

NON-RESIDENTIAL PROJECTS: PLEASE COMPLETE CHECK LIST BEFORE SUBMITTING PLANS TO THE BUILDING DIVISION.

- Legal owners name as it appears on Real Property Tax records. Proof of current ownership is required if the information doesn't match the RPT record.
- Lessee, *if applicable. If the subject property is on Hawaiian Homelands, copy of DHHL letter must be attached.*
- Tax Map Key number (parcel id)
- State & County projects: DCAB approval letter must be attached.
- ADA form, if applicable.
- Special inspection form, if applicable.
- Code Date: IBC 2006. (*State projects IBC 2018*)
- Electrical Code NEC 2017; Plumbing Code UPC 2012;
- IECC 2015 or 2018 compliances statement (building, electrical, plumbing, mechanical)
- Site plan must include: scale, lot dimensions, setbacks, water source, sewer type, all existing structures or permits for other structures on the site.
- Photovoltaic applications within 5 mile radius of an airport: please check with the Planning Dept.
- All plans must be stamped by design professionals licensed in the State of Hawaii with the "Supervision" & "Observation" statement. License expiration date for each licensed professional is also required at each stamp.

This is only a partial list of what is required on the drawings for the intake process. Plan requirements will vary by project.