



COUNTY OF HAWAII DEPARTMENT OF PUBLIC WORKS
BUILDING DIVISION

PERMIT APPLICANT CHECKLIST

This checklist is designed to assist permit applicants by informing them of documents that may be required in addition to their permit application to obtain a building permit. If the applicable documents are not included with the application the application may not be accepted for processing.

Documents REQUIRED with Application	
<input type="checkbox"/>	Licensed Design Professional (Architect or Structural Engineer) with an email address is REQUIRED to be included in as a Permit Contact. Obtain the Design Professional's contact information from them to avoid creating multiple accounts that could result in communication errors.
<input type="checkbox"/>	Property Owner with an email address is REQUIRED to be included in as a Permit Contact. Obtain the Property Owner's contact information from them to avoid creating multiple accounts that could result in communication errors.
<input type="checkbox"/>	Property Owner Declaration Form is REQUIRED. The Property Owner should be the same party as the party listed on the County of Hawaii Real Property Tax (RPT) Office website. For example, if the RPT shows the owner an entity such as a Trust, Corporation, LLC, or other entity, then that entity should be listed as the Property Owner.
<input type="checkbox"/>	Proof of Ownership is REQUIRED when the Property Owner is different from the party listed on the County of Hawaii Real Property Tax (RPT) Office website. If the property has recently been purchased, provide Proof of Ownership such as a Purchase Contract or Warranty Deed or other legal documentation. Note that the Proof of Ownership must include TMK, Buyer, and Seller names.
<input type="checkbox"/>	Department of Hawaiian Home Lands (DHHL) approval is REQUIRED when the property is on Hawaiian Home Lands. Submit letter of approval from DHHL.
<input type="checkbox"/>	Project Declaration Form is REQUIRED to be submitted <u>at the same time</u> that the Permit application is submitted for the following Permits Types: <ul style="list-style-type: none">• Electrical Only• Plumbing Only• Photovoltaic• Solar Hot Water Heater. For all other Permit Types, Project Declaration Form is not required to be submitted with the Application but will be REQUIRED <u>prior to the issuance of the Permit</u> .
<input type="checkbox"/>	Habitat for Humanity approval documentation is REQUIRED when this is a Habitat for Humanity project.

Documents REQUIRED with Application

<input type="checkbox"/>	<p>Flood Zone Packet is REQUIRED if the permit work on property is located within a FEMA Special Flood Hazard Areas: Flood Zones A, AE, AH, AO, V, or VE.</p> <p>To determine if your property is in the Flood Zone, visit the Flood Hazard Assessment Tool (FHAT) website</p> <p>Flood Zone Packet for A zones</p> <p>Flood Zone Packet for V zones</p>
<input type="checkbox"/>	<p>Building Division Historic Property Certification form is REQUIRED for ALL applications.</p> <p>State and County Projects: Historic Property Certification 6E-8</p> <p>Privately Owner Properties: Historic Property Certification 6E-10</p> <p>To download a current list, go to the State of Hawaii State Historic Preservation website or click here for the list Nominated and Listed Properties on the Hawai'i and National Registers of Historic Places.</p>
<input type="checkbox"/>	<p>Building Division Ag Structure Declaration of Compliance for HRS 46-88 (Act 203) is REQUIRED if using the HRS 46-88 Exemption; the permit will be for a structure that will not be used as dwellings or lodging units; and the floor area of the structure is meets the HRS 46-88 requirements.</p>
<input type="checkbox"/>	<p>Residential PV Worksheet is REQUIRED if drawings are NOT prepared and stamped by a registered professional architect or structural engineer licensed in the State of Hawai'i.</p>
<input type="checkbox"/>	<p>Building Division ADA Certification or documentation of ADA exemption is REQUIRED for all privately owned Non-Residential or Commercial.</p>
<input type="checkbox"/>	<p>Disability and Communication Access Board (DCAB) Review/Approval letter is REQUIRED for all State and County of Hawaii projects.</p>
<input type="checkbox"/>	<p>Building Division Special Inspections Form is REQUIRED per the 2018 IBC Chapter 17.</p>
<input type="checkbox"/>	<p>Approved Solar Water Heater Variance Approval is REQUIRED when an alternate type of water heater is being installed instead of a solar water heater.</p>
<input type="checkbox"/>	<p>For Sign permit applications, an acknowledgement letter from the Kailua Village Design Commission or the Pahoia Village District is REQUIRED when signs are constructed in the special design districts of Kailua Village and Pahoia Village as stipulated in the Hawai'i County Code, Chapter 3 – Signs.</p>
<input type="checkbox"/>	<p>LED Outdoor Light Fixture Certification is REQUIRED if outdoor lighting fixtures are present when in project. Reference Hawaii County Code Chapter 14, Article 9, Entitled Outdoor Lighting Ordinance and Chapter 9, Entitled Electricity.</p>