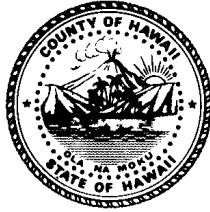


Mitchell D. Roth
Mayor



Stephen M. Pause, P.E.
Director

Lee E. Lord
Managing Director

Malia A. Kekai
Deputy Director

County of Hawai'i
DEPARTMENT OF PUBLIC WORKS
Aupuni Center
101 Pauahi Street, Suite 7 · Hilo, Hawai'i 96720-4224
(808) 961-8321 · Fax (808) 961-8630
public_works@hawaiicounty.gov

MEMORANDUM No. BLD-23-003

Plan Format for Revisions and Resubmittals: Cloud + Delta

Effective April 17, 2023, all permit plan resubmittals and revisions shall consist of the **entire plan set** which shall be formatted to facilitate identification of changes made to the previous plan set by using a “Cloud + Delta” drafting convention. The following “Cloud + Delta” format shall supersede the previous requirement for unmarked, “clean” plan sets; “clean” plan sets make it difficult to identify new changes and corrections compared to previous plan submittals.

Additionally, all resubmittals shall include a correction response letter, and all revisions shall include a revision narrative that describes changes that have been made. Revision comments in EPIC can state "See attachments".

Definitions:

Approval Block	6” x 6” table that summarizes all reviewer names and date of review.
Cloud	A closed series of arcs forming a cloud shape.
Corrections Response Letter	A letter dated and signed by the licensed architect or engineer of record that describes corrections made in response to each plan review comment.
Delta	A triangular symbol bearing the number assigned to a change.
Delta Number	A sequential number assigned to each resubmittal or revision set.

Plan Set	A compiled and sequenced set of plan sheets representing all drawings needed for permit review, construction, and inspection
Revision	Changes submitted <u>after</u> a Building Permit has been issued that are usually generated by the applicant but could also be a result of a significant correction identified during inspections.
Revision Narrative	A general description of reason(s) for the plan revision, dated and signed by the licensed architect or engineer of record.
Resubmittal	Changes submitted <u>before</u> a Building Permit has been issued that are often in response to permit application plan review comments.

Procedure:

1. Each resubmittal or revision set shall be compiled of both previously approved sheets already bearing stamps along with the new revised/resubmitted sheets annotated in the cloud and delta convention. Do NOT include with the resubmittal/revision set previous sheets that have been replaced by new sheets. Also, maintain the original drawing sheet numbering sequence,
2. Use a cloud border around all changes that may appear throughout the plan set.
3. Label each cloud with a delta symbol and inscribed delta number for the change depicted in the revision or resubmittal set. The delta number shall be the same for the entire set. For example, the first resubmittal set may include multiple unrelated changes, shall be known as Delta 1 (triangle with an inscribed number 1).
4. Each plan sheet shall include a revision block that summarizes changes made and reason for the change.
5. Each resubmittal or revision set shall have a new title sheet bearing an unfilled approval block. The approval block may be placed where space is available but preferred to be on the bottom right.

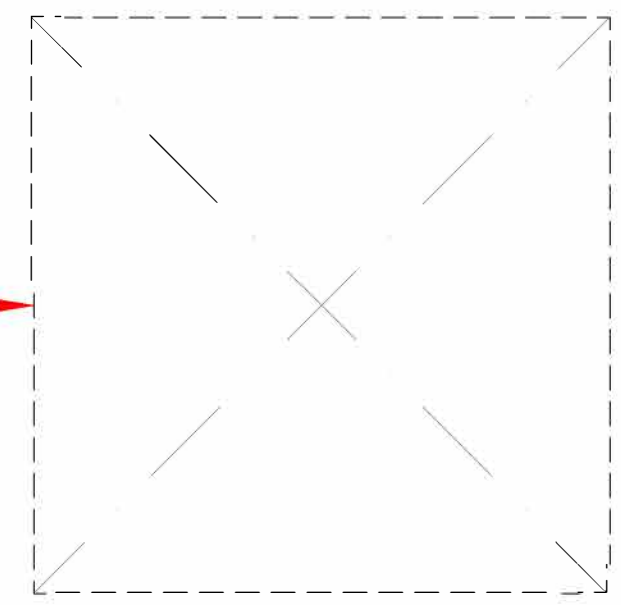
Refer to the attached sample for clarification for the “Cloud +Delta”.

Plan revisions and resubmittals that do not comply with the “Cloud+Delta” format and/or not submitted with a corrections response letter or revision narrative shall be rejected at permit intake. Permit resubmittals and revisions received prior to April 17, 2023 will be processed without these requirements.

KIMO ALOHA OFFICE ALTERATION

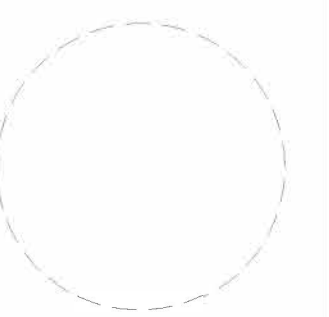
#1 ROAD A, BUILDING 7, HILO, HAWAII 96720
TMK: (3) 1-2-345: 678

3"x3" BLANK SPACE AREA, LOCATED ON THE TOP RIGHT HAND CORNER, REQUIRED ON EACH SHEETS, (OUTLINE SHOWN FOR CLARITY)



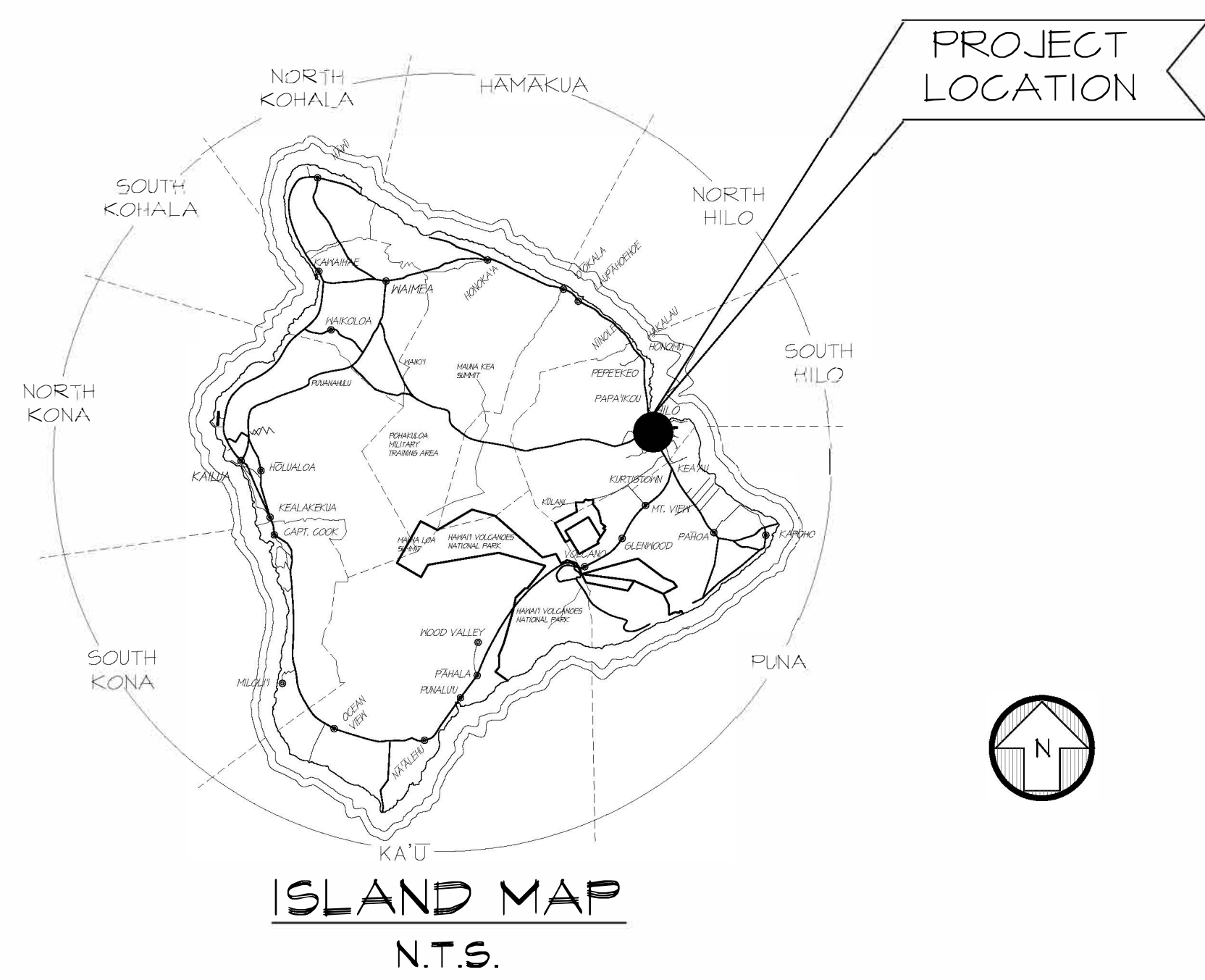
NEW SHEET ADDED TO THE SET AND IN THE SHEET INDEX. DELTA & COUNDED

SHEET INDEX	
SHT No.	SHEET DESCRIPTION
TO1	TITLE SHEET, ISLAND MAP, VICINITY MAP, SHEET INDEX
AOO	SITE PLAN
AOI	FLOOR PLAN



THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION AND CONSTRUCTION OF THIS PROJECT WILL BE UNDER MY OBSERVATION.

BY: _____
EXP. APRIL 30, 2024



6"x6" APPROVAL BLOCK, INCLUDE AN APPROVAL BLOCK ON THE TITLE SHEET. IF PLANS ARE RE-SUBMITTED OR REVISED, INCLUDE NEW TITLE SHEET WITH A BLANK APPROVAL BLOCK. APPROVAL BLOCK TO BE POSITIONED WHERE SPACE IS AVAILABLE (PREFERRED BOTTOM RIGHT)

APPROVALS	
REVIEWER NAME: DATE: PLANNING	REVIEWER NAME: DATE: PLUMBING
REVIEWER NAME: DATE: ENGINEERING	REVIEWER NAME: DATE: MECHANICAL
REVIEWER NAME: DATE: DEM WASTEWATER	REVIEWER NAME: DATE: FIRE
REVIEWER NAME: DATE: DOH WASTEWATER	REVIEWER NAME: DATE: STRUCTURAL
REVIEWER NAME: DATE: DOH FOOD SAFETY	REVIEWER NAME: DATE: BUILDING
REVIEWER NAME: DATE: ELECTRICAL	

PROJECT TITLE
**KIMO ALOHA
OFFICE ALTERATION**
 SHEET TITLE
**TITLE SHEET, ISLAND MAP &
SHEET INDEX**

REV.	DATE	DESCRIPTION
△	2/1/2023	BLDG REVIEW CORRECTIONS

SHEET NO.
T01
 1 OF 3 SHTS

INCLUDE UNCHANGED SHEETS THAT
ALREADY HAVE APPROVAL STAMPS

An accessible route for the physical
Handicapped from parking or public
area to the building is required.

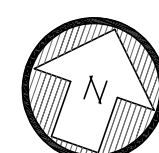
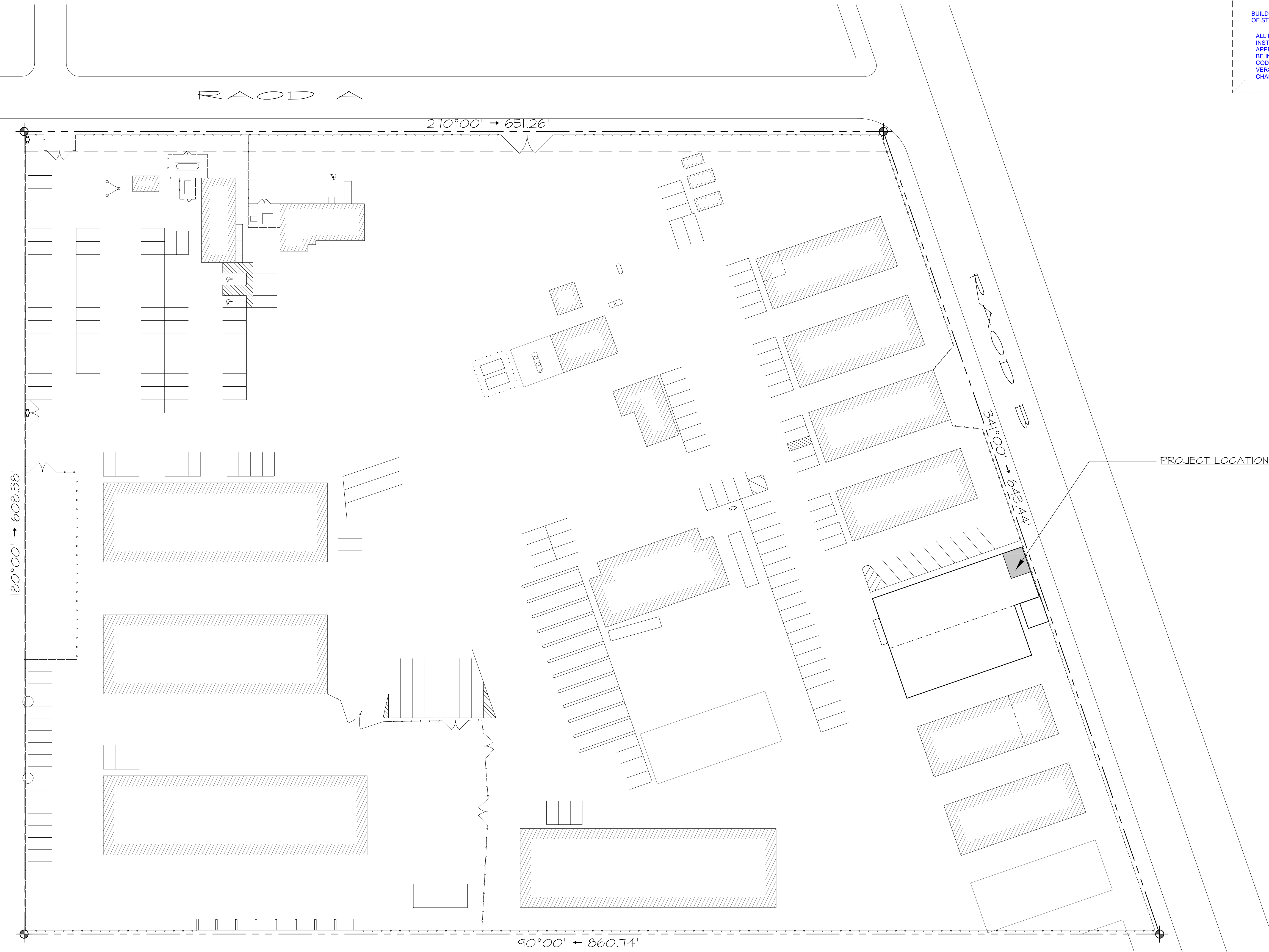
BUILDER SHALL ASSURE PROPER SETBACKS
OF STRUCTURES TO PROPERTY LINES

ALL BUILDING MATERIALS AND
INSTALLATIONS SHALL BE OF THE
APPROVED TYPE AND/OR METHOD AND
BE IN ACCORDANCE WITH THE BUILDING
CODE AND THE LATEST AMENDED
VERSION OF HAWAII COUNTY CODES
CHAPTER 5.

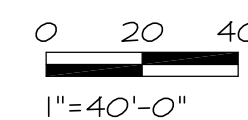
THIS WORK WAS PREPARED BY ME
OR UNDER MY SUPERVISION AND
CONSTRUCTION OF THIS PROJECT
WILL BE UNDER MY OBSERVATION.

BY: _____
EXP. APRIL 30, 2024

STRUCTURAL MEMBER SIZE AND FASTENING
AS REQUIRED BY ENGINEER / ARCHITECT



OVERALL SITE PLAN
SCALE: 1" = 40'

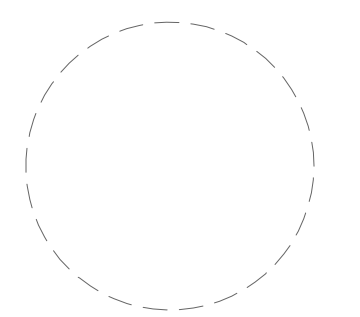
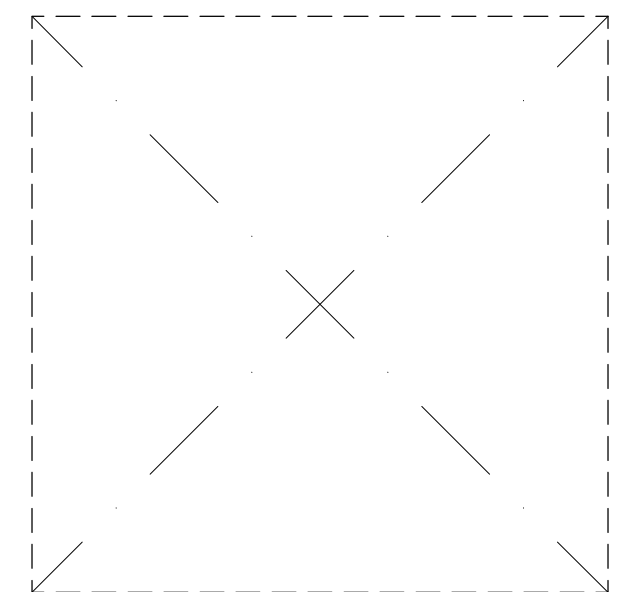


PROJECT TITLE
**KIMO ALOHA
OFFICE ALTERATION**

SHEET TITLE
SITE PLAN

REV	DATE	DESCRIPTION

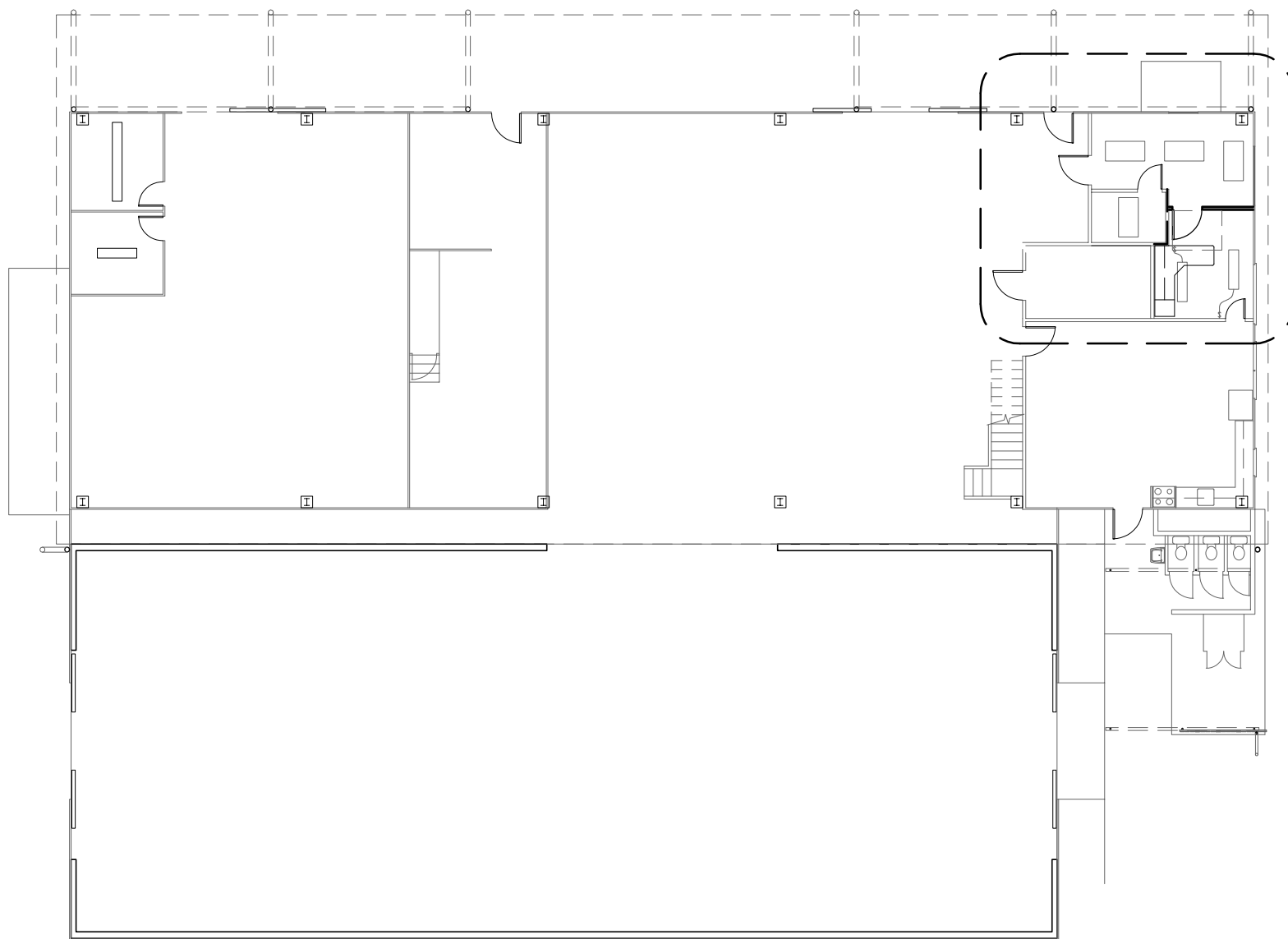
SHEET NO.
A00
2 OF 3 SHTS



THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION AND CONSTRUCTION OF THIS PROJECT WILL BE UNDER MY OBSERVATION.

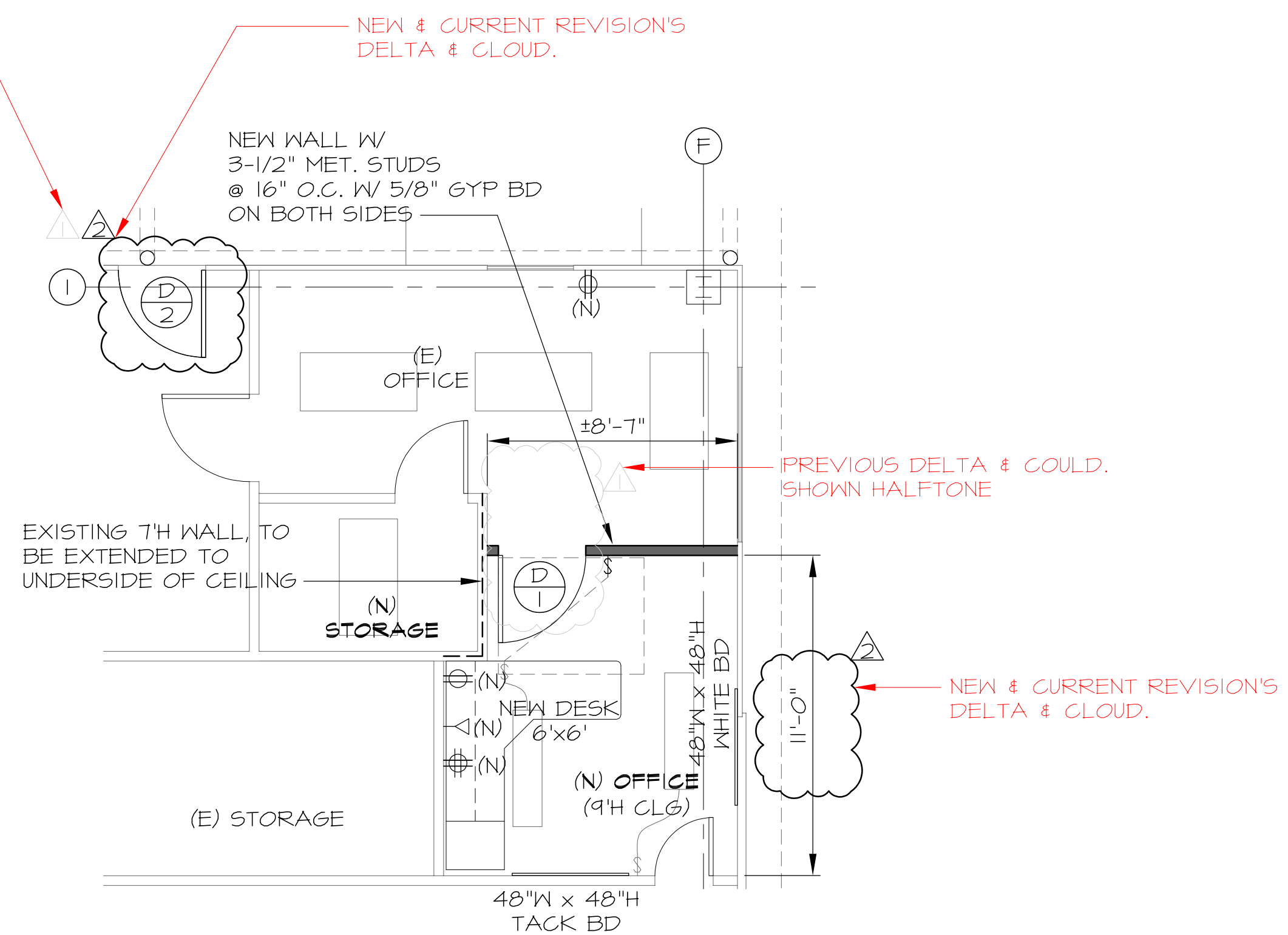
BY: _____
EXP. APRIL 30, 2024

REMOVE or "FREEZE" PREVIOUS DELTA'S CLOUD, WHERE OVERLAP OCCUR W/ NEW DELTA'S CLOUD. PREVIOUS DELTA SYMBOL(S) TO REMAIN & SHOWN HALFTONE.



1 OVERALL FLOOR PLAN
SCALE: 1/16" = 1'-0"
0 4 8 12 16
1/16"=1'-0"

PROJECT LOCATION 2 A01



2 ENLARGED FLOOR PLAN
SCALE: 1/4" = 1'-0"
0 1 2 3 4
1/4"=1'-0"

NEW REVISION'S DELTA
PREVIOUS REVISION'S DELTA
NEW SHEET ADDED TO THE SET OR REVISED SHEET NUMBER.
DELTA & CLOUD

KIMO ALOHA
OFFICE ALTERATION
OFFICE - FLOOR PLAN

REV	DATE	DESCRIPTION
1	2/1/2023	BLDG REVIEW COMMENTS
2	10/6/2022	DECAAB REVIEW COMMENTS

SHEET NO. A01
3 OF 3 SHTS