



Cook County Department of Environment and Sustainability

This tutorial guides you through using the new 3D reporting tool for the Cook County Demolition Debris Diversion (3D) Ordinance. Similar to the Green Halo platform, the process involves two main parts:

- Part 1: Submitting a 3D project diversion plan with estimated debris quantities and diversion details.
- Part 2: Reporting the actual amounts of debris diverted after the project is completed.

Part 1

This part covers the necessary steps for submitting a demolition diversion plan. The following recycling plan will be used as a reference for this tutorial.

Estimated total debris generated:	200 tons		
Material #	Material Name	QTY	Rec. Facility
Material 1	Mixed C & D Debris	100 tons	Bluff City
Material 2	Mixed Recyclables	30 tons	Bluff City
Material 3	Metal Drums, Barrels & Buckets	40 tons	CID RDF

To start, click on Apply for a New Permit, go to the permit portal and complete sections 1 through 3 as usual for a demolition permit.

<https://espay.cookcountyil.gov/DesWebPortal/#/demolition>

A new section, section 4, has been inserted for recording the project's 3D diversion plan. When you get to this section, follow the following steps:



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< 1 2 3 4 5 >

4. Demolition Debris Diversion Ordinance Plan

The Cook County Demolition Debris Diversion (DDD) Ordinance (Sec. 30-769 through 30-775) requires reuse and recycling of demolition debris consistent with the Cook County Solid Waste Plan. Demolition debris diversion shall be required for all demolition activities affecting any structure except garages, sheds, utilities, and projects that are not demolishing any load bearing walls. Prior to the commencement of a demolition project, the demolition permit holder must submit a Demolition Debris Diversion Plan, estimating the respectively required diversion goals and the transport means and destinations of demolition debris.

Please check this box if your demolition activity is for garages, sheds, utilities, or projects that are not demolishing any load bearing walls. You are not required to complete this page in those instances.

Please enter the overall total estimated weight of demolition debris for this project below:

Amount* Measure

Estimates for diversion are required to be at least 70% of the total estimated weight.

Please enter the estimated demolition diversion quantities, by material, below. Please note, the estimates for diversion are required to be at least 70% of the total estimated weight.

[+ Add Additional Material\(s\)](#)

To convert Pounds to Tons, divide pounds by 2000. To convert Cubic Yards to Tons, multiply cubic yards by 1.4

NEXT
Signature [>](#)

[Save & Return Later](#)
[Cancel](#)
Total Price: 50

1. Type in the estimated total amount of debris generated by the demolition project, measured in tons. In this example, the total amount is 200 tons. For now, ignore the red highlight and the message stating that "Estimates for diversion are required to be at least 70% of the total estimated weight."
2. Select the "Add Additional Material(s)" button.

Material 1

Name* Amount* Measure

A Name Is Required

Recycling Facility Name*

A valid facility must be selected

[+ Add Additional Material\(s\)](#)

To convert Pounds to Tons, divide pounds by 2000. To convert Cubic Yards to Tons, multiply cubic yards by 1.4

3. Select Material 1.
4. Select "Mixed C & D Debris" from the drop-down list next to Name by clicking the "v" symbol.

Material 1

Name* Amount* Measure

Recycling Facility Name*

Material 2

[+ Add Additional Material\(s\)](#)

To convert Pounds to Tons, divide pounds by 2000. To convert Cubic Yards to Tons, multiply cubic yards by 1.4

5. Input 100 in the Amount field.
6. Under Recycling Facility Name, start typing "CID" and then select "CID RDF (Waste Management)" from the options.



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Material 2

Name*	Amount*	Measure
<input type="text" value=""/>	<input type="text" value="0"/>	Tons <input type="button" value="x"/>

A Name Is Required

Recycling Facility Name*

A valid facility must be selected

7. Select "+ Add Additional Materials", then choose "Material 2" from the options provided.

8. Select "Mixed Recyclables" from the drop-down list that appears when you click the "v" symbol to the left of "Name."

Material 1

Material 2

Name*	Amount*	Measure
<input type="text" value="Mixed Recyclables"/>	<input type="text" value="30"/>	Tons <input type="button" value="x"/>

Recycling Facility Name*

Material 3

9. Input 30 in the Amount field.

10. Begin to type "Bluff" under Recycling Facility Name and then choose "Bluff City Materials".

11. Select "+ Add Additional Materials", then choose "Material 3" from the options provided.

Material 3

Name*	Amount*	Measure
<input type="text" value="Metal Drums, Barrels & Buckets"/>	<input type="text" value="40"/>	Tons <input type="button" value="x"/>

Recycling Facility Name*

12. Select "Metal Drums, Barrels & Buckets" from the drop-down list next to the "v" symbol to the left of "Name."

13. Input 40 in the Amount field.

14. Begin to type "CID" under Recycling Facility Name and then choose "CID RDF (Waste Management)".

To convert Pounds to Tons, divide pounds by 2000. To convert Cubic Yards to Tons, multiply cubic yards by 1.4



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4. Demolition Debris Diversion Ordinance Plan

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Please check this box if your demolition activity is for garages, sheds, utilities, or projects that are not demolishing any load bearing walls. You are not required to complete this page in those instances.

Please enter the overall total estimated weight of demolition debris for this project below.

Amount* Measure

Please enter the estimated demolition diversion quantities, by material, below. Please note, the estimates for diversion are required to be at least 70% of the total estimated weight:

Material 1

Material 2

Material 3

Name*	Amount*	Measure
<input type="text" value="Metal Drums, Barrels & Buckets"/>	<input type="text" value="40"/>	<input type="text" value="Tons"/>

Recycling Facility Name*

[+ Add Additional Material\(s\)](#)

To convert Pounds to Tons, divide pounds by 2000. To convert Cubic Yards to Tons, multiply cubic yards by 1.4

NEXT
Signature

Note: After entering all the material types to be recycled and the sum of the material amounts equals or exceeds 70% of the total estimated amount, the flags in step 1 will be removed.

15. Click on the left arrow at the bottom right to go to Section 5, Attachments & Signature page of the application process.

16. Fill out the rest of the demolition permit application following the normal process.



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Part 2

The actual amounts of debris diverted must be reported within 45 days of the demolition permit's end date by returning to the permitting website.

<https://espay.cookcountyil.gov/DesWebPortal/#/demolition>

1. Select "Submit DDD Information."

Demolition Permit Application

Please select from one of the following:

For new projects:

[Apply for a New Permit](#)

For incomplete applications:

[Complete Saved Application](#)

For revisions to existing permits:

[Complete Permit Revision Form](#)

For approved permits:

[Search For Approved Permits](#)

For approved permits:

[Submit DDD Information](#)

Please note: Cook County no longer uses Green Halo for Demolition Debris Diversion Reporting. Click the button to the left to enter quantities of materials reused and/or recycled.

2. Enter your permit number and select Search.

DDD Information Permit Search

Application Number

[Search](#)



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Demolition Debris Diversion Ordinance Plan

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Please enter the total actual quantity recycled below:

Estimate Amount*	Actual Amount*	Measure
<input type="text" value="200"/>	<input type="text" value="0"/>	<input type="text" value="Tons"/>

Please enter the actual quantities recycled by material below. You can save and return later if you are only making partial updates. Click the submit button once you've made all updates to finalize the project.

Material 1

Material 2

Material 3

[+ Add Additional Material\(s\)](#)

To convert Pounds to Tons, divide pounds by 2000. To convert Cubic Yards to Tons, multiply cubic yards by 1.4

Save And Return Later

Submit

Clicking Submit indicates you have finalized your entries. You will no longer be able to update recycled quantities for this permit once submitted.

Upon entering your permit number, your recycling plan will be displayed. The plan will show the previously entered estimated amount of 200 tons and the three corresponding material types.

3. Select Material 1.

Material 1

Material Name*	Estimated Amount*	Measure
<input type="text" value="Mixed C & D Debris"/>	<input type="text" value="100"/>	<input type="text" value="Tons"/>

Actual Amount*

Recycling Facility Name*

Upload File.*

4. In the Actual Amount field, enter the actual amount recycled in tons (e.g. 95)
5. Update the Recycling Facility Name if actual recycling facility is different.
6. You must upload your load tickets. Select "Browse" and choose the file from your computer. Please note that only one file can be uploaded at a time. If you have multiple load tickets, combine them into a single file before uploading.



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Material 2

Material Name*	Estimated Amount*	Measure
Mixed Recyclables	30	Tons

Actual Amount*

30

Recycling Facility Name*

Bluff City Materials

Upload File.*

Browse

7. Select Material 2.
8. In the Actual Amount field, enter the actual amount recycled in tons (e.g. 30)
9. Update the Recycling Facility Name if actual recycling facility is different.
10. Select "Browse" and choose the file from your computer. If you have multiple load tickets, combine them into a single file before uploading.

Material 3

Material Name*	Estimated Amount*	Measure
Metal Drums, Barrels & Buckets	40	Tons

Actual Amount*

30

Recycling Facility Name*

CID RDF (Waste Management)

Upload File.*

Browse

11. Select Material 3.
12. In the Actual Amount field, enter the actual amount recycled in tons (e.g. 30)
13. Update the Recycling Facility Name if actual recycling facility is different.
14. . Select "Browse" and choose the file from your computer. If you have multiple load tickets, combine them into a single file before uploading.

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Please enter the total actual quantity recycled below:

Estimate Amount*	Actual Amount*	Measure
200	155	Tons

Please enter the actual quantities recycled by material below. You can save and return later if you are only making partial updates. Click the submit button once you've made all updates to finalize the project.

Save And Return Later

Submit

Clicking Submit indicates you have finalized your entries. You will no longer be able to update recycled quantities for this permit once submitted.

15. Enter the sum of the actual amount of all materials (e.g. 155). This sum must be equal or greater to 200, the original total estimated amount.
16. Select Submit.



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Your DDDI Application Has Been Saved
Your DDDI application has been saved.

Finish!

Remember that the preceding data, including material types, facilities, and quantities, are intended solely as a teaching aid. When working on your own project, use your actual data instead of the values provided here.

If you have any questions or comments, please contact us at asbestosdemo@cookcountyil.gov.