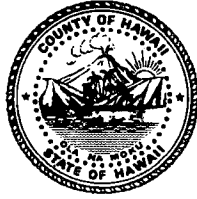


Susan L.K. Lee Loy
Council Member
District 3



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HAWAI'I COUNTY COUNCIL
25 Aupuni Street, Hilo, Hawai'i 96720

MEMORANDUM

DATE: January 4, 2019
TO: Aaron S.Y. Chung, Council Chair
and Members of the Hawai'i County Council
FROM: *SL for* Susan L.K. Lee Loy, Council Member
SUBJECT: Communication No. 32 – Presentation from the Department of Public Works.

COUNTY CLERK
COUNTY OF HAWAII
2019 JAN -4 PM 3:19

Attached is a copy of the PowerPoint presentation that the Department of Public Works will be presenting in the Public Works and Mass Transit Committee on January 8, 2019.

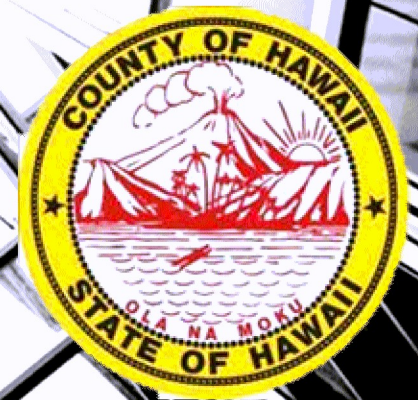
Please distribute copies of this presentation for the presentation and discussion regarding Communication No. 32.

SL:ps
Att.

Comm. No. 32.1
Ref. To: P/PWMTU
Ref. Date JAN 08 2019

Planning and Permitting System: IMPROVING THE BUILDING PERMIT PROCESS

Jan, 2019



Overview of Presentation

- Current challenges
- Proposed changes
- Next steps

Current Challenges

- 1) Manpower– our County has the worst ratio of number of applications to number of plan reviewers among the four counties
- 2) Incomplete submittals– e.g., missing required documents, Proof of Ownership, SHPD Form, IWS Approval Form, DCAB, Solar Water Variance, etc.
- 3) Incomplete response to comments– resubmittals do not accurately address all of comments resulting in several subsequent resubmissions

FY2016-2017 (1860 permits)

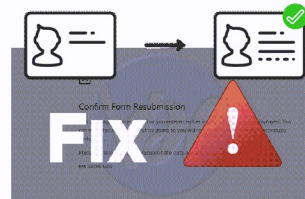
First review 50% passed

2nd review – additional 20%

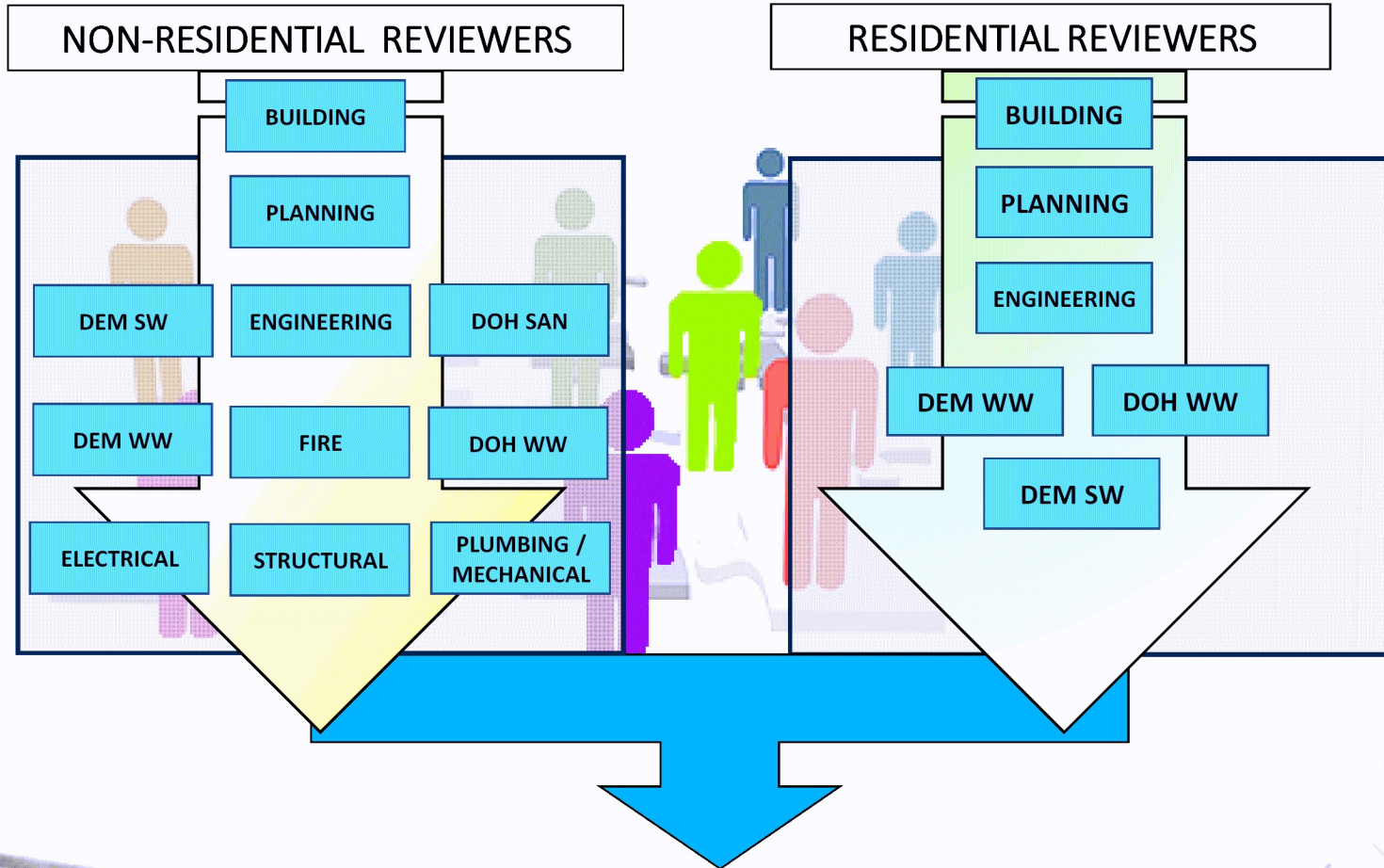
3rd review – additional 13%

Remainder passed

4th-7th review

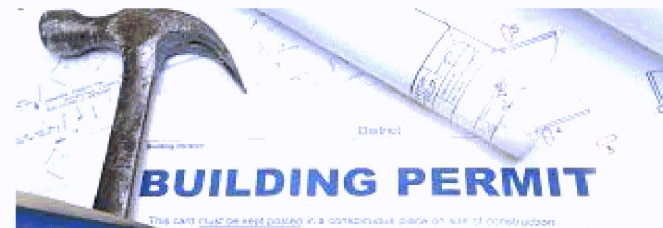


Current challenges- sequential review by multiple agencies



Proposed changes

- More efficient intake– Return building permit intake from Planning Department to the Building Division at DPW with an improved checklist
- More efficient and accountable processing through EnerGov
- Administratively change from a three permit system (building, electrical, plumbing) to a “One Permit” System
- Streamline procedures through proposed code amendment
- Implement affordable housing initiatives



EnerGov Permitting Software

- A scalable solution that will initially be used for the building permit system and all planning permits, with capability to later add other permits
- Improve productivity and customer experience
 - Enhanced customer service: web-based, self-service capabilities to apply, monitor status, schedule inspections, and pay
 - Accountable agency reviews: automated workflows to improve workforce processes, accountability, efficiency, and transparency
 - More efficient plan reviews: electronic plan review capabilities for concurrent agency reviews and digital commenting



Building Division Administrative Code

- Purpose of the proposed new code chapter: to consolidate the administrative and enforcement provisions from the existing Building (Chapter 5), Electricity (Chapter 9), and Plumbing (Chapter 17) codes
- Proposed amendments include:
 - Fees for electrical and plumbing to be based on valuation instead of itemized circuits and fixtures to reduce plan resubmittals and fee recalculations.
 - Non-refundable Plan Review fee to be credited to the final permit fee to reduce frivolous permit submittals,
 - Introduce a resubmittal fee after the third submittal to encourage a complete permit application submittal, and complete responses by the applicant to all plan review comments.
 - Language to accommodate and encourage online electronic plan submittals
 - Expiration of applications and permits to clear inactive projects

Building Division Administrative Code

- **Article 3: Permits**
 - Separate building permit required
 - Emergency work
 - Temporary permit required
- **Article 4: Permit Application**
 - Requirements of Property Owner Affidavit
 - Application made prior to subsequent ordinances or regulations
 - Cancellation of applications
- **Article 5: Permit Application**
 - Transfer of permits
 - Expiration of permit
- **Article 6: Permit Application**
 - A nonrefundable Plan review fee applied to permit fee (% of estimated building permit fee)
 - Building Permit fees including Electrical/Plumbing (valuation based)
 - Permit resubmittal fee
- **Article 9: Violations and Penalty**
 - Correction Notice (permitted work that requires correction)
 - Stop Work Order (allows for inspectors to Stop unpermitted work and freeing up for required inspections instead of N.O.V. investigations)

Next Steps

- Public and Community Outreach
 - Outreach to Professional Communities
 - Outreach to Contractor Communities
 - Outreach to business communities and various community chambers
- Adoption of Building Division Administrative Code Changes - April 2019
- One Permit System – April 2019
- Energov - Go-live target date 2nd Quarter 2019
- Code Updates
 - Adoption and Amendments of various model codes (i.e. Energy Code, Electrical Code)
 - Adopt amendments to the International Existing Building Code
- Affordable housing initiatives
 - Adopt amended provisions to pre-approved package homes and pre manufactured homes
 - Adopt provisions to relax requirements to permit Tiny House

County Council Involvement And Support

- Identify other stakeholders for outreach
- Help advocate with us the necessary amendments to:
 - Adoption of the Building Division Administrative Code
 - Adoption of model codes and respective amendments
 - Adoption of additional provisions of code language that support affordable housing
- Help advocate and communicate with constituents our collective and holistic goal of improving the building permit process

