Recycling and Reuse Plan via EPIC-LA Tutorial

EPIC-LA offers 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.
4. Click on “My Work”

5. Click on the pulldown menu by “Display” and choose “All”

6. Click on the permit needing the “Construction and Demolition Debris Recycling and Reuse Plan” clearance.
7. Click on “Sub-Records” as shown below.

8. Scroll down to “Remaining Sub-Records”
9. Click on “Apply” where it says “Construction and Demolition”
9. Click on “Add Location”
10. Search for project location by “Address” or “Parcel”

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.
12. Click on “Next”

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

14. Click on “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”

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

20. For any structures being demolished or taken down, indicate the footprint or the area being demolished. If no structure is being demolished, you can skip to the next step.
21. Indicate the dimensions of the wall(s) to be taken down. If this does not apply, please move to the next step.

II. Walls to be Removed

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/legislation or tenant improvement, should be entered in Section IV - Conversion/Remodel/Legislation/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.acounty.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/stoner 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.

III. Construction Information

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/legislation or tenant improvement, should be entered in Section IV - Conversion/Remodel/Legislation/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.acounty.gov.

- RESIDENTIAL - House (SFR, ADU, additions, etc)

- RESIDENTIAL - Garage/Carport

- NON-RESIDENTIAL - Wood-frame/Metal Structure

- NON-RESIDENTIAL - Concrete/Masonry Structure

IV. Renovation/Remodel and Tenant Improvement

This section is for work involving renovation/remodeling, conversion, legislation 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.acounty.gov.

- Renovation/Remodel/Conversion/Legislation

- Tenant Improvement
21. Indicate the dimensions of the wall(s) to be taken down. If this does not apply, please move to the next step.

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.
24. Go to the listed facility type appropriate to the debris you plan to recycle and click on “+Add Row”
25. Click on the pulldown menu and choose a listed facility
26. Choose the appropriate hauling option:
   A. Option 1 is self-hauling
   B. Option 2: indicate which authorized hauler will provide the roll-off bin
27. Check back on your application status by going to your assigned RRP number under the “My Work” tab. If your status shows:

A. “Approved Pending Clearance”: your application has been approved and you may begin construction. To complete your RRP process, please see the “Final Compliance Report via EPIC -LA Tutorial”.

B. “Issued”: your application is complete and no further action is needed for the Recycling Reuse Plan requirement.

C. “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. Our office hours are 7:00 am – 5:30 pm, Monday through Thursday excluding holidays. You can also email our inbox at CND@dpw.lacounty.gov. Please indicate your RRP number and project address in the subject line of all emails.

D. “New”: Your application has been received and is in the queue to be reviewed.