

How to Guide: Debris Management Review Form

READ ON TO EXPLORE THE FEATURES OF THIS ONLINE FORM

Those applying for a commercial building permit, large multifamily residential building permit, or a demolition permit are required to complete this [Debris Management Review Form](#). If your project is under \$50,000 in cost, you will not be asked to submit any debris management information as part of this review form.

Use this How to Guide to explore what information is needed to complete this review form.

READ ALL PAGE INSTRUCTIONS

ZER WASTE
METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

Debris Management Review Form

1 READ THIS FIRST 2 Get Started 3 Acknowledgement of Metro Code 4 Submit for Final Approval

Welcome to the Debris Management Review Form

Those applying for a commercial building permit, large multifamily residential building permit, or a demolition permit are required to complete this Debris Management Review Form.

IMPORTANT: If your project is under \$50,000 in cost, enter your construction/contract value on the next page to complete this review. You will not be asked to submit any debris information for this sign off.

If you have questions about this form, call (615) 862-4004, email CandDRecycling@nashville.gov, or visit DebrisManagementPlan.nashville.gov.

How This Form Works

This Debris Management Review Form is a smart form that is used for both building permit application and use and occupancy sign off (if applicable) for your project. This means that based on the information you provide, the form will automatically generate the fields you will need to complete for either your building permit application or use and occupancy sign off. Fields that have a red asterisk next to them are required to be filled out to receive your sign off.

If at any point you need to save your progress and come back to the form, click the "Save" button at the bottom right of the page. You will be emailed a link to your form in progress for you to come back and complete at a later time.

Ready to get started? Click "Next".

Next Save

1 / 4

Read the instructions carefully to ensure your project team receives building permit sign off for this review.

HAVE YOUR CONSTRUCTION COST READY

1 READ THIS FIRST 2 **Get Started** 3 Acknowledgement of Metro Code 4 Submit for Final Approval

Get Started

To get the right form for your project, please provide your permit type and answer the questions below. NOTE: This form is best completed with assistance from your General Contractor

Permit Application Number * Ex. T2022012345 **Permit type ***

This number starts with "T" and is provided to you when you initiate your permit application with Metro Codes Department This four-letter acronym appears in front of your permit application number

Permit Applicant Email * **Construction Cost/Contract Value ***

This email address is where your project team will receive important correspondence about this review

If the scope of your permit does not include any construction activity, check this box.

The scope of my permit does not include any construction

If you are applying for construction on a DADU (detached accessory dwelling unit), check this box.

I am applying for a detached accessory dwelling unit (DADU) permit

Back Next Save

To get started, project teams will need permit application number, permit type, email address, and construction cost.

How to Guide: Debris Management Review Form

READ ON TO EXPLORE THE FEATURES OF THIS ONLINE FORM

If your project is under \$50,000 in cost, skip to page 5 of this guide to see the form process for your project team.

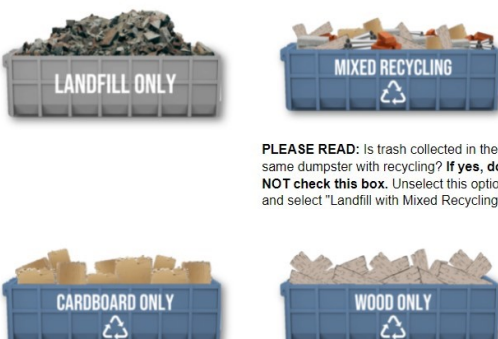
BE FAMILIAR WITH YOUR JOBSITE DUMPSTERS

Material Collection

What TYPE of dumpsters will your project have to collect debris for disposal or recycling? Select all that apply.

- Landfill Only Dumpster
- Landfill with Mixed Recycling Dumpster (Trash and recycling in the same dumpster)
- Mixed Recycling Only Dumpster (Includes multiple recyclables, but NO trash)
- Cardboard Only Recycling Dumpster
- Metals Only Recycling Dumpster
- Concrete/Masonry Only Recycling Dumpster
- Unpainted/Untreated Wood Only Recycling Dumpster
- Land Clearing Debris Only Recycling Dumpster
- Other

Will your dumpster(s) look like this? If this does not look like your dumpster, uncheck this box.



PLEASE READ: Is trash collected in the same dumpster with recycling? If yes, do NOT check this box. Unselect this option and select "Landfill with Mixed Recycling".

Select the expected jobsite dumpsters for your project. If your jobsite will have a dumpster type that is not listed, select "Other."

KNOW HOW CREW MEMBER WASTE WILL BE MANAGED

How will crew members' personal waste be managed on your jobsite? *

Examples of crew member personal waste include lunch waste and plastic water bottles.

Type in how crew member waste will be managed on the jobsite. If unknown, write in "Unknown."

FOLLOW INSTRUCTIONS FOR BUILDING PERMIT SIGN OFF

*****STOP, PLEASE READ ALL DIRECTIONS BEFORE CONTINUING*****

In order to receive your building permit sign off, do the following:

1. Hit the "Save" button in the bottom right hand corner of your screen. Enter your email address when prompted
2. Email CandDRecycling@nashville.gov with your permit number and a request for sign off on the Debris Management Review
3. Print and/or Save this current screenview
4. Print and/or Save the link to your Debris Management Review Form in progress. You will need this link for use and occupancy (U&O) sign off

The Debris Management Review Form will be approved if you completed all questions on the previous pages. Do not proceed with the remainder of this form until you need a use and occupancy (U&O) sign off

NOTE: For Use and Occupancy sign off (U&O) you will need to provide volume or weight based totals of material sent for disposal or recycling. Keep track of disposal and recycling amounts throughout your project, including any weight tickets or receipts from your dumpster company or disposal location. If you cannot access your "Save and Resume" link for Use and Occupancy (U&O) approval, email CandDRecycling@nashville.gov with your permit number and our team will provide it to you.

Permit applicants will use the same form for building permit review sign off and use and occupancy sign off. Read all form instructions to ensure your project team completes all required sections for building permit sign off.

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READ ON TO EXPLORE THE FEATURES OF THIS ONLINE FORM

LOCATE YOUR SAVE AND RESUME LINK FOR U&O SIGN OFF

*******START HERE FOR USE AND OCCUPANCY SIGN OFF*******

In order to receive use and occupancy (U&O) sign off, complete the following pages.

NOTE: You will need to provide volume or weight based totals of material sent for disposal and recycling. You should have kept track of disposal and recycling amounts throughout your project, including maintaining weight tickets or receipts from your hauler, dumpster company, and disposal or recycling location. These will assist you in filling out the remainder of the Debris Management Review Form.

Read all instructions to ensure your project team completes all required sections for use and occupancy (U&O) sign off.



BE FAMILIAR WITH YOUR JOBSITE DUMPSTERS

Material Collection Revisited

What TYPE of dumpsters did your project use to collect debris for disposal or recycling? Select all that apply.

- Landfill Only Dumpster
- Landfill with Mixed Recycling Dumpster
- Mixed Recycling Only Dumpster (Includes multiple recyclables, but NO trash)
- Cardboard Only Recycling Dumpster
- Metals Only Recycling Dumpster
- Concrete/Masonry Only Recycling Dumpster
- Unpainted/Untreated Wood Only Recycling Dumpster
- Land Clearing Debris Only Recycling Dumpster
- Other

Did your dumpster(s) look like this? If this does not look like your dumpster, uncheck this box.




Was trash collected in the same dumpster with recycling? If yes, do NOT check this box. Unselect this option and select "Landfill with Mixed Recycling".

Select the jobsite dumpsters used for your project. If your jobsite had a dumpster type that is not listed, select "Other."

KNOW YOUR HAULER, DISPOSAL LOCATION, AND PROJECT DEBRIS

Debris Management - Landfill



Provide your waste hauler *

Provide your disposal location *

If you self-hauled material, write in your company name.

What debris did your project send to landfill? Select all that apply. *

<input type="checkbox"/> Asphalt shingles	<input type="checkbox"/> Heating/cooling systems
<input type="checkbox"/> Cardboard	<input type="checkbox"/> Land clearing debris
<input type="checkbox"/> Concrete/concrete block	<input type="checkbox"/> Lighting
<input type="checkbox"/> Drywall	<input type="checkbox"/> Masonry
<input type="checkbox"/> Metals (ferrous and non-ferrous)	<input type="checkbox"/> Electrical equipment
<input type="checkbox"/> Plastic	<input type="checkbox"/> Finishes (carpet, ceiling tile, floor tile, paint, wall tile, etc.)
<input type="checkbox"/> Plumbing/porcelain	<input type="checkbox"/> Finished goods (cabinets, countertops, doors, windows, etc.)
<input type="checkbox"/> Treated wood	<input type="checkbox"/> Gates and railings
<input type="checkbox"/> Untreated wood	<input type="checkbox"/> Glass
<input type="checkbox"/> Other (please describe below)	

Type in the hauler and disposal or recycling location for each dumpster type used on the jobsite.

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TRACK YOUR DEBRIS AMOUNT(S)

Were your dumpsters measured and charged by weight (tons) or by volume (cubic yards) *

By Weight (tons)

By Volume (cubic yards)

Enter the total amount of material that was collected and sent to landfill (in tons) *

tons

Keep track of receipts and weight tickets from your contractor, hauler, or disposal/recycling location.

SIGN IN ACKNOWLEDGEMENT OF METRO CODE

Acknowledgement of Metro Code § 16.28.040D

By signing below, I agree that no construction and demolition waste will be stored on the property that is not in compliance with [Chapter 16.24](#) of the Metropolitan Code of Laws.

Signature *

Click and draw your signature in acknowledgement of Metro Code § 16.28.040D.

SUBMIT FOR REVIEW

Submit for Review

If you are ready to submit your information for review, select "Submit for Review" below. You will receive a copy of your responses by email.

Upload any weight tickets or receipts from disposal or recycling from your contractor, hauler, or disposal/recycling location.

or drag files here.

Upload any weight tickets or receipts for your project's debris. Click "Submit for Review"

For any further questions about the Debris Management Review Form, visit DebrisManagementReview.nashville.gov. You can contact the review team by emailing CandDRecycling@nashville.gov or calling (615) 862-4004.

How to Guide: Debris Management Review Form

READ ON TO EXPLORE THE FEATURES OF THIS ONLINE FORM

If your project is under \$50,000 in construction cost or your project does not include any construction activity or you are applying for construction on a detached accessory dwelling unit (DADU), your form process will look like the following:

KNOW YOUR CONSTRUCTION COST

The screenshot shows the 'Get Started' section of the online form. At the top, there is a progress bar with four steps: 1. READ THIS FIRST, 2. Get Started (highlighted), 3. Acknowledgement of Metro Code, and 4. Submit for Final Approval. Below the progress bar, the title 'Get Started' is followed by a note: 'To get the right form for your project, please provide your permit type and answer the questions below. NOTE: This form is best completed with assistance from your General Contractor'. The form contains four main input fields: 'Permit Application Number *' with an example 'T2022012345' and a note 'This number starts with "T" and is provided to you when you initiate your permit application with Metro Codes Department'; 'Permit type *' with a dropdown menu and a note 'This four-letter acronym appears in front of your permit application number'; 'Permit Applicant Email *' with a note 'This email address is where your project team will receive important correspondence about this review'; and 'Construction Cost/Contract Value *'. Below these fields, there are two checkboxes: 'If the scope of your permit does not include any construction activity, check this box.' with the option 'The scope of my permit does not include any construction'; and 'If you are applying for construction on a DADU (detached accessory dwelling unit), check this box.' with the option 'I am applying for a detached accessory dwelling unit (DADU) permit'. At the bottom, there are 'Back', 'Next', and 'Save' buttons.

To get started, project teams will need permit application number, permit type, email address, and construction cost.

SIGN IN ACKNOWLEDGEMENT OF METRO CODE

The screenshot shows the 'Acknowledgement of Metro Code' section of the online form. At the top, there is a progress bar with four steps: 1. READ THIS FIRST, 2. Get Started, 3. Acknowledgement of Metro Code (highlighted), and 4. Submit for Final Approval. Below the progress bar, the title 'Acknowledgement of Metro Code § 16.28.040D' is followed by a note: 'By signing below, I agree that no construction and demolition waste will be stored on the property that is not in compliance with Chapter 16.24 of the Metropolitan Code of Laws'. Below this note is a 'Signature *' field with a drawing tool icon. At the bottom, there are 'Back', 'Next', and 'Save' buttons.

Click and draw your signature in acknowledgement of Metro Code § 16.28.040D.

SUBMIT FOR REVIEW

The screenshot shows the 'Submit for Review' section of the online form. At the top, there is a progress bar with four steps: 1. READ THIS FIRST, 2. Get Started, 3. Acknowledgement of Metro Code, and 4. Submit for Final Approval (highlighted). Below the progress bar, the title 'Submit for Review' is followed by a note: 'If you are ready to submit your information for review, select "Submit for Review" below. You will receive a copy of your responses by email.' Below this note are 'Back', 'Submit for review', and 'Save' buttons.

Click "Submit for Review"