



C&D Deposit Refund Request



Requirements checklist

- Copy of the Deposit Permit Receipt
- Signed original Waste Diversion Form
- Receipts from salvaged or donated building materials
- Original and signed Refund Request Form

Permit Information

Permit#: _____ **Permit Code:** _____

Contracting Company: _____

Project Address: _____

City: _____ **Zip:** _____

Name of Refund Recipient: _____

Address: _____

City: _____ **Zip:** _____

Phone: _____ **Fax:** _____

Date of Certification of Occupancy: _____

Project Sq. Ft.: _____ **Deposit Total:** _____

I certify that all information listed herein is true and correct and only materials generated from the above project are represented in this application.

Signature: _____ **Date:** _____

Title: _____

Refund request must be received by Environmental Waste Services no later than 180 days from date of date of Certification of Occupancy. The following documentations are required to receive deposit refund: a copy of the Deposit Permit Receipt, Waste Diversion Form and receipts for donated or salvaged items. For more information, contact the Commercial Recycling Division at 972-769-4393 or visit online at www.planocommercialrecycling.com.

**Mail requests to: Commercial Recycling Division
Attn: C&D Deposit Program
4200 W. Plano Parkway
Plano, Texas 75093**



CONSTRUCTION AND DEMOLITION RECYCLING DEPOSIT PROGRAM

WHAT IS THE C&D DEPOSIT PROGRAM?

The City of Plano's Construction and Demolition Debris Recycling Deposit Program (C&D Deposit Program) is an incentive program encouraging Plano builders to recycle on-site debris and divert it from local landfills. It is based upon square footage and type of project. Deposits are fully refundable with a 60 percent diversion goal and prorated thereafter upon receipt of recycling documentation at the completion of the project.

It is the goal of the City of Plano to divert 40 percent of its total waste from our local landfills. Approximately 17.6 percent of our total waste stream is comprised of construction and demolition (C&D) debris, of which as much as 91 percent can be recycled, reused or donated.



WHAT ARE THE BENEFITS?

- Achieve substantial savings.
- Reduce disposal costs.
- Lessen materials costs.
- Conserve natural resources.
- Reduce greenhouse gas and pollution.
- Promote energy independence.
- Support recycled goods markets.
- Leadership in Energy and Environmental Design Accredited Professional on staff to support green building.
- Eligible for the City of Plano's Environmental Star of Excellence Award.

HOW ARE DEPOSITS CALCULATED?

Deposits are calculated by project square footage and have a maximum valuation.

WHICH PROJECTS NEED C&D DEPOSITS?

All residential and commercial projects requiring a building permit will be required to complete a C&D Deposit form provided by the Building Inspections Department. Examples include:

- New construction
- Additions, alterations or remodels
- Demolition
- Major pavement or parking facilities

WHICH PROJECTS ARE EXEMPT?

- Commercial projects less than 3,000 square feet in size.
- Residential projects less than 5,000 square feet in size.
- Pre-fabricated enclosures or structures with no foundation or structural modifications.
- New and replacement roofing projects.
- Swimming pools, hot tubs, patios, sunrooms or other one-room residential projects.
- Projects for which only mechanical, electrical, plumbing or HVAC permits are required.

Project Type	Deposit per Square Foot	Maximum Deposit
Non-Residential Commercial New Construction	\$0.25	\$11,250
Non-Residential Commercial Additions, Alterations or Remodels	\$0.15	\$11,250
* Residential & Commercial Demolition	\$0.20	\$11,250
Flat Rate Projects: Residential additions, alterations or remodels of 5,000 sq. ft. & over	\$250	\$250
Single Family Units: over 5,000 sq. ft. & over - Flat Rate	\$750	\$750

* Deposit may be waived. Contact Commercial Recycling at 972-769-4393 for more information.

HOW DOES IT WORK?

How Do I START?

- The most effective way to manage your recyclable materials is to develop a Waste Diversion Plan during the planning stages of the project.
- Complete and submit C&D Deposit Permit Form.
- Contact the Commercial Recycling team at (972) 769-4393 to schedule a workshop or training session with subcontractors and laborers.
- Evaluate the types of materials used on your project with the recycling coordinator to identify which will be recyclable or must be landfilled.
- Estimate the volume of debris by type.
- Determine a schedule of job stages for each material. Recycling is most efficient with the stages of the building or demolition process.
- Contact permitted haulers for material recycling.
- Separate materials into on-site containers and monitor to keep free of contaminants and trash.
- Keep good tracking records of waste and recyclables for easy waste diversion calculations.

Waste diversion forms are available from Plano's Commercial Recycling Division as well as training to assist your on-site recycling program.

HOW ARE REFUNDS CALCULATED?

Refunds are prorated by diversion percentage.

Diversion Rate	Refund
≥ 60%	100%
50% - 59%	80%
40% - 49%	60%
30% - 39%	40%
20% - 29%	20%



REFUND REQUIREMENTS

- Completed and signed C&D Deposit Refund Request Form.
 - Copy of the Deposit Permit receipt.
 - Original signed Waste Diversion Form.
 - Provide receipts from salvaged or donated building materials for approval.
- Apply for refund within 180 days of date of the Certification of Occupancy, or from date of final inspection.

APPLYING FOR A REFUND?

1. Be sure you have complied with all Deposit Refund requirements listed and submit all necessary documentation for approval.
2. Submit refund within 180 days of date of the Certification of Occupancy, or from date of final inspection.
3. Approved refunds will be mailed to recipient within 90 days of submittal date.

Mail or hand deliver completed Refund Requests to:

Commercial Recycling Division
Attn: C&D Deposit Program
4200 W. Plano Parkway
Plano, TX 75093

If you have questions or need additional information, or forms, please contact the Commercial Recycling Division at (972) 769-4393 or visit online at www.planocommercialrecycling.com.

GENERAL INFORMATION

STRATEGIES FOR SUCCESS

- Include environmental measures in the project specifications that focus on reuse and recycling.
- Contact Commercial Recycling for reuse and recycling forms to help track costs.
- Educate crew members and subcontractors on efficient recycling procedures.
- Clearly label all recycling containers and bins.
- Regularly monitor and report results to crew and subcontractors supporting recycling procedures.
- Require subcontractors to estimate their debris to predict the types and amount you can divert.
- Buy recycled-content materials that can be recycled.
- Encourage communication among the client, project managers and contractors during the entire project.
- Evaluate other opportunities for diverting materials including: on-site grinding, salvage for resale or reuse, and donation of reusable items to charitable organizations.



WHAT C&D MATERIALS CAN BE RECYCLED?

- All untreated wood debris, landscape material, wooden pallets or other untreated wood material with less than 2 percent contamination.
- Clean concrete debris or concrete washout with less than 20 percent contamination.
- Brick or stone.
- Asphalt paving material.
- Cardboard, office paper and other paper products.
- Metals, aluminum, copper, tin and steel.

WHICH HAULERS/RECYCLERS CAN I USE?

- C&D permitted haulers.
- Recycling approved facilities.
- Commercial Recycling can provide the above lists by phone or online at www.planocommercialrecycling.com.



RESOURCES

CITY OF PLANO

Commercial Recycling Division
(972) 769-4393

www.planocommercialrecycling.com

Texas Pure Regional Composting Facility
(972) 941-7825

www.texaspure.com

Building Inspections Department
(972) 941-7140

www.buildinginspection.org

OTHER

North Central Texas Council of Governments
(817) 640-3300

www.nctcog.org

Plano Habitat for Humanity
(972) 398-0634

www.planoareahabitat.org


Texas Commission for Environmental Quality (TCEQ)
(817) 588-5827

www.tceq.state.tx

*Recycling in Texas is covered by 30 TAC 328 Waste Management and Recycling.
30 TAC 328.6 establishes the state of Texas' goal for recycling to be at least 40
percent of the total municipal solid waste stream.*

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