

COLLECTION BINS

This information bulletin provides a general overview of the regulations for **Collection Bins** in the City of Los Angeles. The Collection Bin Ordinance (Ord. No. 187,248, effective 12/31/21) established operational, aesthetic, and maintenance standards to ensure the placement of a Collection Bin does not negatively impact public health, safety, or welfare.

I. DEFINITIONS

COLLECTION BIN. Any box, canister, receptacle, or other container that can be opened and closed, and is used for collecting salvageable personal property, including, but not limited to, clothing, shoes, books, and household items for periodic off-site processing and/or redistribution. For purposes of this definition, salvageable personal property shall not include recyclable materials not intended for reuse, including, but not limited to, newspapers, plastic, glass, aluminum, electronics, toxic or hazardous materials, and solid waste; nor any personal property that, because of its size, does not fit inside the Collection Bin.

II. PLAN CHECK PROCESS REQUIREMENTS. A use of land permit is required for each collection bin.

I. Submittal - documents needed for plan check are as follows:

- A. Completed attached **Affidavit Regarding Maintenance of Collection Bins**. The affidavit shall be completed and recorded with the Office of the County Recorder's Office per [IB P/GI 2023-024](#).
- B. Two Set of plans, as follows. Plans prepared with ink or indelible pencil or by a reproduction process, drawn to scale, fully dimensioned, and a minimum size of 24" x 36". Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes and of relevant laws, ordinances, rules, regulations, and orders.
 1. **Site Plan**, identifying the following:
 - a) Boundaries of the lot on which the Collection Bin will be located.
 - b) Location of all buildings on the lot.
 - c) Proposed Collection Bin location.
 - (1) Collection Bins shall only be located on lots in commercial zones that contain at least one operating business.
 - (2) Collection Bins shall not be located:
 - (i) Within 20 feet of any public right-of-way.
 - (ii) Within 10 feet of any lot line adjoining another lot.
 - (iii) Within 100 feet of any A- or R-zoned lot.
 - (iv) Within any landscaped area. required

- (v) Within any area that will reduce the number or size of, or impede access to, any required parking spaces on the lot on which the Collection Bin is located.
 - (vi) Within any area that will impede access to, or be located within, a trash enclosure area.
 - (vii) Within any area that will impair the functioning of exhaust, ventilation, or fire extinguishing systems.
- (3) No more than one Collection Bin shall be located on any lot.
- d) Distance from the proposed Collection Bin to the lot lines and to the nearest buildings on the lot.
- e) Locations and dimensions of all existing and proposed driveways, landscaped areas, easements, and parking spaces on the lot.
- f) The site plan shall also contain the signature of the operator, and the lot owner or a legally authorized representative thereof if the operator and lot owner are different persons or entities, attesting under penalty of perjury that the information contained in the site plan is true, correct, and complete.
- 2. **Elevation Plans**, showing the height, width, depth, and general appearance of the Collection Bin, and the materials of which the Collection Bin is fabricated.
- 3. Incorporated the following as Notes on Plans:
 - a) The exterior of each Collection Bin shall conspicuously display the following official required information using lettering at least one inch high. Printed or otherwise displayed information at each side of the bin shall comply with the size limitations for Information Signs set forth in Section [14.4.7](#) of the LAMC and shall be exempt from sign permit regulations set forth in Section [91.6201.2](#) LAMC.
 - (a) "OFFICIAL REQUIRED INFORMATION OF THE CITY OF LOS ANGELES SHALL NOT BE DEFACED:"
 - (b) Collection Bin operator's name, address, email address, website, and telephone number, as stated in the Collection Bin operator's current Business Tax Registration Certificate.
 - (c) Lot owner's name.
 - (d) Address of the lot.
 - (e) "Any person that wishes to register a complaint regarding this Collection Bin with the Department of Building and Safety may call the 3-1-1 telephone line for further information."
 - (f) "Only the following types of donations may be placed in this Collection Bin: clothing, books, shoes, and household items."
 - (g) "Recyclable materials not intended for re-use shall not be placed in this Collection Bin. This includes, but is not limited to, newspapers, plastic, glass, aluminum, electronics, toxic or hazardous materials, and solid waste. No donations, trash, or any other items shall be placed outside of this Collection Bin."

- (h) "The operator of this Collection Bin shall ensure that all items left in the Collection Bin are regularly collected by the 1st and 15th day of each month."
- (i) The types of articles accepted in the Collection Bin (e.g., "CLOTHING, BOOKS, SHOES AND HOUSEHOLD ITEMS ONLY").
- b) Each Collection Bin shall comply with all State law informational requirements for Collection Bins, including but not limited to those set forth in Welfare and Institutions Code, Sections 150 through 153. If these or any other State law informational requirements conflict with any informational requirements set forth in this subdivision, the State law informational requirements shall take precedence.
- c) No Collection Bin shall exceed dimensions of 82 inches in height, 50 inches in depth, and 60 inches in width.
- d) In order to prevent unauthorized access to the Collection Bin and theft of donations, a tamper-resistant locking mechanism shall secure the opening of the Collection Bin.
- e) The Collection Bin shall be fabricated of durable noncombustible, and waterproof materials.
- f) Notwithstanding any other provisions of this Code to the contrary, the Collection Bin shall be located upon ground that is paved with Portland cement at least 3 inches thick. The cement shall extend over the entire area and extend not less than 24 inches beyond the face of the Collection Bin where the collection opening is located. The Collection Bin shall be anchored to the ground.
- g) **Maintenance.** Collection Bins shall be emptied in accordance with their posted pick-up schedule, and the area surrounding the Collection Bin shall be maintained free of overflow of donated items, litter, debris, dumped materials, posted bills, and graffiti at all times.
- h) **Lighting.** Collection bins shall be illuminated between sunset and sunrise by a light source providing at least 1 foot candle of light.
- i) **Annual Inspections.** The Department of Building and Safety shall conduct annual inspections of permitted Collection Bins, and collect annual inspection fees, pursuant to LAMC Section [12.26](#) F.3.

III. INSPECTION PROCESS. All construction work shall follow the approved set of plans and shall be subject to inspection by authorized inspectors. It is the applicant's responsibility to notify the inspector when the work is ready for inspection. Work is generally inspected and approved in succession and no work may continue beyond the point indicated in each successive inspection without first obtaining the approval of the inspector. The approved set of plans must be provided at the job site.

IV. CERTIFICATE OF OCCUPANCY issuance for Use of Land (CofO). The certificate of occupancy will be issued after the final inspection has been approved.

COLLECTION BIN GENERAL NOTES

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1. "OFFICIAL REQUIRED INFORMATION OF THE CITY OF LOS ANGELES SHALL NOT BE DEFACED:"
2. Collection Bin operator's name, address, and telephone number as stated in the Collection Bin operator's current Business Tax Registration Certificate.
3. Lot owner's name.
4. Address of the lot.
5. "Any person that wishes to register a complaint regarding this Collection Bin with the Department of Building and Safety may call the 3-1-1 telephone line for further information."
6. "Only the following types of donations may be placed in this Collection Bin: clothing, books, shoes, and household items."
7. "Recyclable materials not intended for re-use shall not be placed in this Collection Bin. This includes, but is not limited to, newspapers, plastic, glass, aluminum, electronics, toxic or hazardous materials, and solid waste. No donations, trash, or any other items shall be placed outside of this Collection Bin."
8. "The operator of this Collection Bin shall ensure that all items left in the Collection Bin are regularly collected by the 1st and 15th day of each month."
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Lighting. Collection bins shall be illuminated between sunset and sunrise by a light source providing at least 1 foot candle of light.

Annual Inspections. The Department of Building and Safety shall conduct annual inspections of permitted Collection Bins, and collect annual inspection fees, pursuant to LAMC Section [12.26](#) F.3.

Recorded at the request of and mail to:

(Name) _____

(Address) _____

Date of Recording:

SPACE ABOVE THIS LINE FOR RECORDER'S USE

AFFIDAVIT REGARDING MAINTENANCE OF COLLECTION BINS

(Pre-printed text shall not be changed except when done by an authorized Building and Safety employee.)

The undersigned hereby certify that we are the owner of the hereinafter legally described real property located in the City of Los Angeles, State of California, or the operator of a business on that real property.

LEGAL DESCRIPTION: _____ as recorded in Book _____, Page(s) _____, Records of Los Angeles County, which property is located and known as **(ADDRESS):** _____.

As a condition of the City of Los Angeles' issuance of a Collection Bin permit in accordance with Los Angeles Ordinance No. 187248 and Los Angeles Municipal Code (LAMC) Section 91.106.3 *et seq.*, we hereby attest to the following:

1. The Collection Bin operator's information is:

Name: _____,

Address _____,

Email Address _____,

Telephone Number _____,

Website (if available) _____.

2. The Collection Bin will operate with a valid Business Tax Registration Certificate in the Collection Bin operator's name or under a valid exemption from that requirement issued by the City of Los Angeles.
3. If the operator holds itself out as a non-profit organization, such organization meets the definition of non-profit organization in Section 501(c)(3) of the United States Internal Revenue Code or Section 150(c) of the California Welfare and Institutions Code.
4. If the operator holds itself out as a for-profit organization, it holds a valid Certificate of Good Standing issued by the California Secretary of State.
5. If the operator and the owner of the lot on which the Collection Bin will be located are the same person or entity, then the operator understands that it is liable for violations of this subdivision.
6. If the operator and the owner of the lot on which the Collection Bin will be located are different persons or entities, both parties understand that they are jointly and severally liable for violations of LAMC 12.21A23.

We certify under penalty of perjury under the laws of the State of California that the above information is, to the best of our knowledge and after conducting reasonable inquiry, true and correct. This affidavit shall run with the above described land and shall be binding upon ourselves, and future owners, encumbrances, their successors, heirs or assignees and shall continue in effect until released by the authority of the Superintendent of Building of the City of Los Angeles upon submittal of request, applicable fees and evidence that this affidavit is no longer required by law.

SIGNATURES

MUST BE

NOTARIZED

Owner's Name(s) _____
(Please type or print) (Please type or print)

Signature of Owner(s) _____ (sign)

_____ (sign)

Two Officers' Signatures Required for Corporations

Name of corporation _____

Dated this _____ day of _____, 20____ .

Signature of Operator(s) _____ (sign)

Dated this _____ day of _____, 20____ .

SIGNATURES MUST BE NOTARIZED
(Notary acknowledgement must be attached)

FOR DEPARTMENT USE ONLY:

MUST BE APPROVED BY Dept. of Building & Safety prior to recording. Covenant for City Department _____
To be completed for City-owned property only.

APPROVED BY _____ Sign _____ Print Name _____ Date _____