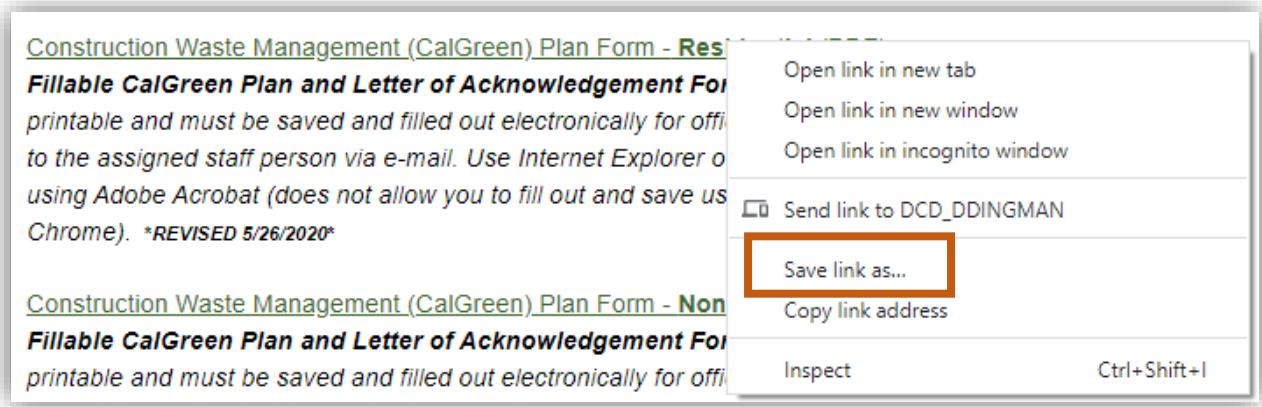
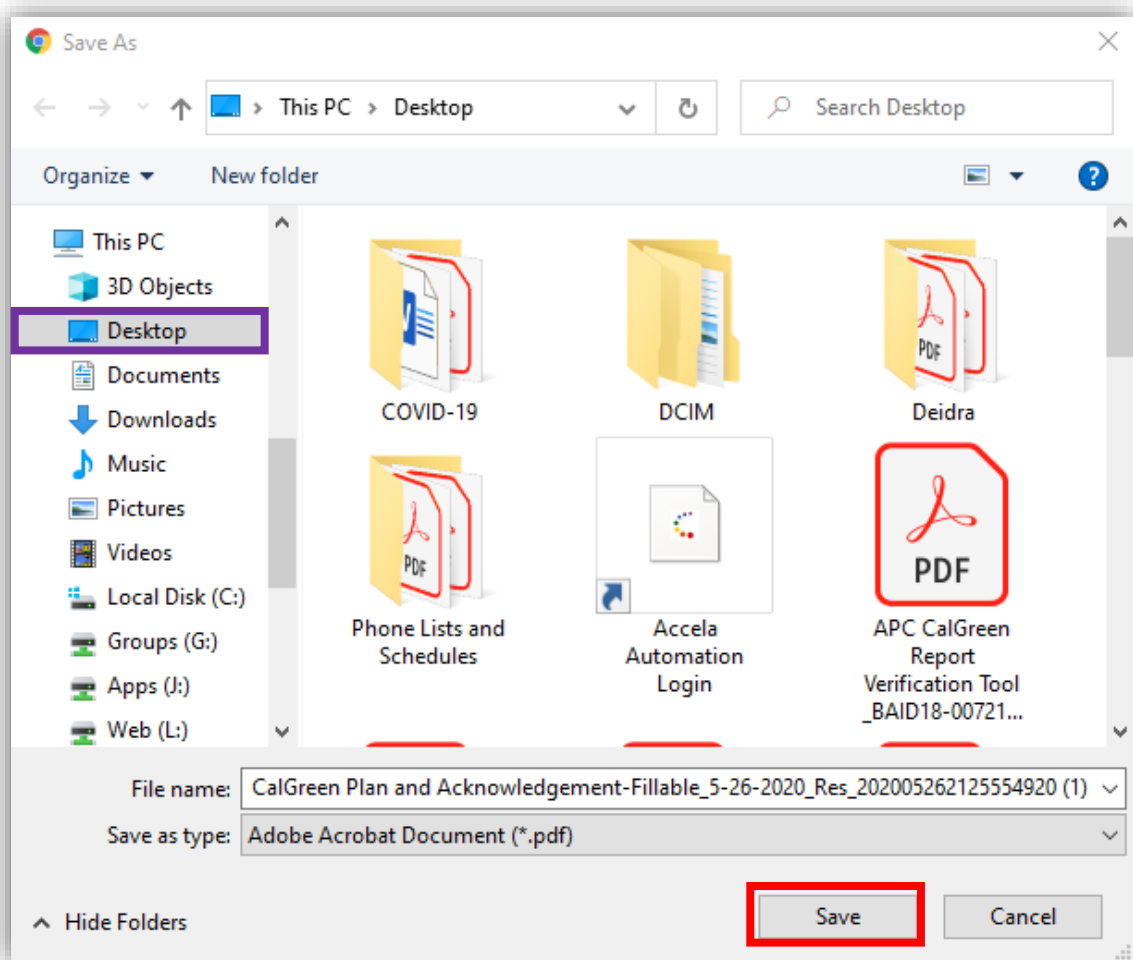


## HOW TO DOWNLOAD CALGREEN FORM TO FILL-OUT ELECTRONICALLY AND SAVE COMPLETED PDF FOR E-MAIL SUBMITTAL

Step 1. Use your mouse to Right-Click on the applicable CalGreen Form link to get the following menu to pop-up and then use your mouse to Left-Click on **“Save link as...”** (see BROWN BOX in picture below)



Step 2. Use your mouse to select **Desktop** (see PURPLE BOX in picture below) and then click on the **Save button** (see RED BOX in picture below).



# HOW TO DOWNLOAD CALGREEN FORM TO FILL-OUT ELECTRONICALLY AND SAVE COMPLETED PDF FOR E-MAIL SUBMITTAL

**Step 3. Find and open the PDF file you saved to your Desktop which should open the CalGreen form in Adobe Acrobat Reader® program.**



If you do not already have [Adobe Acrobat Reader®](https://get.adobe.com/reader/) on your computer, it can be downloaded for free by visiting <https://get.adobe.com/reader/>

**CONSTRUCTION WASTE MANAGEMENT (CALGREEN) PLAN: RESIDENTIAL**

**PERMIT WILL NOT BE ISSUED UNTIL COMPLETED PLAN IS SUBMITTED & APPROVED**

**QUESTIONS? Contact the Application & Permit Center at (925) 674-7200 or [apptask@sfcd.cccounty.us](mailto:apptask@sfcd.cccounty.us)**

APN: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_ Project Type:  Residential (1-3 stories)  Residential (over 3 stories)  Demo

Jobsite Contact: \_\_\_\_\_ Company: \_\_\_\_\_ Jobsite Contact Phone: \_\_\_\_\_

Amount of Demolition Work:  None  Low (only floor & wall coverings, fixtures, etc.)  Medium (includes framing & structural members)  High (includes foundations) Demo Sq. Ft.: \_\_\_\_\_

Check all applicable waste reduction methods:  Efficient Design  Careful & accurate material handling/storage  Panelized or prefabricated construction

Name of Facility where Load will be Delivered (Select SELF-HAUL or ENTER HAULING COMPANY NAME in below drop-down box)	Material Type	To Be REUSED	To Be RECYCLED	To Be DISPOSED
Mixed Construction & Demolition (C&D) Debris (Mixed C&D loads (tons listed on or converted from amount shown on receipts) can only be partially recycled. Therefore when submitting Report Mixed C&D tons will have to be split into the Tons Recycled and Tons Disposed columns as follows: • Loads that ARE taken to one of the approved C&D Processing Facilities on the list, will be credited as 50% Recycled and remaining 50% must be counted as Disposal. • If facility IS NOT one of the listed Approved C&D Processing Facilities, then 100% of the C&D tons taken to that facility will have to be included under Disposal.	Trash or Municipal Solid Waste (MSW)		X	X
Source Separated Reusable or Recyclable Materials (Maximize recycling credit by separating concrete & other materials at the jobsite in order to deliver to facilities that you confirm accepts specified material types for reuse or recycling.)	Asphalt & Concrete			
	Dry Wall/Gypsum		X	X
	Clean Wood			

Full Name of \_\_\_\_\_ Other: \_\_\_\_\_ E-mail Address \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*FINAL INSPECTION WILL ONLY BE SCHEDULED IF COMPLETED REPORT SUBMITTED WITH ADEQUATE RECYCLING RECEIPTS\*\*\***

When selecting facilities to be used, be sure to refer to the most up-to-date [Approved C&D Processing Facilities List](#) posted on our website [www.cccounty.us/6306](http://www.cccounty.us/6306)

**Step 4. Once you have finished filling in all the required fields (outlined in red on the form itself) on one or both pages of the applicable form(s) click the “File” button on the top right of the screen to get the following menu to popup. Then use your mouse to Left-Click on “Save as” (see BLUE BOX in picture below).**

test 1.pdf (SECURED) - Adobe Acrobat Reader DC

File Edit View Window Help

- Open... Ctrl+O
- Reopen PDFs from last session
- Create PDF
- Save Ctrl+S
- Save As... Shift+Ctrl+S**
- Convert to Word, Excel or PowerPoint
- Save as Text...
- Compress File
- Password Protect
- Share File
- Revert
- Close File Ctrl+W
- Properties... Ctrl+D

**CONSTRUCTION WASTE MANAGEMENT (CALGREEN) PLAN**

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APN: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner E-mail: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

Jobsite Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Amount of Demolition Work:  None  Low (only floor & wall coverings, fixtures, etc.)  Medium (includes framing & structural members)  High (includes foundations) Demo Sq. Ft.: \_\_\_\_\_

Check all applicable waste reduction methods:  Efficient Design  Careful & accurate material handling/storage

Name of Facility where Load will be Delivered  
(Select SELF-HAUL or ENTER HAULING COMPANY NAME in below drop-down box)

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Step 5. Type in “CalGreen Plan for permit (*list building permit # here*)” for plans or “CalGreen Report for permit (*list building permit # here*)” for reports in the “File name” section (see RED BOX in picture below) and click “Save” (see BLUE BOX in picture below). You are now ready to attach and email your PDF!

