



County of Hawai'i Planning Department

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FOR OFFICE USE ONLY
Receipt Number: _____
Reviewed By: _____
STVR #: _____
NUC # (If Applicable) _____

SHORT-TERM VACATION RENTAL (STVR) REGISTRATION

STVR STREET ADDRESS: _____

CITY: _____/HI ZIP CODE: _____

FOR OFFICE USE ONLY:

TAX MAP KEY: (3) _____ ZONING: _____

SLU: _____ If Ag, Date of Subdivision: _____ LUPAG: _____

APPLICANT (Please Print): _____

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

SIGNATURE: _____ DATE: _____

SIGNER (Please Print): _____

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 proposed STVR property is not used as a primary residence.

SIGNATURE: _____ DATE: _____

PHONE NO.: Day (____) _____ Evening/Night (____) _____

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 of 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-energopub.tylerhost.net/Apps/SelfService#/home>
- Pursuant to Planning Department Rules of Practice and Procedure Rule 23, the Director may request additional information to facilitate processing your application request.

Required Documents:

1. **Completed STVR Registration 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 registration request. 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 registration request.
3. **\$500 Non-refundable processing fee, payable by credit card or e-check.**
4. **Final Approvals from Building Division.** Please provide documentation establishing that all permits from the County of Hawai'i Department of Public Works-Building Division for all necessary building, electrical, and plumbing permits were granted final approval. If this documentation is not available, the Department will also accept:
 - Certificate of Occupancy;
 - Federal Housing Administrations or Veterans Affairs loans;
 - Condominium Property Regime Declaration recorded with the Bureau of Conveyance; or
 - Notes from the inspector on the day of final inspection. (Would have been given to the owner or contractor at time of inspection. Rare, but sometimes available)
5. **State of Hawai'i General Excise (GE) and Transient Accommodations Tax (TAT) licenses.** Please submit copies of your State of Hawai'i GE and TAT licenses, or correspondence from the State of Hawai'i Department of Taxation that lists your GE and TAT license numbers.
6. **Site Plan.** Drawn-to-scale, identifying:
 - a) All property boundaries, dimensions, setbacks, and easements;
 - b) Location of existing and proposed structures, driveway access, swimming pools, ancillary structures, eaves, and overhangs shall be clearly identified and labeled; for condominium sites, identify the location of your apartment and its parking spaces.
 - c) Designated parking spaces for the STVR in compliance with Hawai'i County Code (HCC), §25-4-50 through 25-4-54; each parking space must be at least 18' long and 8.5' wide, entirely within the boundary of the STVR property, and must be accessible without another parked car having to be moved out of the way;
 - d) Reference points such as roadways, shoreline, etc; and
 - e) Table indicating total square footages of each of the structures on the property.
7. **Floor Plan.** Drawn-to-scale, identifying the location and use of all rooms in the STVR with dimensions of all spaces.
8. **Statement of Compliance** - All registered owners or their authorized agent must complete and sign the Statement of Compliance.

Please save copies of all of your documents.

---- THIS PAGE FOR OFFICE USE ONLY ----**SHORT-TERM VACATION RENTAL (STVR) REGISTRATION
DEPARTMENT OF PUBLIC WORKS, BUILDING DIVISION APPROVAL**

OWNER(S): _____

STVR ADDRESS: _____

CITY: _____/HI ZIP CODE: _____

STVR TAX MAP KEY: (3) _____

TO BE COMPLETED BY BUILDING DIVISION STAFF

Building Permit Number(s) and Final Approval Date(s)	General Description of Permit	Permit Status	Completed By:	Date:
Electrical Permit Number(s) and Final Approval Date(s):	General Description of Permit	Permit Status	Completed By:	Date:
Plumbing Permit Number(s) and Final Approval Date(s):	General Description of Permit	Permit Status	Completed By:	Date:

* If Building, Electric or Plumbing records can not be found, other records may be substituted. These records may include Hawaiian Electric Light Company logs (available at Building Division) verifying conversion of power connection from temporary to residential or final approved building/electrical/plumbing permits issued on the building site subsequent to the original permit.