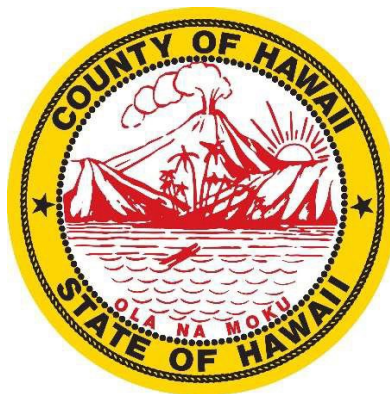


Electronic Processing & Information Center Application Guidelines

ELECTRONIC DRAWING FORMAT

April 18, 2023

Version 1.5



Guidelines 01 Users

The following guidelines are broken down for use of the various users anticipated navigating the system.

1. Overview for the general public, homeowners, real estate agents, etc. including flowchart for the process of review;
2. User guide for builders, draftsmen and Hawaii Licensed design professionals;

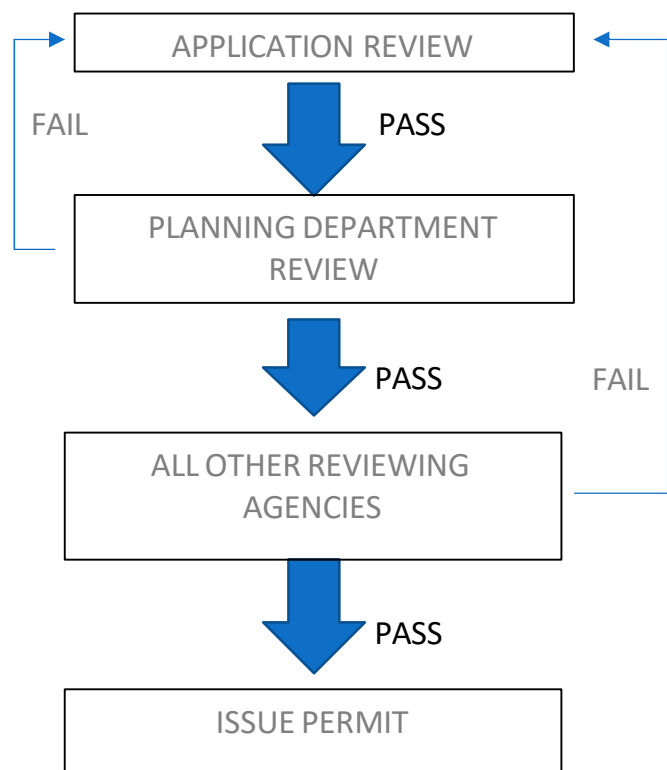
Overview 02 Submittals

Drawings and applications are provided by the owner, contractor, architect/engineer, or designated representative as the “Applicant”.

Building Division Clerks review each application for completeness prior to acceptance. Checklists are available for what information should be included.

Once the application is accepted; drawings found complete; and plan review payment is received, then the review process is “opened” for review by the various departments and divisions as determined by the scope of work.

The application information and reviews will be available for applicants to track online and address once the comments are completed.



User Guide 03 Continued

Builders and Designer Guide

Building Professionals, including contractors, architects, engineers, drafting, and design professionals are encouraged to download and use “Bluebeam” for exporting CAD drawings into a PDF format with the sheet naming conventions used by the County of Hawaii. Scanned images can also be used to upload plan sets to the online system (EPIC). Provide a graphic scale and avoid “scale to fit” pages. Each drawing scale should be labelled. Reports and other documents must be submitted as a separate PDF file for each type (calculations, IECC compliance, ADA compliance, Special inspection forms, specifications, reports, studies, etc.).

Application

All applications are now exclusively online. Clerks and kiosk computers will also be available at our offices in East and West Hawai'i to apply online with help.

Prior to creating an application, it is advisable to have all the required documents in digital form including ADA & Energy compliance statements, Special Inspection forms (if required), Structural Calculations, Hawaiian Homelands Use Letter & DCAB approvals, DBEDT Solar Hot Water Variances, etc. Drawings should be ready to upload and labelled per the county naming conventions.

Drawing sets should be “bundled”, or combined, and saved together as one single pdf document. This will allow revisions or corrections to be done easily with the online system. Ensure pages do not require rotation and display at the correct landscape orientation.

Applications should provide a thorough scope of work and indicate the use and construction type of each structure including specific rooms by name, bath or restrooms, seating (if any) and other specifics such as air conditioning, water supply, and wastewater disposal method.

Drawing Requirements

Construction drawings should be on “D” size paper (24”x36”) rotated to read upright and stamped and signed digitally by the architect or engineer of record. The State of Hawaii Statute 444 requires that each drawing or cover of any document or report also include a two-part statement. Refer to the rules & procedures of the Hawaii Department of Commerce and Consumer Affairs PVL branch.

The Title Sheet must provide an area 6” Approval Block, preferably located on the bottom lower right corner adjacent to the title block for reviewer stamps and signatures. A 3” square area on the upper right is also required on each sheet for digital “reviewed” stamp. All drawings should only be in black and white. The Building Division does not require “wet” stamps on building permit submittals.

Each drawing and document sheets must be named per the Hawaii County conventional naming system and file name to match. (See attached Naming Convention Sheet.)

Tracking Reviews

- Electronic plan review comments may be tracked online following completion of each agency review.
- Comments, if any, will be provided in an email summary by the Building Clerks following completion of all agency reviews.
- Following receipt of the plan review comments, the EPIC software becomes open to upload additional information or replace sheets as appropriate. Bear in mind that digital review “stamps” by agencies are like actual “wet” stamps and replacement of sheets that include these “pinned” reviewed stamps will require re-review by that agency.

Comments

Once the comments have been addressed and each item check by the applicant as addressed and shall be noted where the changes were made i.e. what page or detail was modified or document added. Responses that are clearly addressed will greatly speed the approval process.

Permit Issuance

If an application has no comments, or no additional comment, the Building Clerks will email a summary of instructions to finalize the application process.

The applicant will generally be asked to provide a Project Declaration Form that identifies the Contractor/Sub-Contractors (e.g. Plumbing and Electrical), as well as pay the balance of the permit fee. Once the permit fee is acknowledged as paid, the permit will be issued, and a confirmation email sent to the applicant.

Revisions and Resubmittals

- Additions and or alterations of a project under construction are not considered “Revisions”. Many small changes throughout the course of construction may be addressed by a “Revision”. This may be done at any time or following a request by an inspector.
- A “Revision” package should consist of the previously approved “wet” approval stamps for unaffected sheets, and new proposed work unmarked “clean” sheets inserted (. This should include a site plan, floor plan, and any additional plans or details that clarify the change(s).
- As with normal electronic applications, revisions are submitted online and routed to the agencies need to review the changes. When completed, the applicant will be notified and available for issuance.
- Include a new, 6” blank Approval Block on the title sheet.
- Follow “Cloud+Delta” drafting convention described in Memorandum No. BLD-23-003.
- Include a narrative that summarizes the reason for the revised design.

File Sheet Naming 04

Conventions

When preparing to upload your drawings / plan pages to the EPIC system, please follow the file naming structure shown below:

A	Architectural Drawings	A01, A02, A03, A04, A05, etc.
C	Civil Engineering & Site Work	C01, C02, C03, C04, C05, etc.
D	Demolition Drawings	D01, D02, D03, D04, D05, etc.
E	Electrical Drawings	E01, E02, E03, E04, E05, etc.
F	Fire (Fire Protection) Drawings	F01, F02, F03, F04, F05, etc.
H	Hazardous Materials	H01, H02, H03, H04, etc.
I	Interiors (Interior Design)	I01, I02, I03, I04, I05, etc.
K	Kitchen Plans	K01, K02, K03, K04, K05, etc.
L	Landscape Plans	L01, L02, L03, L04, L05, etc.
M	Mechanical Plans	M01, M02, M03, M04, M05, etc.
P	Plumbing Drawings	P01, P02, P03, P04, P05, etc.
S	Structural Drawings	S01, S02, S03, S04, S05, etc.
T	Title Sheet, Site Plan	T01, T02, T03, T04, T05, etc.

Important: All sheet names will begin with a letter(s) designation followed by two numbers. Example: Architectural drawings would be designated as A01 through A99. The use of a hyphen “-” is acceptable on drawings but not to be used in the file name where a single period “.” may be used as a subset of drawing types e.g. T01.1 or A02.2 and NOT T-1.1.

The applicant’s cover sheet must always start with the Letter “T” (Title sheet) followed by the sheet number “0” (zero).

Title Sheet 05 Examples

3'x3' space for DPX use on EACH SHEET

6'x6' space for DPX permit use on TITLE SHEET ONLY

REGISTERED PROFESSIONAL ARCHITECT No. 1234

DO NOT SIGN OR PRINTED BY ME OR ANY OTHER PERSON UNLESS I AM REGISTERED AS A PROFESSIONAL ARCHITECT IN THE STATE OF HAWAII

ARCHITECTURE PLANNING
1234 STREET NAME
NO. HI, 96720

LEGAL OWNERS NAME(S)
TITLE: _____
ADDRESS: _____
PHONE: X.X.XXXXXX

DATE: _____
SCALE: _____
SHEET NO. _____

3'x3' space for DPX use on EACH SHEET

6'x6' space for DPX permit use on TITLE SHEET ONLY

NO.	DATE	DESCRIPTION	BY	CHKD BY

STATE OF HAWAII
DEPARTMENT OF PUBLIC WORKS, BUILDING DIVISION

TITLE LINE 1
TITLE LINE 2
JOB NO. B-XXXX
TYP. DLS-A-XXX-XXX
WWW.DCPH.COURTNEY.HAWAII.GOV

SHEET DESCRIPTION

REVIEWED	DATE	DESIGNED BY	DATE

DATE: _____
SHEET # _____
X OF X SHEETS

Title Sheet 06 Approval Block

Example: Issued Plan Set - Lower Right Corner – Cover Sheet ONLY (6"x6" Dedicated for Reviewer Approvals)

<i>Reviewer Name</i>	
<i>Date</i>	
<input checked="" type="checkbox"/> Planning	Plumbing
<i>Reviewer Name</i>	
<i>Date</i>	
<input checked="" type="checkbox"/> Engineering	Mechanical
DEM Wastewater	Fire
<i>Reviewer Name</i>	
<i>Date</i>	
<input checked="" type="checkbox"/> DOH Wastewater	Structural
	<i>Reviewer Name</i>
	<i>Date</i>
DOH Food Safety	<input checked="" type="checkbox"/> Building
Electrical	

DRAWN:	JOB #:
DATE:	
SCALE: N/A	
DRAWING:	
PROJECT & CODE DATA	
SHEET	
T01	
1 OF	SHEETS