

When and How to Submit the Waste Diversion Plan and Deconstruction & Salvage Assessment Form

The following information must be submitted at application intake if the area of work is greater than 750 square feet:

A [waste diversion plan](#) must be submitted and should identify the following:

- Potential waste materials produced on site
- Where they will be hauled to
- Who the hauler might be

A [deconstruction & salvage assessment](#) is required in addition to the waste diversion plan when the area of work involves partial or total demolition. The assessment indicates which of the materials identified in your waste diversion plan can possibly be salvaged.

You or someone associated with your project may fill out the form when the project scope includes:

- Alterations,
- Partial building removal, or
- Material from one site is being used on another project site

A salvage verifier meeting one of the following requirements must fill out the form when your project involves whole building removal:

- An established salvage and reuse retail company
- A licensed contractor specializing in deconstruction
- A demolition company with knowledge of local and current salvage retail markets

A list of possible verifying agents may be found through resources such as [The Northwest Building Salvage Network](#).

Although, this information should be submitted at the time you apply for your building permit, you may email it to DPD_Plans_Routing@seattle.gov at any time during the review process.

It is not necessary to use our waste diversion plan and deconstruction & salvage assessment form. You are welcome to develop your own form as long as it has the required information. Similar forms used to achieve waste points or credits for programs such as Built Green or LEED may also be used.

Waste Diversion Report:

At the end of your project, you should submit a waste diversion **report** to Seattle Public Utilities (SPU) within 60 days of final inspection approval from us. The waste diversion report does not have to match your waste diversion plan since not everything can be anticipated prior to construction. However, the report should show:

- What construction and demolition materials were actually produced from the project
- The quantity of each material
- How you diverted the material (Salvage, recycle, landfill), and
- The identities of the hauler and receiving location

Click here for a copy of [the Waste Diversion Report and directions for how you submit it to SPU](#).

For detailed information and ideas about integrating salvaged building materials into your construction project, take a look at the [Salvage and Reuse Green Home Remodel Guide](#). The [King County Green Tools website](#) contains further information on salvage and deconstruction, including: salvage and deconstruction companies, building re-use stores, and a searchable database for construction material recycling.

Contact us:

- [General Building Permit Questions](#) (select “General Permitting” under “Topic”)
- Technical Form Questions? Email SPU at WasteDiversionReport@seattle.gov