



6000 Heritage Trail
Clayton, CA 94517
925-673-7340

How to complete a Waste Management Plan:

Download the Waste Management Plan (WMP) you need to submit prior to receiving your permit. Below are the general guidelines for the WMP process:

To receive your building permit:

- Complete Page 1 and Section I of the **WMP**
- Contract and Property Owner's signatures are required
- Submit the **WMP** to the permit desk or directly to the WMP Compliance Official
- Once the submitted **WMP** is approved, your permit will be issued
- A copy of your approved **WMP** will be returned to you with your building permit

While on the Job:

- Keep records of all material reused, recycled or landfilled from the site
- Official weight tags will need to be submitted with the final WMP prior to a final inspection
- Official weight tags must contain the following information:
 1. Job site address
 2. Weight of load
 3. Material types
 4. If the materials were recycled, salvaged or disposed

Prior to scheduling your **Final Inspection**:

- Complete Section II of the **WMP**
- Submit the final **WMP** and all applicable documentation to the **City of Clayton Planning Dept. at least 3 business days before you want your final inspection** for approval.

Once your final **WMP** is approved, a final inspection can be scheduled with the Building Division of Contra Costa County, who conducts building inspections for the City of Clayton.

In order to get a building permit on qualifying projects, you will need to complete the attached Waste Management Plan (WMP), submit it along with your deposit fee to the City of Clayton Community Development Department when you submit your construction plans for city planning /zoning review.

- Contact Laura Hoffmeister, Asst. to the City Manager, via email at LHoffmeister@ci.clayton.ca.us; or by calling (925) 673-7308 if you need any assistance or have questions.