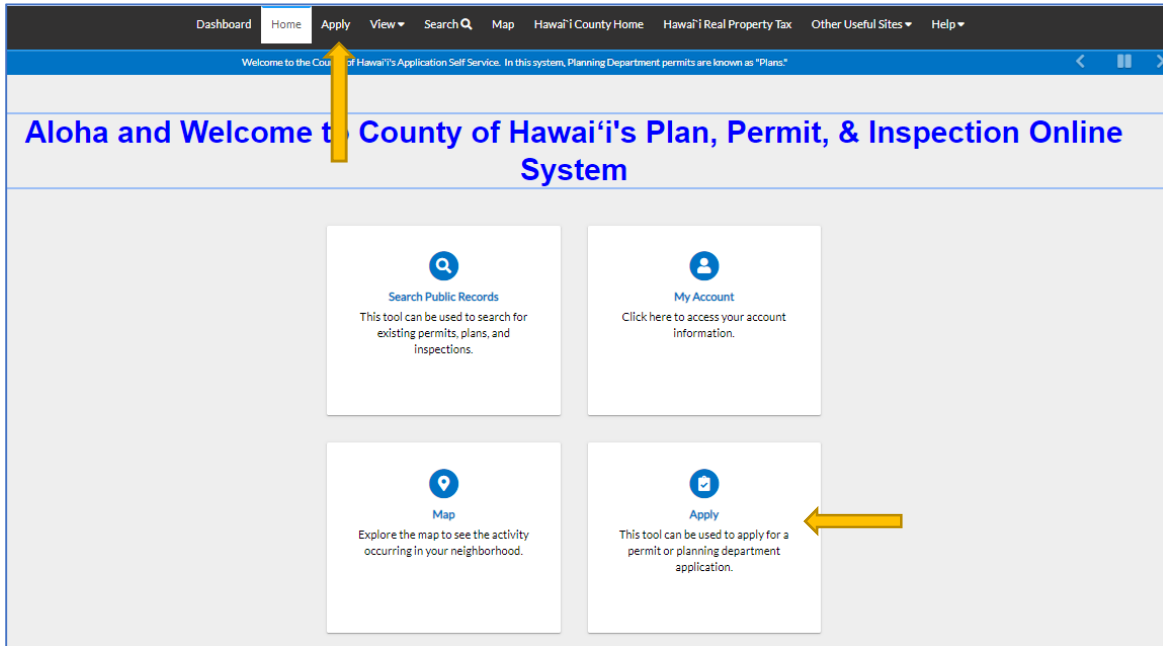


County of Hawai'i Plans, Permits & Inspections

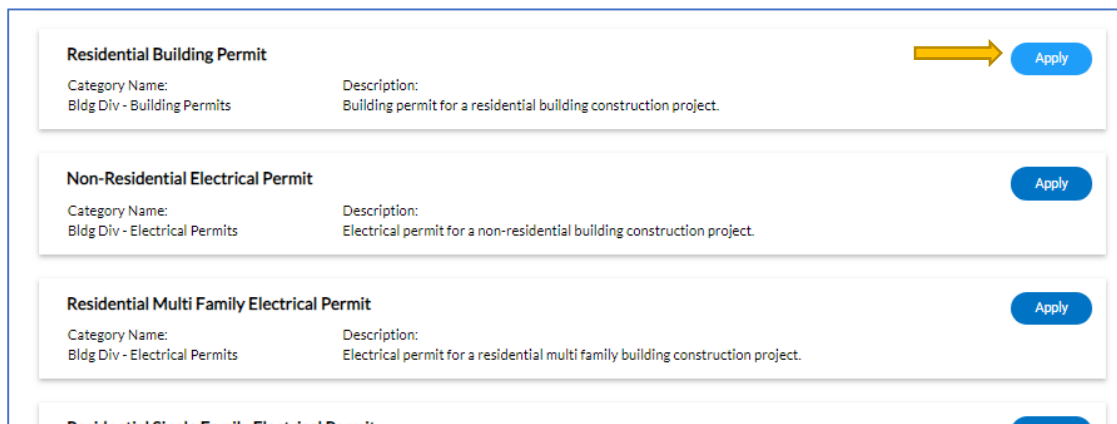
Applying for a Plan Approval or Permit

In order to apply for a plan approval or a permit, you must first be logged into the site.

Click on *Apply* in the Menu Bar or on the Service Tile in the middle of the window.



Locate the application that you wish to apply for then click on the apply button.



- 1) Location. Specify the project location. Review the instructions for specifying the location of your project, then when ready, click on the *Add Location* card.

The screenshot shows a web application interface for a permit application. At the top, the title is "Apply for Permit - Residential Building Permit" and a red asterisk indicates a required field. A progress bar below the title shows six steps: 1. Locations (highlighted in blue), 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar, the section is titled "LOCATIONS". A note states: "NOTE: After adding a location, there will be a slight delay before the Next button will be available. The system will be locating conditions that might apply based on the location provided. For example, if work consists within a FEMA Special Flood Hazard Area (flood zone A, AE, AH, AO V, or VE), a flood plain packet will need to be completed. To determine the flood zone, visit the Flood Hazard Assessment Tool listed in the 'Other Useful Sites' menu list above. Links to flood zone packets are also available in the list." Below the note is a blue card with a white dropdown menu labeled "Project Site Location", the text "Add Location", a white plus sign icon, and the word "REQUIRED" in white. At the bottom right of the form, there are two buttons: "Save Draft" (disabled) and "Next" (active).

There are two ways to specify the location of the project. Either by searching by Address or by Parcel.

Searching for location by Address

The screenshot shows the 'Add Location' form. At the top, there is a 'Back to Application' link. Below it, the 'Add Location' title is followed by two buttons: 'Address' (highlighted in blue) and 'Parcel'. A horizontal line separates this from the 'Add Address As' section, which has a dropdown menu set to 'Project Site Location'. Below that is a blue 'Search' button. At the bottom, the 'Address Information' section contains a search bar with the placeholder text 'Search Addresses' and a magnifying glass icon. Two callout boxes are present: one on the left pointing to the search bar with the text 'First type in an address into the search bar.', and one on the right pointing to both the 'Search' button and the magnifying glass icon with the text 'Next click on either the Search button or the magnifying glass'.

NOTE: When searching for an address do not use any dashes or other punctuation marks and exclude type (i.e. Street, Drive, Road, etc...). Example:

A close-up of the search bar in the 'Address Information' section. The text '101 Pauahi' is entered into the search field, and a magnifying glass icon is visible to the right of the input field.

The system will search the County's Geographical Information System (GIS) for the address, then return the matching results. Click on the Add button next to the desired address.

The screenshot shows the search results for '101 PAUAHI ST, HI'. The search bar at the top contains '101 Pauahi' and a magnifying glass icon. Below the search bar is a table with two columns: 'Address' and 'Action'. The table contains one row with the address '101 PAUAHI ST, HI' and an 'Add' button. A yellow arrow points from the 'Add' button to the right. Below the table, there is a pagination control showing 'Results per page' set to 10, '1 - 1 of 1', and navigation buttons for page 1.

Searching for location by Parcel

Click on the parcel button, enter in all or part of the parcel aka tax map key (TMK) number into the search bar (exclude island number i.e. "3" and hyphens), then click on the magnifying glass.


Parcel Information

Search 

The system will return matching parcel numbers (more than one may be returned). Click on the check box for the desired parcel, then click on Search Associated Address button.

Parcel Number	Section	Township	Range	Action
220150330000				<input checked="" type="checkbox"/>

Results per page 1 - 1 of 1 << < 1 > >>

 [Search Associated Addresses](#)

The system will return the address(es) associated for the parcel. Click on the check box for the desired address, then click on Add Selected button.

Associated Addresses

Associated Addresses for Parcel - #220150330000 

Address	Action
101 PAUAAHI ST , HI	<input checked="" type="checkbox"/>
655 KILAUEA AVE , HI	<input type="checkbox"/>

Results per page 1 - 2 of 2

<< < 1 > >>

 [Add Selected](#) [Cancel](#)

Once an address has been specified, the system will search the County's Geographical Information System (GIS) and list special conditions that apply to your location that might affect your application process. Once the search is completed the list of conditions will appear and the Next button will turn blue.

The following information is relevant to your application:

- This property lies within a special design district and may require additional review.
 - Parcel Number: 220150330000
- This property is located within 5 miles of an airport.
 - Parcel Number: 220150330000
- All or a portion of this property may be located within a Special Flood Hazard Area.
 - Parcel Number: 220150330000

[Save Draft](#) [Next](#)

If your project concerns more than one address or parcel, click on the Add location card to repeat the process and add additional locations.

Click on Next button to proceed to the next step.

or

Click on Save Draft button if you wish to save your application and continue the application process later.

- 2) Type - Permit Details. Review instructions, verify *Permit Type* is correct, enter in *Description* of project. Some applications also require *Square Footage* and/or *Valuation*. Click Next when ready.

Apply for Permit - Residential Building Permit *REQUIRED

Locations **2** Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

For valuation amount, include ICC, AC, pool valuation. (Materials and labor contract price may be accepted as supporting information)

* Permit Type

* Description

* Valuation

[Back](#) [Save Draft](#) [Next](#)

- 3) Contacts. Review instructions for the step. Enter in contacts that are associated with the project. If the contact added is also a registered user on the site, the contact will be a co-owner of the case allowing him/her to perform all actions on the case that the original creator can. (i.e. add attachments, request inspections, update contacts, etc...)

Some contacts may be required in order to submit the application. They are designated with the “REQUIRED” label at the base of the contact card.

To add a contact, first select the *contact type* (i.e. Applicant, Owner, Architect, Contractor, etc...) in the drop down of the contact card, then click on the plus “+” sign on the *Add Contact* card.

Next either search for the contact or manually enter the contact information.

Search View

Manual Entry View

Add Contact

Add Contact As Owner ▼

Search **Enter Manually** My Favorites

Enter Manually

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

Submit

Once a contact is in the system, you can mark a contact as a favorite by clicking on the star. This will add the contact to your *My Favorites* contact list.

Add Contact

Add Contact As Owner ▼

Search Enter Manually **My Favorites**

My Favorites

First Name	Last Name	Company	Action
		State of Hawai'i	Add
Mitchell	Okuma		Add
County of Hawaii	C Of H		Add

Click on the *Add* button for the desired contact.
Click on *Next* to proceed to the next step.

- 4) More Info. Review the instructions for the step. Provide all applicable details of your project. Required information are in red and are marked with an asterisk “*” next to it.

MORE INFO

Please provide all information related to your construction project. Inadequate details could delay permit approval.

Building Info [Next Section](#) | [Top](#) | [Main Menu](#)

*Desired Method of Permit Delivery

Desired Method of Permit Delivery is required.

*Work Classification

<input type="checkbox"/>	New
<input type="checkbox"/>	Addition
<input type="checkbox"/>	Alteration
<input type="checkbox"/>	Repair
<input type="checkbox"/>	Reconstruction

Once all the information is entered, click on Next to proceed to the next step.

Remember, you can always click *Save Draft* at any time to save your work and resume the process later.

- 5) Attachments. Review instructions for the step. Add any required and supporting documents requested to process your application.

To add an attachment, first click on the drop down on the *Add Attachment* card to designate the type of attachment being added. Then click on the plus “+” sign on the card. Accepted file formats (i.e. .pdf, .tiff, .doc, etc..) for the selected attachment are listed on the card.

Apply for Permit - Residential Building Permit *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

Please upload any required documents here. (Examples: Hawaiian Homelands Approval, DBEDT - Solar Hot Water Heater Variance, Associated Structural Calculations, PV Structural Evaluation Worksheet, Home-Owner/Builder-Owner signed acknowledgement for exemption, Owner affidavit, etc..) Note: Properties owned by Department of Hawaiian Homelands (DHHL) or State of Hawaii require a "permit to build" letter of approval from agency that owns the property.

Ag Structure Declaration

Add Attachment

+

Supported: .pdf, .tiff, .doc, .docx


Back Save Draft Next


Once all attachments have been added, click Next to proceed.


6) Review and Submit. Review all the information that was entered in at each step here. If everything is correct, click on *Submit*.


If corrections are required, use the *Back* button at the bottom of the page (as opposed to the browser back button) to move back to the step requiring corrections.


Apply for Permit - Residential Building Permit *REQUIRED


Locations


Type


Contacts


More Info


Attachments

6
Review and Submit

[Submit](#)

Locations

Project Site Location	101 PAUAHI ST., HI.,
Parcel Number	220150330000

Basic Info

Once your application has been submitted, a success message will be displayed. Fees if any will be listed and a *Continue to permit/plan* button that will allow you to view your permit/plan approval application.

✔ **Your permit was successfully created!**

Please remember to bring your paper plans to one of our office locations to complete the application process.

[Continue to permit](#)

Fees

\$0.00

[View Details](#)[Add to Cart](#)

Permit Number: PW.B2019-00149

Permit Details | Tab Elements | Main Menu

Type: Residential Building Permit

Status: Submitted

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

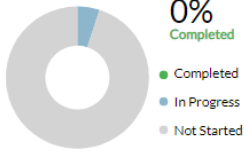
Sub-Records

Holds

Meetings

More Info

Progress



0% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

View Details

Add to Cart

Workflow

- In Take Review - Scheduled for 10/05/2019
- Land Use Review
- Building Plan Review
- Issue Permit
- Create Building Permit Placard
- ELE-Concrete Slab/Under Floor Conduit
- ELE-Ground Electrode (Ufer, Ground Rods, Other)
- ELE-Underground Conduits & Cabling
- PLM-Exterior Underground Water, Gas Supply, Sewer

Available Actions

No Actions