

City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
 (831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

Sign Permit Application

VALUATION: \$	DATE	PERMIT	
PROPERTY ADDRESS			
SCOPE OF WORK:			
NEW	TYPE:	LOCATION:	SQ FTG:
NEW / EXISTING	TYPE:	LOCATION:	SQ FTG:
NEW / EXISTING	TYPE:	LOCATION:	SQ FTG:
NEW / EXISTING	TYPE:	LOCATION:	SQ FTG:

SIGN CONTRACTOR INFORMATION:

COMPANY NAME:		AGENT:
ADDRESS:		
PHONE:	LICENSE NO:	EMAIL:
PAYMENT INFORMATION:		
NAME OF CREDIT CARD HOLDER:		
CARD #	EXP DATE:	3-DIGIT CODE:

PROPERTY OWNER OR AUTHORIZED AGENT INFORMATION:

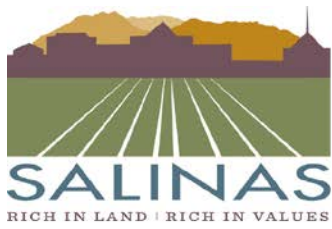
NAME:	PHONE:	EMAIL:
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I declare under penalty of perjury that the information contained in this permit application, including any plans and corresponding documents submitted herewith, are true and correct to the best of my knowledge.

I certify that I am the authorized agent to act on the property owner's behalf. I agree to comply with all applicable city ordinances and state laws relating to building construction.

An application for a permit shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.

Signature:	Date:
Print Name:	



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APPLYING FOR A COMMERCIAL EXTERIOR SIGN PERMIT

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required. Failure to include items below will delay the permitting process.

When ready to submit, attach all documents listed below to an email. Send the email to epermit@ci.salinas.ca.us. Each document should be in PDF format with a label matching those used below.

Documents	
GENERAL	Completed Sign Permit Application
	Plan Set - Signed and Dated (A Single PDF File Containing all Plan Sheets, 18"x24" Minimum)
	Construction and Demolition Waste Form
	Energy Certificate of Compliance Forms (NRCC-LTS-01-E) Signed by the Document Author
PLAN REQUIREMENTS*	Applicable Codes: 2019 California Building Code, Electrical, Energy, Fire, Green Building Codes and City of Salinas Municipal Code
	Scope of Work Identifying All Work Proposed Under This Permit
	Site Plan Showing the Locations of the Signs in Relation to Existing Signs, Buildings, and Property Lines. Label Existing Non-Conforming Signs, Traffic Visibility Triangle and Distance to the Curb.
	Elevation Views of the Building Showing Location and Height of Proposed Signs. Include Sign Dimensions, Colors, Materials, and Sign Area.
	Details of Sign Anchorage, Electrical Disconnect, Circuit ID, Etc.

*For more detailed plan requirements see Building Commercial Exterior Signs Checklist and Planning Bulletin 8

Once your email containing all required documents is received, a permit record will be created, and an invoice will be emailed to the applicant.

As soon as the invoice is paid, the permit application will be reviewed by the applicable divisions. Any necessary corrections will be emailed to the applicant. The applicant will correct the documents, then email them in PDF format to epermit@ci.salinas.ca.us.

When all divisions have approved, the applicant will receive an email with any final steps for permit issuance.

Division Contact Information:

Planning	758-7206	currplanwebmail@ci.salinas.ca.us
Engineering	758-7251	encroachment@ci.salinas.ca.us
Fire	758-7261	fireprevention@ci.salinas.ca.us
Building	758-7251	epermit@ci.salinas.ca.us



Construction and Demolition (C&D) Diversion Requirements

Salinas Municipal Code 9-11.1 requires all Construction and Demolition (C&D) projects within the City to divert at least 65% of the C&D debris and 100% of inert materials generated by the project. In addition, all building and demolition permit applicants must prepare and submit a C&D Waste Reduction and Recycling Plan at the time of the permit application (prior to permit issuance), and a final C&D Waste Reduction and Recycling Report. **Failure to file recycling reports with the City may result in non-compliance fees and/or delay issuance of the Certificate of Occupancy or final inspection.**

Options for the disposal/recycling of C&D debris include:

1. Contracting with the exclusive franchise for disposal/recycling services,
 - **If you need to set up service, call Republic Services of Salinas at (831)751-5443.**
 - Identify that your project is a C&D project and **keep all applicable invoices from Republic.**
 - Divert more by requesting separate bins to source separate C&D debris on-site (cost savings may apply).
2. Self-hauling C&D debris from the project directly to a bonafide processing facility using the applicants / contractor's equipment and vehicles (if source separated, cost savings may apply). **For questions on other preferred providers or general questions contact:**

**Salinas Valley Recycles
(Salinas Valley Solid Waste Authority)
128 Sun St Suite 101, Salinas, CA 93901
(Direct) 831.775.3018
(Main) 831.775.3000 | (Fax) 831.755.1322**

INSTRUCTIONS

1. Complete, sign and submit the attached C& D Waste Reduction and Recycling Plan.
2. If you plan to self-haul your C&D debris, use the attached list of bonafide processors to locate facilities that will recycle your materials. Inform the recycling facilities that the material is generated in the City of Salinas so origin codes on the weight tickets can be recorded correctly. **Always ask the recycling facility for all of your weight tickets and receipts.**
3. Once your project is complete, you must submit the attached C&D Waste Reduction and Recycling Report. **Make sure to keep all weight tickets and receipts for all of your recycled and disposed materials.**
4. Your final Waste Reduction and Recycling Report should include the following information and be provided to your inspector at the time of final inspection:
 - a. Identify the types and quantities (tons) of materials recycled, reused, salvaged and/or disposed,
 - b. Identify how the materials were handled: "source separated" or "mixed",
 - c. Identify the method of transport for debris materials (self-haul, franchise hauler),
 - d. Identify where the materials were taken for recycling or disposal.



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Construction & Demolition - Waste Reduction and Recycling Plan

Permit # _____	Date _____
Site Address: _____	Zip Code _____
Company/Owner Name: _____	
Mailing Address: _____	Contact Phone: _____
City, State and Zip: _____	E-mail: _____
Type of Project: New Construction Alteration Demolition Roofing Other	
Project Description: _____	

1. What materials will be generated by your project?

	Asphalt	
	Bricks/Rock	Cardboard
	Dirt/Clean Fill	Drywall/Sheetrock
	Lumber/Wood	Metals
	Roofing Materials	Salvaged Items
	Other (Specify)	

2. How will the C&D debris be handled during your project? (Please check all that apply)

Source Separation – Materials are separated on-site and placed in material-specific bins.

Mixed Loads – Clean recyclable C&D materials are comingled into one bin and delivered to a bonafide processing facility. Trash is collected in a separate bin and delivered to an authorized disposal facility.

3. How do you plan to dispose of the C&D debris that you will generate with your project?

- I will hire the exclusive franchise: Republic Services of Salinas - (831) 775-3840. **Save Invoices!**
- I will self-haul C&D debris using the owner/contractor's equipment and vehicles. **Save Receipts!**

4. ATTEST: By signing below I am affirming:

- I am the owner/agent for this permit application and have read the requirements of the ordinance;
- I will submit a Waste Reduction & Recycling Plan with the permit application and, to the best of my ability, I agree to recycle, divert and/or salvage the materials listed above;
- I will submit a Waste Reduction & Recycling Report describing diversion activities and showing actual tonnage data for all diverted and disposed materials;
- I understand that failure to comply with the City's C&D recycling and reporting requirements may result in legal enforcement and penalties and may delay issuance of permits, the Certificate of Occupancy or approval of the final inspection.

Applicant's Signature

Date

Print Name/Title (owner, contractor, agent)



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Construction & Demolition - Waste Reduction and Recycling Report

Complete this report, from the City's franchise hauler and/or recycling facilities, salvage companies, deconstruction contractors, C&D processors, transfer stations, and landfills. **ALWAYS** keep invoices, weight tickets and receipts for at least three years. Use the attached conversion table for help with calculations and attach additional sheets if necessary.

ADDRESS: _____ PERMIT NUMBER _____

MATERIAL TYPE	RECYCLED, REUSED, SALVAGED	DISPOSAL	SOURCE SEPARATED	MIXED	HAULER	MATERIAL DESTINATION
Inert Materials						
<i>Example: Concrete</i>	18.43 tons	<i>N/A</i>	X		<i>Self-Haul</i>	<i>Johnson Canyon Landfill</i>
Asphalt		N/A				
Brick / Rock		N/A				
Concrete / Cement		N/A				
Dirt / Clean fill		N/A				
Roofing materials		N/A				
Other:		N/A				
Other:		N/A				
INERT TOTAL		100% Diversion				
	A	B				
C&D Debris						
Cardboard						
Drywall / Sheetrock						
Glass / Windows						
Lumber / Wood (clean)						
Metal						
Mixed C&D materials*						
Plastic						
Trash	N/A					
Yard waste / Landscaping						
Other:						
Other:						
C&D DEBRIS TOTAL			C&D Debris Diversion Rate (percentage) (A)/(A+B) x 100			Over 65% = C&D DEBRIS COMPLIANCE

*If C&D materials are mixed, please list recyclable materials in the space below and enter the total tons in the *Mixed C&D Materials* section.

Mixed C&D Materials:

Explanation /Comments:

I have accurately reported all diverted and dispose materials above.

Signature: _____

Date: _____



Conversion Calculations

To calculate the percentage of materials recycled and/or reused:

To determine the percentage of diverted materials, divide the number of tons which were recycled, reused and/or salvaged by the TOTAL tonnage generated.

$$\text{Percent Diverted (tons)} = \frac{\text{recycling + reused + salvaged}}{\text{recycling + reused + salvaged + disposed}}$$

Example:

$$\frac{1 \text{ ton recycling} + 1 \text{ ton reused}}{1 \text{ ton recycling} + 1 \text{ ton reused} + 2 \text{ tons disposal}} = \frac{2}{4} = 0.5 \text{ (multiply 0.5 by 100 = 50\%)}$$

How to convert pounds to tons:

To convert pounds to tons, divide the number of pounds by 2000 pounds. **1 Ton = 2,000 Pounds**

Example: 700 pounds ÷ 2000 pounds = 0.35 tons

How to convert cubic yards to tons:

Select the type of material recycled/reused from the conversion table below. Multiply the corresponding number by the total number of cubic yards recycled/reused.

1 cubic yard of mixed C&D debris = 0.45 tons Example: 4CY of mixed C&D = 4 CY X 0.45 = 1.8 tons

Conversion Table

MATERIAL	Volume - EQUIVALENT - Weight
Asphalt – paving	1 cubic yard 0.69 tons
Asphalt – roofing shingles	1 cubic yard 0.21 tons
Brick	1 cubic yard 1.51 tons
Cardboard	1 cubic yard 0.05 tons
Carpet/carpet padding	1 cubic yard 0.04 tons
Ceramic tile	1 cubic yard 0.61 tons
Concrete	1 cubic yard 0.93 tons
Dirt – clean fill	1 cubic yard 1.00 tons
Fiberglass insulation	1 cubic yard 0.01 tons
Glass	1 cubic yard 1.08 tons
Green waste – yard trimmings	1 cubic yard 0.05 tons
Metals	1 cubic yard 0.45 tons
Mixed C&D debris	1 cubic yard 0.45 tons
Plastic	1 cubic yard 0.01 tons
Sheetrock – drywall	1 cubic yard 0.20 tons
Wood – clean lumber	1 cubic yard 0.16 tons
Wood – pallets	one 0.14 tons

For more conversion factors for recyclable materials visit: www.calrecycle.ca.gov/FacIT/Conversion1.pdf

For more conversion factors for C&D materials visit: <http://www.calrecycle.ca.gov/LGCentral/Library/DSG/ICandD.htm>