.

VIII. Hauling Option Indicate which of the County-approved h Option 1 – Self Haul indicates that the app Indicates that the applicant will rent a roll Option 3 – End Dump Truck indicates tha	Option Previous Section Next Section Top Main Menu Indicate which of the County-approved hauling options below will be used to haul debris from the project to the facility or facilities chasen in the previous sectio Option 1 - Self Haul indicates that the applicant will use a personal or company-owned vehicle to transport all debris to the chosen facility. Option 2 - Roll-off Bin Indicates that the applicant will rent a roll-off bin provided by a haufer listed on the County Authorized Waste Hauler list that can be found in the link provided b Option 3 - End Dump Truck indicates that the applicant will contract hauling of debris to a trucking company.				
Option 1 - Self-Haul	O CONTRACTOR OF CONTRACTOR OFO				
Option 2 - Roll-off Bins	α				
	Link for a detailed printout of listed haulers				
County Authorized Waste Hauler List	~				
Option 3 - End Dump Truck	0				
Name & Number of company to be used					

30. Scroll further down and hit Next.

Name & Phone Number of company to be used	Only if Option 3 Selected
only if option 3 is selected ***FOR PUBLIC WORKS USE ONLY*** Estimated Tons of C&D Debris and Soil	Previous Section Top Main Menu
C&D Debris	
Soils Debris	
Minimum Tons of C&D Debris and Soil To	Be Recycled
C&D Debris	
Soil Debris	
Back	Save Draft

31. Attach a set of plans for us to verify your project scope, BSD approved plans are preferred.

CND will not provide comments or changes to plans, they are only used for validation of the project scope. You may add additional pictures or other documents if they will help validate your project scope.

Epic-LA will not let you continue without an upload of a file.

Once Complete, click Next.

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32. Review your selection. If everything is correct, click Submit at the bottom.

This will enter your application into our review queue. Review typically takes 1 week. There is no expedite process available.

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Option 3 - End Dump Tru	ick 🗆	
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only if option 3 is selected		
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Estimated Tons of C&D Debris and Soil		
C&D Deb	ris	
Soils Deb	ris	
Minimum Tons of C&D Debris and Soil To Be Rec	ycled	
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33. To access your RRP application, Go back to "My Work" > My Permits, and locate the newly created RRP permit case. If it does not appear here, try clicking on "Dashboard" and locating it there.

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34. EpicLA will generate you an RRP number on the upper left corner. If you need to contact staff by email at CND@dpw.lacounty.gov, Please reference this number so we can better help your issue.

35. After the review is complete, you will need to pay the refundable deposit before the permit can be issued. Please check back within one week of your submittal for a new fee. You can access the fee using the "Fee" tab and complete the payment by credit card.

The permit status will show "Waiting for applicant" until a deposit payment is received. It may take up to 24 hours upon receipt of payment for the status to change. EpicLA will automatically grant approval of the RRP 24 hours after payment has been received.

Note: The refundable deposit will be held by the County until project completion. Please make sure the party making the payment will be involved with the project until its completion. We can not issue the refund to different party than the one making the deposit payment.

County-Managed (government) projects are exempt from the refundable deposit requirement and can skip this step. Residential or Commercial projects do NOT fall in this category.



35– A.

The project deposit will be calculated by the plan checker during review. The following reference below is extracted from our Guidelines document available at: https://pw.lacounty.gov/epd/CD/cd_attachments/C%26D_Debris_Ordinance_Guidelines.pdf

C. Calculating the Refundable Project Deposit

\$ 500.00	(Fixed deposit)
\$ 60.00	per ton
\$ 45.00	per ton
\$ 30.00	per ton
	\$ 45.00 \$ 30.00

Deposit Schedule²⁶

Unless a project is exempt from paying the refundable project deposit²⁷, the deposit is calculated on the tonnage of C&D debris that a project is expected to generate as follows:

- \$500 for the 1st ton or portion thereof
- \$60 per ton for each additional ton, starting with the 2nd ton up to the 15th ton
- \$45 per ton for each additional ton, starting with the 16th ton up to the 45th ton
- \$30 per ton for any remaining C&D debris above the 45th ton

Example Calculation:

This example shows the calculation for estimating the tonnage of C&D debris that a project will generate, and then calculating the refundable deposit amount. Assuming an applicant is converting an existing 450 square foot garage to an Accessory Dwelling Unit (ADU) and removing a 974 square foot driveway.

First the estimated project tonnage is calculated as shown below:

450 square foot garage x .0117 tons/square foot (using the conversion table in Appendix 2) = 5.26 tons

974 square foot x .01 tons/square foot (using the conversion table in Appendix 2) = 9.74 tons

Total project estimated tons = 5.26 tons + 9.74 tons = 15 tons

Next, using the deposit schedule above for 15 tons, the refundable deposit amount can be calculated as shown in the table below:

Estimated tonnage	Deposit amount	Deposit amount
Zero up to 1 ton	\$ 500.00 (fixed)	\$500.00
>1 ton, up to 15 tons	\$60.00x 14 tons	\$840.00
>15 tons, up to 45 tons	\$45.00 x 0 Tons	\$0.00
>45 tons	\$30.00 x 0 Tons	\$0.00
		Total: \$1,340

²⁶ LA.C.C. §20.87.085

²⁷ L.A.C.C. §20.87.085(A): exempting County and Special District Projects

36. Once the permit has been reviewed, it may show other status

• "Issued": your application has been approved.

Permit Number: RRP052622-0018

Your permit will show 75% completion in the progress chart until the Final Compliance Report is approved when the project has finished construction/demolition. Please see the "Final Compliance Report via EPIC -LA Tutorial". 75% completion is normal and will not hold up permitting process.

• "Waiting for Applicant": Further action is needed. This may mean unpaid fees or incomplete application. Your plan checker will email you requesting additional items.

You may contact your plan checker by clicking on their name by the "Assign To" field or call our office at

(626) 300-2070

7:00 am – 5:00 pm, Monday through Thursday excluding holidays. You can also email our inbox at CND@dpw.lacounty.gov. Please indicate your RRP number and project address in the subject line of all emails and phone calls.

"New": Your application has been received and is in the queue to be reviewed.

Permit Details | Tab Elements | Main Menu Status: Waiting for Applicant Construction and Type: Project Name: Demolition 05/26/2022 Applied Date: Issue Date: SD-5 Assigned To: Magana, Mary District: Expire Date: Finalized Date: Please apply for FCR under Sub-Records - testing - testing Description: Summary Locations Contacts Sub-Records More Info Fees Attachments Workflow **Available Actions** ogress 75% Verification of Scope - Passed : 06/02/2022 Estimate Total C&D Debris/Soil tonnage - Passed : Completed 06/02/2022 In Progress Create RRP Approval Cover Sheet - Passed : 06/02/2022 Not Started Create/Link CND Final Compliance - Not Passed : 02/22/2023 A Create/Link CND Final Compliance No Actions Fees 75% is considered an approved RRP. \$0.00 100% means the project has been closed out with a Final Compliance Report (FCR) and construction/demolition work is **View Details** complete.