

## Construction & Demolition Debris Waste Management Plans Frequently Asked Questions

### HOW DO I KNOW IF MY PROJECT REQUIRES A WMP?

The Community Development Department will determine if your project is subject to the waste diversion requirements. All projects that are subject to current CALGreen requirements or the City's Construction and Demolition Debris Diversion Ordinance must have a WMP. This includes:

- All new construction projects.
- Residential additions (including remodels that increase the amount of conditioned space, such as a garage conversion to ADU).
- Non-residential additions of 1,000 square feet or more.
- Non-residential alterations with a valuation of \$200,000 or more.
- Demolition-only permits for projects of at least 5,000 square feet, which must have a separate WMP from the new construction permit.

### HOW DO I KNOW IF MY WMP HAS BEEN APPROVED?

Our online waste tracking system, Green Halo, will send a confirmation email when your plan has been approved by City staff. If you have not received a confirmation email, please ensure you have fully completed and submitted your plan. Your WMP must be submitted for approval *before* you submit your project for plan check in order to avoid being disapproved.

### HOW DO I FIND MY PERMIT NUMBER IF I DON'T HAVE A PERMIT YET?

All projects that have applied for a building permit have been assigned a permit number. If you have submitted your project using the ProjectDox system, your permit number will begin with BLDG. Otherwise, your permit number (may also be called a "project number" on some files) is an 8-digit number that begins with the year you submitted your project (e.g. 2022-####).

### I SUBMITTED A WMP, BUT STILL RECEIVED COMMENTS THAT I NEED TO CREATE A WMP IN PLAN CHECK. WHAT HAPPENED?

There are several likely reasons for receiving comments that you must create a WMP if you have already submitted one:

1. Your approved WMP is under a different permit number and/or address. Your online WMP must include all permit numbers you wish to include on that WMP. If you need to add a permit number to an existing WMP, please contact City staff via a message in Green Halo or at [Recycle@MountainView.gov](mailto:Recycle@MountainView.gov).
2. You must have separate WMPs for new construction and demolition permits for projects of 5,000 square feet or more. Your comments from the Solid Waste section should indicate if this is the reason for disapproval.

3. You created an account in the online waste tracking system and began creating a plan, but did not complete it. City staff are unable to review or approve your WMP in Green Halo until it is complete and submitted for approval. For more information on how to create your WMP, please read our [Green Halo How-to Guide](#). You will receive an automated confirmation email from Green Halo when your WMP has been approved by City staff.
4. You created or submitted your WMP after the project had been submitted for plan check. Solid Waste Program staff will review plan check submittals as soon as we receive them from the Community Development Department. If your project does not have an approved WMP at the time of submittal for plan check, you may receive a disapproval. If your project is disapproved during the plan check review period, we cannot change the approval status until a project is re-submitted. For this reason, please be sure you have submitted your WMP for approval before submitting your project for plan check.

If you believe you have received a disapproval in error or want to check on the status of your WMP, please contact the Solid Waste section at [Recycle@MountainView.gov](mailto:Recycle@MountainView.gov) or 650- 903-6311.

#### CAN I INCLUDE MULTIPLE PERMITS ON THE SAME WMP?

Yes, we encourage you to include all permits for a construction project on the same WMP, especially if they will share waste hauling. If you wish to add additional permit numbers to a WMP, please contact Solid Waste Program staff via message in Green Halo or at [Recycle@MountainView.gov](mailto:Recycle@MountainView.gov). (Please note that for projects of 5,000 square feet or more, we require separate WMPs for the demolition and new construction phases of a project.)

#### I ALREADY HAVE AN APPROVED WMP FOR ANOTHER PERMIT AT THIS ADDRESS, BUT RECEIVED COMMENTS IN PLAN CHECK THAT I NEED TO CREATE A WMP. DO I NEED TO CREATE A NEW WMP OR CAN I USE THE EXISTING ONE FOR THE NEW PERMIT?

In most cases, you can use a single WMP for all permits associated with a project. Generally, if there is already an active WMP at an address when a project comes in for plan check, City staff will message the account holder via Green Halo asking if they want to add the new permit to the existing WMP. Please be sure to check your email/messages in Green Halo, as we will not combine permits on a WMP without the direction of the account holder. If you have an existing WMP that you wish to use for a new permit application, we suggest you include the Green Halo tracking number for the existing plan in your response to plan check comments or email Solid Waste program staff at [Recycle@MountainView.gov](mailto:Recycle@MountainView.gov) before submitting/resubmitting your project for plan check. Please note that demolition permits of 5,000 square feet or more require a separate WMP and cannot be included in the WMP for the new construction phase.

#### MY PROJECT HAS MULTIPLE SUBCONTRACTORS. CAN THEY EACH SUBMIT THEIR OWN WMP?

If the subcontractors are working on separately permitted parts of the project, they can submit a WMP for the work associated with that permit. However, only one WMP can be approved per permit number, as both City and State debris diversion requirements apply to the project as a whole. The general contractor for a project is responsible for submitting and managing the WMP for a permitted project and overseeing compliance with the CALGreen debris diversion requirements and the City's Construction and



Demolition Debris Diversion Ordinance. This includes submitting all required documentation, such as uploading weight tickets from all subcontractors for the project.

I AM A PROPERTY OWNER AND DON'T HAVE A CONTRACTOR YET FOR MY PROJECT – CAN I WAIT UNTIL I HAVE HIRED ONE TO CREATE A WMP?

You may wait to create your WMP, but your permit cannot be issued without an approved WMP. If you need assistance to create your WMP, please consult our [Green Halo How-To Guide](#). Your WMP can be transferred to the contractor once they have been selected. To transfer your WMP, please contact City staff via a message in Green Halo or at [Recycle@MountainView.gov](mailto:Recycle@MountainView.gov).

I AM NOT YET SURE WHICH DISPOSAL FACILITIES OR TRANSPORTATION METHOD I WILL USE FOR MY PROJECT. WILL I BE ABLE TO UPDATE MY WMP IF THIS CHANGES?

Your WMP is meant to be your best estimate of your construction/demolition debris needs at the time you are planning the project, and it is common for changes to occur during the course of a project. If your transportation method or facilities used change, you do not need to actually update your WMP, but you need to ensure you remain in compliance with City policies for disposal of construction and demolition debris. When creating your WMP, you must indicate the transporter method (Debris Box Service or Self-Haul) and disposal facilities you expect to use. However, you will be able to enter weight tickets for any facility on the City's approved facility list, even if these facilities were not selected when you originally created your plan.