



Bureau of Planning and Sustainability  
Innovation. Collaboration. Practical Solutions.

# PRE-CONSTRUCTION Recycling Plan Form

**THIS FORM MUST BE COMPLETED AND SIGNED BY THE GENERAL CONTRACTOR OR THE PROPERTY OWNER**

**Applies to every project valued at \$50,000 or over including construction and demolition phases**

For all construction and demolition projects in Portland where the total job is valued at \$50,000 or more, the City of Portland requires general contractors (property owner where no general contractor has been named) to recycle the materials listed below on the job site. The Responsible Party must ensure that these materials are separated from trash and recycled. Failure to comply with the ordinance is ultimately subject to a penalty of up to \$500 for the first violation (City code 17.102.070).

contact person (if there is one)  
general contractor or property owner  
mailing address  
city state zip

Sample of Report Form

**Job Site:** 4959 SE Main St

Permit(s) Valuation:

**Permit No(s):** 10-123456 RS

**Project Description:** Alteration Tenant improvement - remodel of 4th floor lobby

**Plat Name:** Lladd's Addition

**Property Owner:** John F Jones

Recycled Material <i>(We need to know which of the materials listed below are being recycled at this construction site.)</i>	Collected by an outside contractor*	Self-hauled to a recycler or a recycling depot	Reused by you or your construction company	Not generated at this site
	<i>(Place a check mark in at least one column of every line, except Other)</i>			
Rubble (concrete/asphalt)				
Land Clearing Debris				
Corrugated Cardboard*				
Metals *				
Wood				
Other (specify):				

\* Collected at the construction site by a commercial hauler or independent recycler.  
Note: All Portland commercial garbage haulers offer collection for at least corrugated cardboard and metals.

**Anticipated Completion Date (month and year) of** \_\_\_\_\_ (If necessary, estimate the Month and Year of anticipated completion.)

I understand that as the general contractor (or property owner where no general contractor has been named), I am legally required to set up a recycling system, including containers or areas, separate from garbage, for all of the above materials that are generated at this site. Employees and subcontractors will be instructed not to put these materials in a container together with garbage.

Signature of General Contractor or Property Owner	Title	<b>Responsible Party (check one)</b>
Print Name	Phone Number	<input type="checkbox"/> General Contractor
		<input type="checkbox"/> Property Owner

*If you have any questions, contact the City of Portland, Solid Waste & Recycling Division at 503-823-7202.*

**Return completed form** to Solid Waste & Recycling Division, 1900 SW 4<sup>th</sup> Ave, Suite 7100  
Portland OR 97201-5380, or fax to 503-823-7800. (Be sure to retain a copy for your files and job site posting)

**Please post copy of completed form at job site.**