

# Recycling and Reuse Plan via EPIC-LA Tutorial

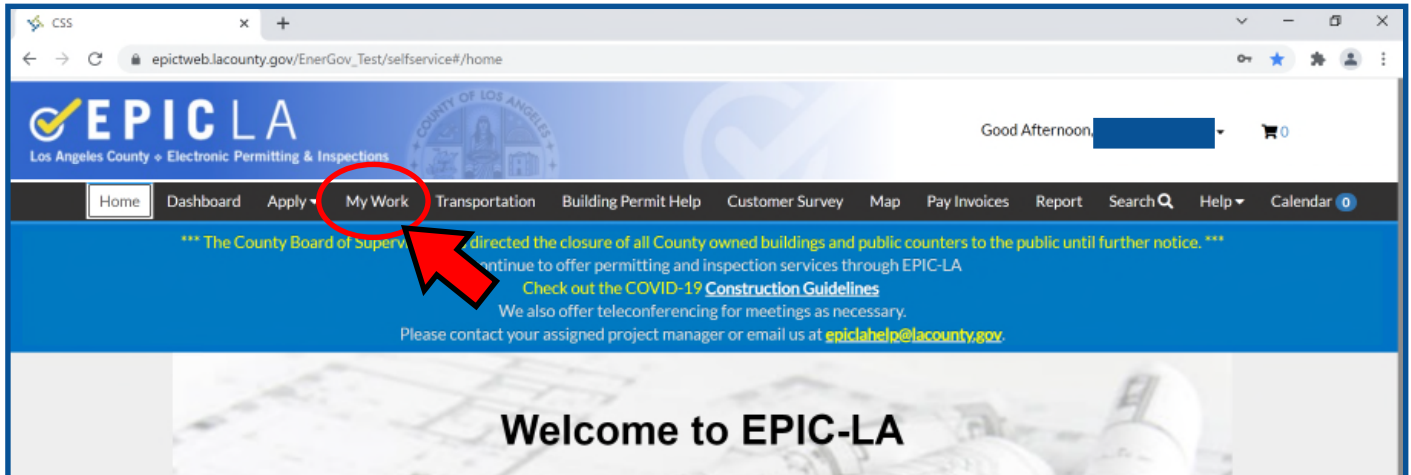
EPIC-LA offers allows applicants the opportunity to submit information digitally to meet clearances on an Agency Referral Sheet. The clearance for a “Construction and Demolition Debris Recycling and Reuse Plan” can now be met through EPIC-LA. In order to do so, follow the directions below to apply for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

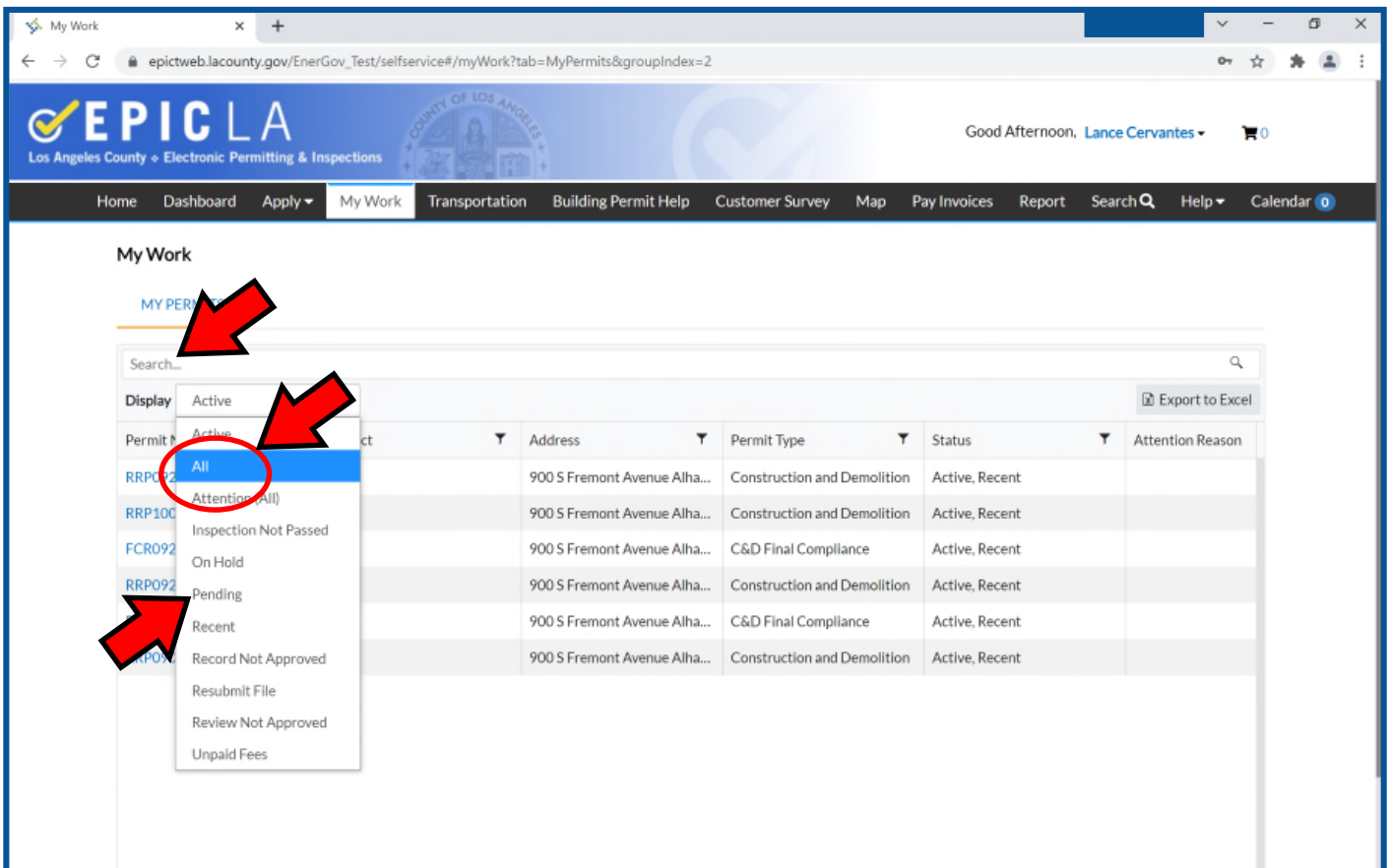
The screenshot shows the EPIC-LA website interface. The header includes the EPIC-LA logo, the text "Los Angeles County • Electronic Permitting & Inspections", and a greeting "Good Afternoon, Guest". A navigation bar contains links: Home, Apply, Transportation, Building Permit Help, Customer Survey, Map, Report, Search, Help, and Calendar. A blue banner contains a notice from the County Board of Supervisors regarding the closure of county-owned buildings and public counters, along with links to COVID-19 Construction Guidelines and teleconferencing information.

The main content area features a "Welcome to EPIC-LA" heading. Below this, there are three main buttons: "Login or Register" (circled in red with a red arrow pointing to it), "Apply", and "Permit/Plan Help". The "Login or Register" button is linked to a callout box that shows a "Log In" form. The form includes 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 latter is circled in red with a red arrow pointing to it).

4. Click on “My Work”



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.



7. Click on “Sub-Records” as shown below.

The screenshot shows the EPIC LA web portal for Los Angeles County. The permit number is UNC-BLDF210721000239. The permit details include: Type: Multifamily New Construction Building Permit - County, Status: New, Project Name: (blank), Applied Date: 07/21/2021, Issue Date: (blank), District: Blank, Assigned To: Magana, Mary, Expire Date: (blank), Valuation: \$0.00, Finalized Date: (blank), and Description: cnd testing. Below the details are tabs for Summary, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records (highlighted with a red circle and a red arrow), and More Info. The Sub-Records tab is currently selected.

8. Scroll down to “Remaining Sub-Records”

9. Click on “Apply” where it says “Construction and Demolition”. If you do not see this option, please contact your Building and Safety permit tech or send us an email to [cnd@lacounty.gov](mailto:cnd@lacounty.gov). State your building permit number in the subject line of the email and state that you do not see the option to apply for CND under sub-records.

The screenshot shows the 'Remaining Sub-Records' table in the EPIC LA web portal. The table has two columns: Type and Action. The 'Construction and Demolition' row is highlighted with a red circle, and the 'Apply' button next to it is also highlighted with a red circle and a red arrow. The table lists various permit types and their corresponding 'Apply' buttons.

Type	Action
Commercial New Construction Building Permit - County	Apply
Construction and Demolition	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”

Apply for Permit - Construction and Demolition

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Location

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search

Parcel Information

Search Search Parcels

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
900 S Fremont Avenue Alhambra, CA 91803	Add
900 S Fremont Avenue Alhambra, CA 91803	Add

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

12. Click on “Next”

Apply for Permit - Construction and Demolition

1 2 3 4 5 6

Locations Type Contacts More Info Attachments 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

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13. In the text box labeled “Description,” enter a short description of your project. Include square foot estimates.

14. Click on “Next”

EPIC LA  
Los Angeles County - Electronic Permitting & Inspections

Good Afternoon, [User Name]

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

Apply for Permit - Construction and Demolition

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

\* Permit Type  
Construction and Demolition

\* Description  
Short description of your project

Back Save Draft Next

15. If you would like to add another contact to receive updates on this Recycling and Reuse Plan, you can click on add contact. It is preferred that additional contacts have their own profile to view EPIC-LA.
16. Click on “Next”

Apply for Permit - Construction and Demolition REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

**CONTACTS**

**Applicant**

Lance Cervantes (You)  
Los Angeles County Public ...  
900 S Fremont Ave ,  
Alhambra, CA

Select Type

Add Contact

Back Save Draft **Next**

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

Locations Type Contacts **More Info** Attachments Review and Submit

**MORE INFO**

**Terms and Conditions** [Next Section](#) | [Top](#) | [Main Menu](#)

I understand this is a legally binding contract that I and my project manager(s), general contractor(s), contractor(s), and waste hauler(s) agree to fulfill.

I acknowledge that I have been given a list of recycling facilities listed on Table 1 and I understand that Public Works has confirmed that these facilities meet the requirements of Los Angeles County Code, Chapter 20.87. I understand that if my project manager(s), general contractor(s), contractor(s), and waste hauler(s) intends to take the construction and demolition debris to a facility that is not on this list, they must obtain prior approval from Public Works. Failure to do so could result in a violation the minimum recycling requirements of Los Angeles County Code, Chapter 20.87.

I understand that I am responsible for making sure that my project manager(s), general contractor(s), contractor(s), and waste hauler(s) fulfill the minimum recycling requirements of Los Angeles County Code, Chapter 20.87, and that if these minimum requirements are not fulfilled, I may be responsible for monetary penalties.

I understand that I am responsible for making sure that my project manager(s), general contractor(s), contractor(s), and waste hauler(s) obtain copies of any and all weight tickets from any facility which receives debris from this project. This includes facilities which are listed in this Plan, and those facilities which are not listed in this Plan. The use of facilities which are not listed on the Recycling and Reuse Plan may result in a violation of Los Angeles County Code, Chapter 20.87, and monetary penalties.

I understand that once the project is complete, a Final Compliance Report must be filed. If either my project manager(s), general contractor(s), contractor(s), and waste hauler(s) or I fail to file a Final Compliance Report or meet the minimum recycling requirements for the project by the required date, for any reason, I may be subject to a notice of violation and a maximum penalty of no less than \$100 for every ton which needed to be recycled.

☐ I agree to the above terms and conditions

I agree to the above terms and conditions is required.



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

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

The screenshot shows the 'General' section of a form. At the top left is the word 'General'. At the top right are links: 'Previous Section | Next Section | Top | Main Menu'. Below this is the instruction: 'Choose the project type that best describes your project in the pull down menu below:'. There are two dropdown menus. The first is labeled '\*Project Type' and has a red oval around it with a red arrow pointing to it. Below it is the text 'Project Type is required.'. The second dropdown menu is labeled '\*Will grading/excavation of soil be involved?' and also has a red oval around it with a red arrow pointing to it. Below it is the text 'Will grading/excavation of soil be involved? is required.'. Further down, there is a line of text: 'County-managed projects must also submit Attachment 1, which can be found at the following link:'. Below this is a link labeled 'Attachment 1' with a red arrow pointing to it.

20. For any structures being demolished or taken down, indicate the footprint or the area being demolished. If no structure is being demolished, put zero.

The screenshot shows the 'I. Demolition' section of a form. At the top left is the section title 'I. Demolition'. At the top right are links: 'Previous Section | Next Section | Top | Main Menu'. Below this is a paragraph of text: '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'. Below this paragraph is a link: 'CND@pw.lacounty.gov'. There are seven rows, each with a label and a text input field. The labels are: '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', and 'Driveway/Parking Lot/Walkway'. A red arrow points to the first input field.

21. Indicate the dimensions of the wall(s) to be taken down. If this does not apply, put zero

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](mailto: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. If none apply to your project, put zero

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](mailto:CND@pw.lacounty.gov)

[CND@pw.lacounty.gov](mailto: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](mailto:CND@pw.lacounty.gov)

Renovation/Remodel/Conversion/Legaliza

Tenant Improvement



24. Indicate any grading activity or earthwork proposed. Include the cubic yard estimates. If no grading is proposed, put 0.

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](mailto:CND@pw.lacounty.gov)

[CND@pw.lacounty.gov](mailto: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. Go to the listed facility type appropriate to the debris you plan to recycle and click on “+Add Row”
26. Click on the pulldown menu and choose a listed facility
27. Choose the appropriate hauling option:
  - A. Option 1 is self-hauling
  - B. Option 2: indicate which authorized hauler will provide the roll-off bin

**VII. C&D Recycling Facilities Information** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Choose at least one recycling facility from the list below. Please note that different facilities accept different types of debris. Mixed Debris Facilities accept C&D debris such as wood, drywall, metal, and cardboard; as well as inert debris, land clearing debris, and soil. Inert Debris Facilities only accept inert debris such as asphalt, asphalt concrete, concrete blocks, gravel, rocks and soil. Land Clearing Debris Facilities accept land clearing debris such as clearing and grubbing. Some Land Clearing Debris Facilities also accept soil. For details, see the printout of listed facilities at the following link:

Choose at least one C&D recycling facility from the list below. Note the debris that the listed facilities accept.

[C&D Recycling Facilities Link](#)

If you represent a facility that would like to be added to the list mentioned above, please contact the C&D Unit at (626) 458-3517 or [CND@pw.lacounty.gov](mailto:CND@pw.lacounty.gov)

**Mixed Debris Facility** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Mixed Facilities (Online) Details

**+ Add Row**

Mixed Facility

Facility Tonnage

**Inert Debris Facility** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Inert Facilities (Online) Details

**+ Add Row**

Inert Facility

Facility Tonnage

**Land Clearing Debris** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Land Clearing Debris Details

**+ Add Row**

Facility

Facility Tonnage

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

Deconstructed Material Details

**+ Add Row**

Facility

Facility Tonnage

**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

28. Check back on your application status by going to your assigned RRP number under the “My Work” tab. If your status shows:

- A. “Issued”: your application has been approved. To complete your RRP process after your construction has completed, please see the “Final Compliance Report via EPIC -LA Tutorial” .
- B. “Waiting for Applicant”: Further action is needed. Please check your email for communication from your plan checker. You may contact your plan checker by clicking on their name by the “Assign To” field or call our office at


626-458-3517

7:00 am – 5:00 pm,


Monday through Thursday excluding holidays.


You can also email our inbox at [CND@dpw.lacounty.gov](mailto:CND@dpw.lacounty.gov). Please indicate your RRP number and project address in the subject line of all emails.

- C. “Approved Ready for Permit”: your application is exempted from the RRP requirement. No Construction and Demolition approval will be necessary for you to move on with your permit process.
- D. “New”: Your application has been received and is in the queue to be reviewed.






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Good Afternoon, [Cnd Epd](#)  0

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[Pay Invoices](#) [Report](#) [Search](#)  [Help](#)  [Calendar](#)  0

**Permit Number: RRP052622-0018**

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

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

Summary

Locations

Fees

Attachments

Contacts

Sub-Records

More Info

29. If your project has been approved, you will have an approval sheet in your "Files" tab. This sheet summarizes the data from your application and indicates the tonnage of debris you will be expected to take to your chosen facility.

During the Final Compliance Report (FCR), your weight tickets will be compared to the tonnage listed on this sheet to determine if your project is in compliance.



**LOS ANGELES COUNTY PUBLIC WORKS  
ENVIRONMENTAL PROGRAMS DIVISION  
CONSTRUCTION AND DEMOLITION (C&D) DEBRIS  
RECYCLE AND REUSE PLAN (RRP) APPROVAL SHEET**

**RRP ID Number:** 051922-0016

**Approved by:** Cervantes, Lance

**Applicant:** Lance Cervantes

**Approval Date:**

**Project Location:** ,

Be sure to use the following haulers and facilities from the approved RRP:

For any changes in the scope of the project such as time extensions or a change of haulers/facilities, contact the C&D unit at [CND@dpw.LACounty.gov](mailto:CND@dpw.LACounty.gov) or at (626) 458-3517.

**Please note the following throughout the duration of the project:**

- ☐ Collect copies of documentation showing which authorized commercial franchise hauler was used for this project.
- ☐ Collect copies of all weight tickets from approved C&D Recycling Facility.
- ☐ Collect any other documentation that shows where C&D debris was taken.

**Once a project is completed:**

- ☐ Fill out and submit a **Final Compliance Report within 45 days** after project completion.
- ☐ Submit documentation showing which authorized commercial franchise hauler handled the C&D Debris
- ☐ Submit all weight tickets showing that at least 65% of all C&D debris was diverted away from landfills.

**Failure to divert the required amount of C&D debris may incur a penalty fee of up to \$50,000.** For more information or any questions concerning the C&D Debris Recycle and Reuse Ordinance visit the website at [www.LACountyCND.com](http://www.LACountyCND.com),

Notes from Plan Checker:

FOR PUBLIC WORKS ONLY		
	Estimated(Tons)	Min to be Recycled/Reused (Tons)
Total C&D Debris	0.00	0.00
Soil Debris (Export)	0.00	0.00