

Recycling and Reuse Plan via EPIC-LA Tutorial

EPIC-LA offers 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.

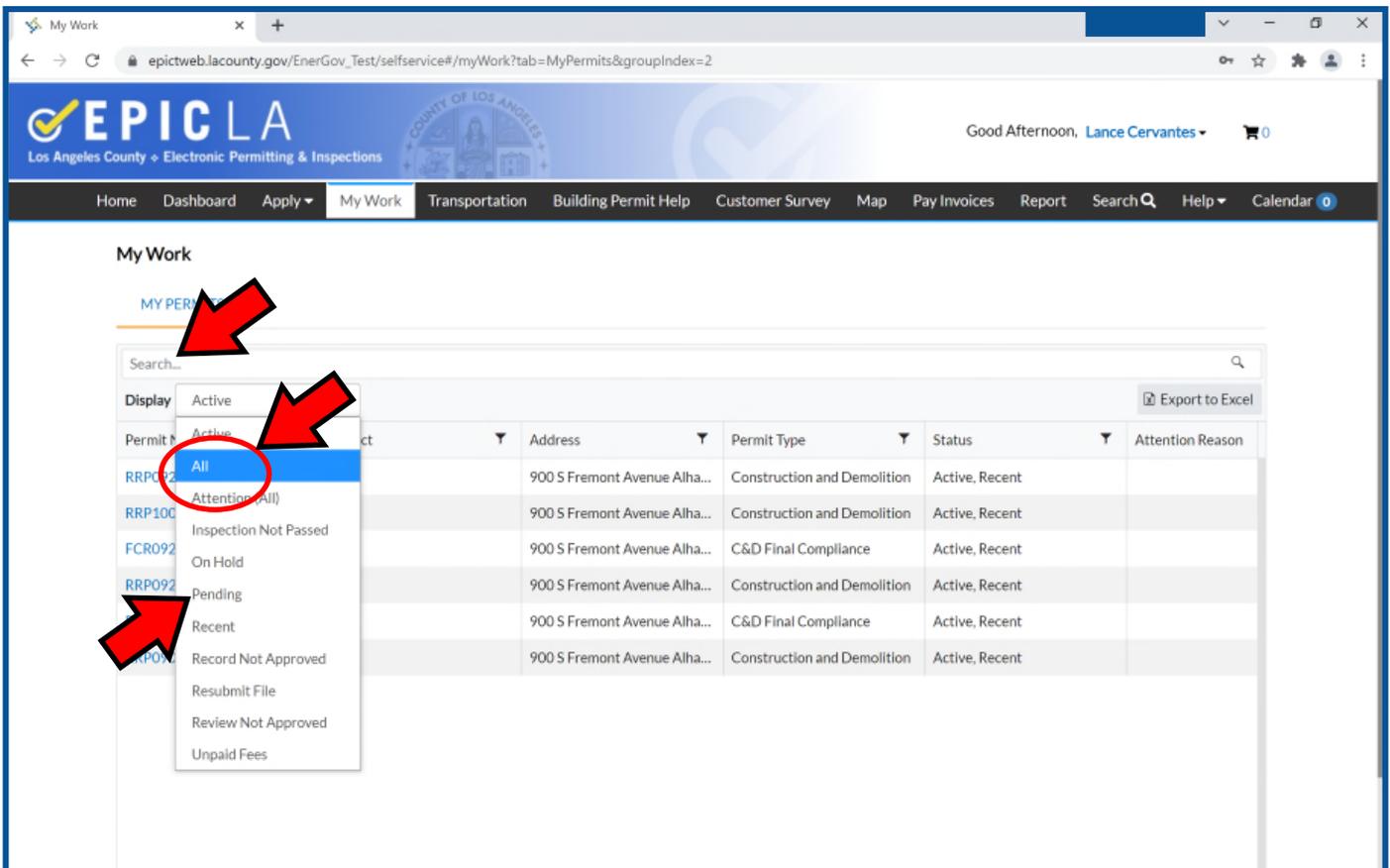
1. Go to <https://www.epicla.lacounty.gov>
2. Click on [“Login or Register”](#)
3. Log in using your registered email/username and password. This should be the same information you used to apply for your Building and Safety Permit.

The image is a screenshot of a web browser displaying the EPIC-LA website. The browser's address bar shows the URL epicweb.lacounty.gov/EnerGov_Test/selfservice#/home. The website header includes the EPIC-LA logo and navigation links such as Home, Apply, Transportation, Building Permit Help, Customer Survey, Map, Report, Search, Help, and Calendar. A blue banner contains a notice from the County Board of Supervisors regarding the closure of public counters and provides contact information for project managers. The main content area features a large heading "Welcome to EPIC-LA" and several service tiles. The "Login or Register" tile is circled in red, and a red arrow points to it. A callout box on the right shows a "Log In" form with fields for Username and Password, a "Log In" button, and links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here". The "Register Here" link is also circled in red, with a red arrow pointing to it.

4. Click on “My Work”



- 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.
- 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...”



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

Permit Number: **UNC-BLDF210721000239**

Permit Details | Tab Elements | Main Menu

Type:	Multifamily New Construction Building Permit - County	Status:	New	Project Name:	
Applied Date:	07/21/2021	Issue Date:		Expire Date:	
District:	Blank	Assigned To:	Magana, Mary	Finalized Date:	
Valuation:	\$0.00	Description:	cnd testing		

Summary Fees Reviews Inspections Attachments Contacts **Sub-Records** More Info

Progress: 0% Completed

Workflow: Building Completeness Check - Started - Scheduled for 07/28/2021

Available Actions

8. Scroll down to “Remaining Sub-Records”

9. Click on “Apply” where it says “Construction and Demolition– Deposit”.

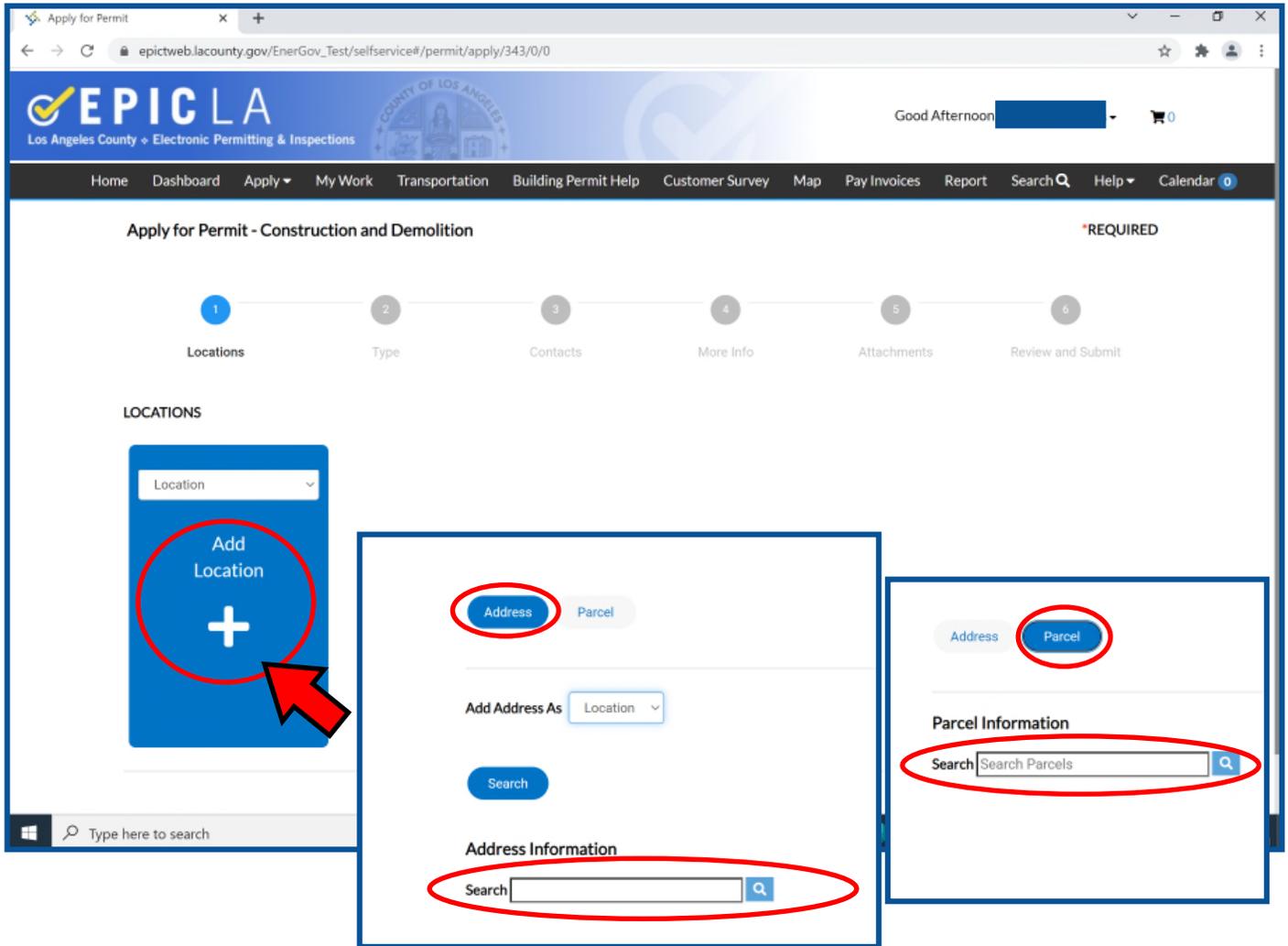
County-managed projects should apply under “Construction and Demolition—County managed”. This only applies to government projects. Residential and commercial projects applying under this subrecord will be voided

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

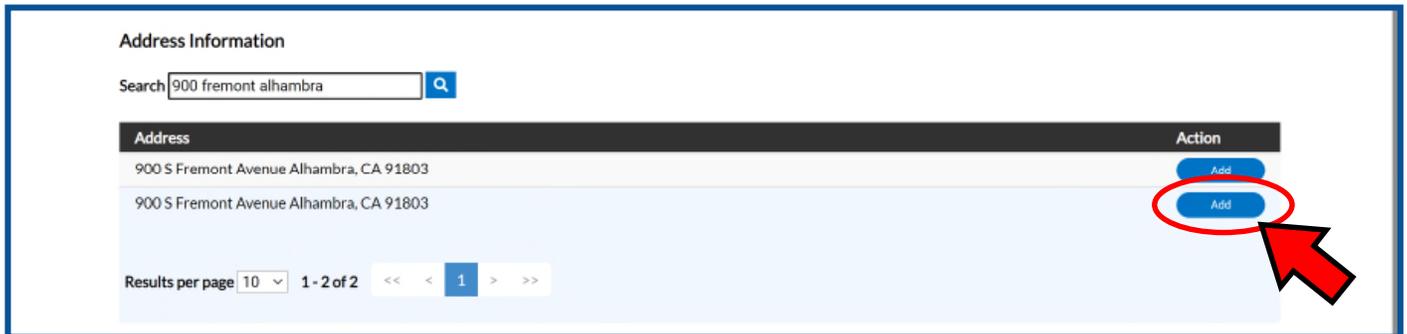
Type	Action
Commercial New Construction Building Permit - County	Apply
Construction and Demolition - Deposit	Apply
Electrical Permit (Complex) - County	Apply
Geotechnical Study	Apply
Grading Permit - County	Apply
Mechanical Permit (Complex) - County	Apply
Plumbing Permit (Complex) - County	Apply
Pool/Spa Permit - County	Apply
Residential New Construction Building Permit - County	Apply
Retaining Wall or Fence Permit - County	Apply

Results per page: 10 1 - 10 of 12 << < 1 2 > >>

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



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.



12. Click on "Next"

Apply for Permit - Construction and Demolition *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

Type: Location
900 S Fremont Avenue
Alhambra, CA 91803

Main Address
Parcel Number
5342005903
Main Parcel
[Remove](#)

Location
Add Location

[Save Draft](#) [Next](#)

© 2020 - Los Angeles County | [Help](#) | [Terms of Use](#) | [Privacy/Security Policy](#)

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

EPICLA
Los Angeles County - Electronic Permitting & Inspections

Good Afternoon, [User Name] 0

Home Dashboard Apply My Work Transportation Building Permit Help Customer Survey Map Pay Invoices Report Search Help Calendar

Apply for Permit - Construction and Demolition *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

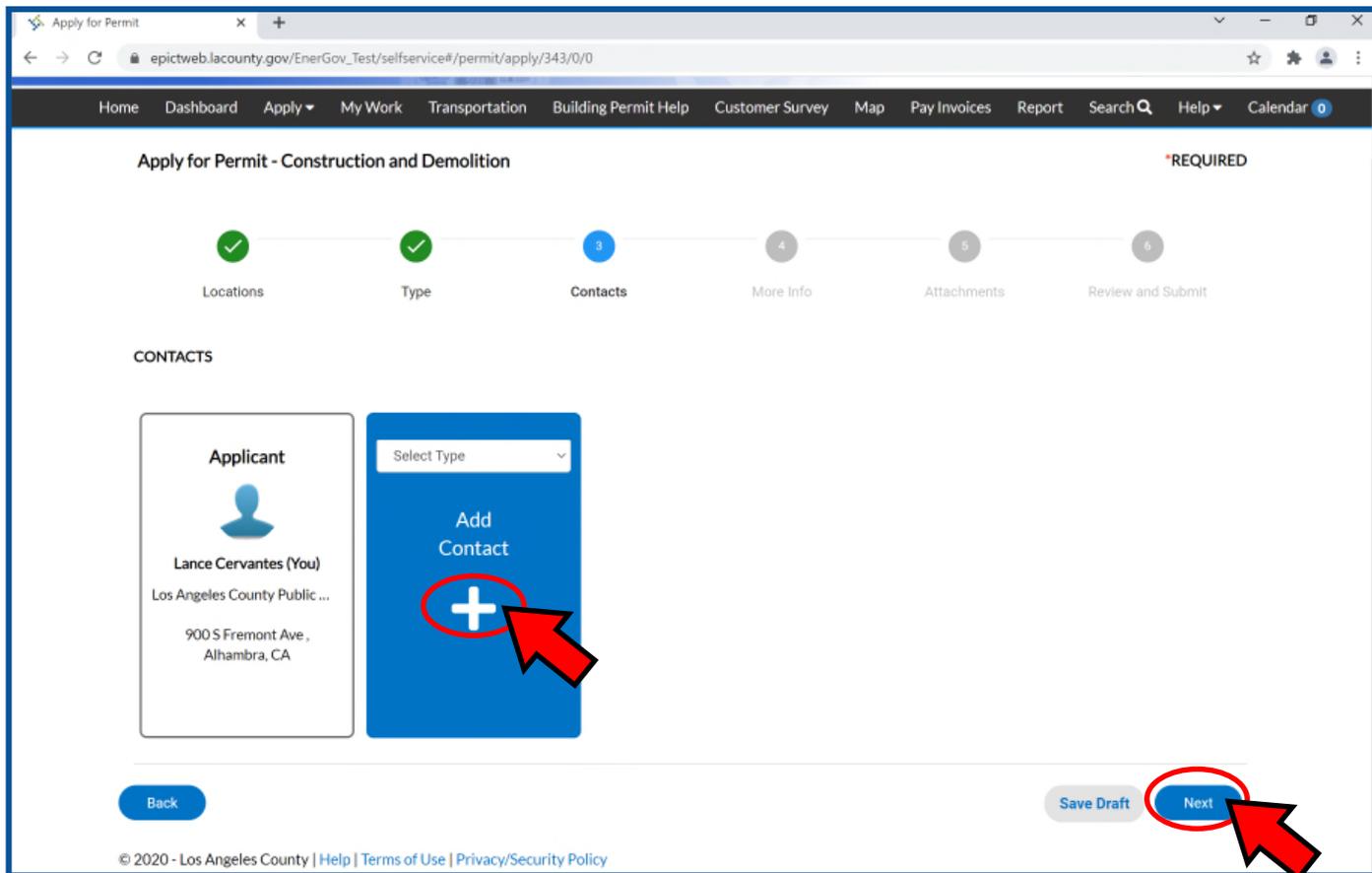
* Permit Type
Construction & Demolition

* Description
Short description of your project

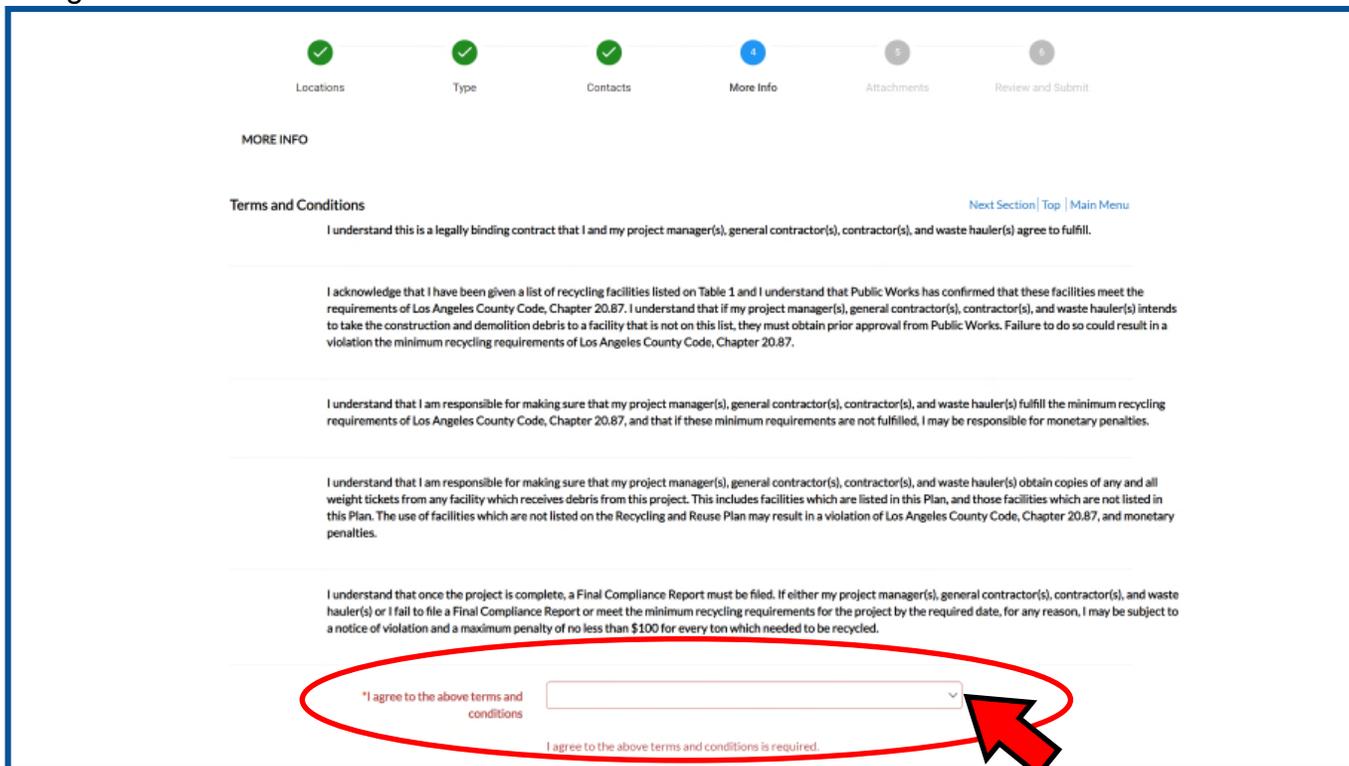
[Back](#) [Save Draft](#) [Next](#)

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.



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 Previous Section | Next Section | Top | Main Menu

Choose the project type that best describes 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 submit 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 Previous Section | Next Section | Top | Main Menu

This section is for demolition of structures only. What is the square footage of the footprint(s) to be demolished? Provide the square footage below where applicable. If only walls are being taken down, please go to section II - Walls to be Removed. For construction of structures, please go to section III - Construction. Work involving conversion/remodel/legalization or tenant improvement, should be entered in section IV - Conversion/Remodel/Legalization/Tenant Improvement. Grading/Excavation 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 (626) 458-3517 or email CND@pw.lacounty.gov

CND@pw.lacounty.gov

RESIDENTIAL—House (SFR, ADU, addition, etc)

RESIDENTIAL—Garage/Carport

RESIDENTIAL—Patio/Gazebo

RESIDENTIAL—Storage Shed

NON-RESIDENTIAL—Wood-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. Walls to be Removed [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

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 unless otherwise specified. For construction of structures, please go to Section III - Construction. Work involving conversion/remodel/legalization or tenant improvement, should be entered in Section IV - Conversion/Remodel/Legalization/Tenant Improvement. Grading/Excavation 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 (626) 458-3517 or email CND@pw.lacounty.gov

How many linear feet of walls does this project intend to remove?:

EXTERIOR WALLS (ft)

INTERIOR WALLS (ft)

List below the dimensions of any brick/cinder 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. Grading/Excavation 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 (626) 458-3517 or email CND@pw.lacounty.gov

CND@pw.lacounty.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](#) | [Next 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@pw.lacounty.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 Menu](#)

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@pw.lacounty.gov

Grading Activity

If the project will export contaminated soil, please contact the Methane Unit at (626) 458-3517.

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 [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

For any other work that is not described by any of the previous sections, please provide a detailed description of that work in the text box below including dimensions, estimated quantities, and material to be hauled away to a recycling facility. Examples of work that could be described here include but are not limited to installation of prefabricated structures, roof demolition and/or reroofing, HVAC upgrades, and demo of any irregular structures. If the work has already been completed, please indicate so 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.

The screenshot displays four sections for adding facilities:

- Mixed Debris Facility:** Includes a table with a "+ Add Row" button circled in red. An "Edit" modal window is open, showing a "Mixed Facility" dropdown and a "Facility Tonnage" input field. A red arrow points to the "Update" button in the modal.
- Inert Debris Facility:** Includes a table with a "+ Add Row" button circled in red. An "Edit" modal window is open, showing an "Inert Facility" dropdown and a "Facility Tonnage" input field. A red arrow points to the "Update" button in the modal.
- Land Clearing Debris:** Includes a table with a "+ Add Row" button.
- Deconstructed Material:** Includes a table with a "+ Add Row" button.

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 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 chosen in the previous section. 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 Bins indicates that the applicant will rent a roll-off bin provided by a hauler listed on the County Authorized Waste Hauler list that can be found in the link provided below. Option 3 - End Dump Truck indicates that the applicant will contract hauling of debris to a trucking company.

Option 1 - Self-Haul

Option 2 - Roll-off Bins

[Link for a detailed printout of listed haulers](#)

County Authorized Waste Hauler List

Option 3 - End Dump Truck

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 is selected

FOR PUBLIC WORKS USE ONLY [Previous Section](#) | [Top](#) | [Main Menu](#)

Estimated Tons of C&D Debris and Soil

C&D Debris

Soils Debris

Minimum Tons of C&D Debris and Soil To Be Recycled

C&D Debris

Soil Debris

[Back](#) [Save Draft](#) [Next](#)



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.

Apply for Permit - Construction and Demolition *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

Plans, pictures or any other supporting documents for this application.

Attachment

Form 196 - Fire Flow Availability.pdf

[Remove](#)

click or drag files

Add Attachment

Supported: .jpg, .png, .tiff, .doc, .docx, .xls, .xlsx, .zip, .dxf, .dwg, .dwfx, .pdf, .rtf, .E...

[Back](#) [Save Draft](#) [Next](#)

© 2019 - Los Angeles County | [Help](#) | [Terms of Use](#) | [Privacy/Security Policy](#)



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.

COUNTY AUTHORIZED PUBLIC HEARINGS LIST

Option 3 - End Dump Truck

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

C&D Debris

Soils Debris

Minimum Tons of C&D Debris and Soil To Be Recycled

C&D Debris

Soil Debris

Attachments

Attachment
Form 196 -Fire Flow Availability.pdf.pdf

Back Save Draft **Submit**

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.

EPICLA Los Angeles County - Electronic Permitting & Inspections

Good Afternoon, Cnd Epl

Home **Dashboard** Apply **My Work** Request Inspection Transportation Building Permit Help Map Pay Invoices Report Search Q Help Calendar

My Work

MY INVOICES **PERMITS** MY INSPECTIONS REQUEST INSPECTIONS

Search... Export to Excel

Display Pending

Permit Number	Project	Address	Permit Type	Status	State
RP022422-00		2112 Tortuga Street,Acton...	Construction and Demolition	Waiting for Appl...	Pending

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.

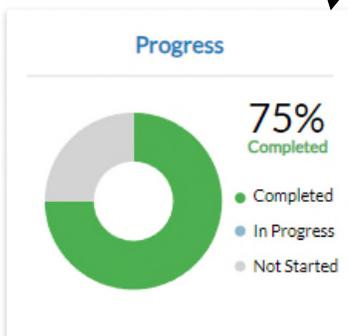
County-Managed (government) projects are exempt from the refundable deposit requirement and can skip this step. Residential or Commercial projects do NOT fall in this category.

Permit Number: **RRP052622-0018**

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Construction and Demolition	Status:	Waiting for Applicant	Project Name:	
Applied Date:	05/26/2022	Issue Date:		Expire Date:	
District:	SD-5	Assigned To:	Magana, Mary		
Finalized Date:					
Description:	Please apply for FCR under Sub-Records - testing - testing				

- Summary
- Locations
- Fees**
- Attachments
- Contacts
- Sub-Records
- More Info



Fees

\$0.00

[View Details](#)

Workflow

- ✓ Verification of Scope - Passed : 06/02/2022
- ✓ Estimate Total C&D Debris/Soil tonnage - Passed : 06/02/2022
- ✓ Create RRP Approval Cover Sheet - Passed : 06/02/2022
- ❗ Create/Link CND Final Compliance - Not Passed : 02/22/2023
- Create/Link CND Final Compliance

Available Actions

No Actions

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

Deposit Schedule²⁶

Estimated tonnage	Deposit amount
up to 1 ton	\$ 500.00 (Fixed deposit)
>1 ton, up to 15 tons	\$ 60.00 per ton
>15 tons, up to 45 tons	\$ 45.00 per ton
>45 tons	\$ 30.00 per ton
\$100,000 max deposit amount	

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 L.A.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.
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 Number: RRP052622-0018

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Construction and Demolition	Status:	Waiting for Applicant	Project Name:	
Applied Date:	05/26/2022	Issue Date:		Expire Date:	
District:	SD-5	Assigned To:	Magana, Mary		
Finalized Date:					
Description:	Please apply for FCR under Sub-Records - testing - testing				

[Summary](#) | [Locations](#) | [Fees](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

Progress

75% Completed

- Completed
- In Progress
- Not Started

Workflow

- ✓ Verification of Scope - Passed : 06/02/2022
- ✓ Estimate Total C&D Debris/Soil tonnage - Passed : 06/02/2022
- ✓ Create RRP Approval Cover Sheet - Passed : 06/02/2022
- ✗ Create/Link CND Final Compliance - Not Passed : 02/22/2023
- Create/Link CND Final Compliance

Available Actions

No Actions

Fees

\$0.00

[View Details](#)

75% is considered an approved RRP.
100% means the project has been closed out with a Final Compliance Report (FCR) and construction/demolition work is complete.