



County of Hawai'i Planning Department

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For Office Use Only

SHORT-TERM VACATION RENTAL (STVR) WITH A NON-CONFORMING USE CERTIFICATE (NUC) RENEWAL APPLICATION

STVR - 19 - _____ NUC - 19 - _____

TAX MAP KEY: (3) _____

STVR STREET ADDRESS: _____

CITY: _____ /HAWAI'I ZIP CODE: _____

APPROVED BEDROOM COUNT: _____ APPROVED PARKING STALLS: _____

APPLICANT (Please Print): _____

☐ To the best of my knowledge, the subject STVR property is not used as a primary residence.

SIGNATURE: _____ DATE: _____

SIGNER (Please Print): _____ TITLE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: (_____) _____ EMAIL (Required) : _____

Please provide the contact information of at least one registered owner of the STVR property:

OWNER (Please Print): _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: (_____) _____ EMAIL (Required) : _____

REACHABLE PERSON (Please Print): _____

☐ To the best of my knowledge, the subject STVR property is not used as a primary residence.

SIGNATURE: _____ DATE: _____

PHONE NO.: Day (_____) _____ Evening (_____) _____

EMAIL (Required): _____

Instructions:

- Application submittals and fee payments must be made through the Planning Department's EPIC online submittal system. The Department no longer accepts hardcopy applications or paper check/cash fee payments.
- Collect the Required Documents listed below. Scan and save each document individually in PDF format.

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Instructions, cont.

- When you are ready to apply, please visit the EPIC system's welcome page to start the submittal process:
<https://hawaiicountyhi-energovpub.tylerhost.net/Apps/SelfService#/home>
- Pursuant to Rule 23 of the Planning Department Rules of Practice and Procedure, the Director may request additional information to facilitate processing your STVR/NUC Renewal request.

Required Documents:

1. **Completed NUC Renewal Application Form.**
2. **Owner Authorization, if applicable.**
 - **Authorized Agent:** If an Authorized Agent is applying for this Renewal on behalf of the registered owner(s), please include a letter, signed by all registered owners, that grants the Agent the authority to sign and submit this application. We accept electronic signatures.
 - **Non-person/Entity Owner:** If the registered Owner is a non-person entity (i.e., trust, LLC, etc.), please include a copy of the document that names the person(s) authorized to sign and submit this renewal. The Department will waive this requirement if the authorizing document has been submitted with a previous STVR application and that document has not been amended, restated, cancelled, or voided since its submittal. Please complete the Optional Document Waiver in the Statement of Compliance if seeking this option.
3. **Annual \$250 Non-refundable Renewal processing fee, payable by credit card or e-check.**
4. **Statement of Compliance.** All registered owners (or their authorized agent) must complete and sign the Statement of Compliance.
5. **Proof of STVR use.** Please submit a copy of a business record that documents at least one completed short-term rental stay that occurred on the subject property within the last 12 months. The business record(s) should include: (1) Name of guest; (2) Check-in/check-out dates; (3) Amount of rental fees collected for that rental stay.
 - **Owners with multiple STVR properties:** If your business record consolidates the bookings of multiple STVR properties, please be sure to highlight/distinguish the listings that pertain to the subject STVR.
6. **STVR Change-of-Information Application, if applicable.** Please complete and attach a Change-of-Information Application if any of the following have occurred since the last NUC renewal (and no Change-of-Information application has been submitted in the interim): (1) the STVR has a new Owner; (2) the Owner has not changed, but has new contact information; (3) the Reachable Person has changed; and/or (4) the current Reachable Person has new contact information.
7. **Parcel-Specific Condition compliance documents, if applicable.** If your last NUC renewal included parcel-specific conditions, please include documentation that shows that any and all such conditions have been satisfied.

Please save copies of all of your documents.