



Compliance Report

Building Division

604.469.4534 • www.portmoody.ca

When the project is done, fill out this form and attach documentation (eg: copies of receipts, weight scale tags etc) **within 90 days of completion.**

Project address:	Permit #: BP
Project type: <input type="checkbox"/> Demolition	
Building Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____	
Square footage of building(s):	
Type of construction (wood frame, concrete, steel etc):	

Name of permit applicant (<i>please print</i>):		
Company name (<i>if applicable</i>):		
Phone #:	Cell #:	Email:
Signature of applicant:		Date:

Hazardous Materials Compliance

Were any hazardous materials removed and disposed of?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<input type="checkbox"/> I have already submitted my Hazardous Materials Report		
<input type="checkbox"/> I found additional hazardous materials onsite. I have attached the following additional documentation:		
<input type="checkbox"/> Inspection Reports	<input type="checkbox"/> WorkSafe BC Clearance Letters	
<input type="checkbox"/> Receipts	<input type="checkbox"/> Waste Disposal Manifests	

Waste Management Plan Compliance

Calculate your recycling rate by using the table on the other side of this form.

1. Take your total from column A (actual tonnes reused/recycled)	A _____
2. Add your total from column A (actual tonnes reused/recycled) with your total from column B (actual tonnes to landfill)	A _____ + B _____ = C _____
3. Divide A by C	
4. Multiply this by 100 for your rate. Your recycling rate is:	_____ %



Email this form back to buildingpermits@portmoody.ca

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CITY OF THE ARTS

Fill in the blanks below to calculate your recycling rate. Use recycling and disposal facility receipts to fill out the information below. Ask your hauler, recycler or site clean-up vendor to assist you. Please note that you must attach documentation (eg: copies of receipts, weight scale tags etc) **within 90 days of completion**.

Recyclable/Reusable Material	A		B	
	Actual tonnes reused/recycled	Facility used	Actual tonnes to landfill	Landfill used
Appliances				
Asphalt				
Asphalt roofing shingles				
Bricks, blocks and ceramic tile				
Cabinetry				
Cardboard				
Concrete				
Doors				
Drywall				
Fixtures (<i>lighting, plumbing, etc.</i>)				
Green waste (<i>shrubs, lawn, small trees</i>)				
Metal (<i>steel, aluminum, copper, brass, etc.</i>)				
Metal – cable and wiring				
Metal – window frames				
Paper				
Plastic – rigid buckets, pails, etc.				
Plastic – wrapping and bags				
Windows in frames				
Wood – structural (<i>incl. pallets</i>)				
Wood – plywood, particle board, OSB				
Wood – roofing (<i>shakes and wood shingles</i>)				
Glass				
Mixed waste (<i>contains recyclables</i>)				
Total:				

Please note that the following materials **are not recyclable** in Metro Vancouver. You won't be penalized for having these materials onsite. However, let us know where these were disposed of so we can confirm the total waste generated.

Non-Recyclable Material	Actual tonnes to landfill	Landfill used
Carpet and underlay		
Fibreglass (<i>including insulation</i>)		
Garbage		
Plastic – PVC		
Plastic – foam packing and insulation		
Plastic – vinyl window frames		
Wood – treated, pressure treated, creosoted, timbers, telephone poles		
Hazardous materials. All hazardous wastes must be disposed of to WorkSafe BC and the Ministry of the Environment requirements, along with any additional requirements imposed by the disposal facility.		