

Check List

Construction and Demolition Waste Management Plan (WMP)

_____ Complete and submit the **Construction and Demolition Waste Management Plan (WMP)** (green sheet) to be included with project plans. **WMP** is checked and approved or returned for revisions by City staff prior to issuance of the building permit. For assistance with completing this form, contact (805) 652-4526 rguzman@cityofventura.net.

_____ Notify E. J. Harrison when ordering service that your project will require a **Construction and Demolition Letter of Documentation** upon completion. Harrison provides this document.

OR

_____ If using the Self-Haul Option, hauling debris with your own equipment and employees (in accordance with City Ordinance Code Article 2, Section 6.500.230.5), keep track of all weight tags and diversion documentation to demonstrate compliance with the **WMP**. These must be submitted with the **Self-Haul Option, Construction and Demolition Letter of Documentation** (white sheet).

_____ All subcontractors must be given a copy of the **WMP** and sign the **Acknowledgement Form** (yellow sheet).

_____ At the completion of the project, submit the **Acknowledgement Form** and **Construction and Demolition Letter of Documentation** (Self-Haul version must include all weight tags And supportive documentation) to Environmental Sustainability, ATT: Richard Guzman, 336 Sanjon Road, Ventura, CA 93001. Fax: (805) 653-6655.

All forms and documentation must be verified as complete by City staff before final Certificate of Occupancy can be issued. For questions or assistance, please call (805) 652-4526.