



DEPARTMENT OF PUBLIC WORKS – BUILDING DIVISION

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MEMORANDUM BLD-ADM-016

Revised No Record of Building Permit for Electrical and Residential PV (Revised)

Electric Only and PV Permits can only be issued for previously permitted structures. Therefore, Electrical Only and PV Permit Applications are required to include the previously approved Building Permit Number.

The applicant is to research for the existing Building Permit number from the Real Property Tax (RPT) records and/or the Planning Department's County Field Books. If a Building Permit cannot be found, the Applicant may submit the following documents, each with the subject property street address and/or the tax map key (TMK) number:

1. *Required* - Letter stating that research at RPT and County Field Books did not result in a Building Permit Number.
2. *Required* - Copy of the last HELCO Bill for the structure.
3. *Optional* - Document from HELCO that shows the date of original service, if HELCO can provide.

If the permit applicant cannot demonstrate that the structure to which electric improvements are being made was permitted, then a new "As-Built Permit is required. Applications for structures built without a permit shall be made in accordance with Hawaii County Code 5-7-3(d), Work Began Without "As-Built Permit is required.