

COUNTY OF HAWAI'I

# Photovoltaic Permit Application Training

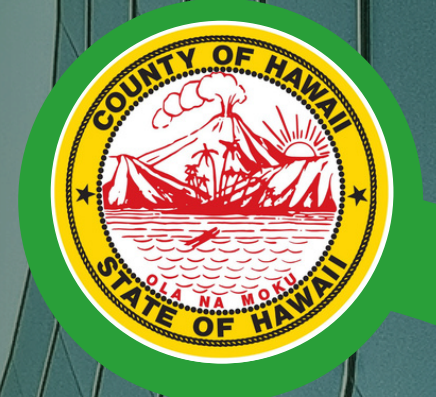
Department of Public Works  
Building Division





# Training Overview

- Learn how to navigate the PV permit application process efficiently.
- Understand the key requirements and documentation needed for permit approval.
- Gain insight into common errors and how to prevent them.
- Learn tips for submitting accurate and complete applications to streamline the approval process.
- Learning how to use Field Book Records to research Permit History
- Learning how to check Property Ownership on RPT.
- Learn how to navigate the PV permit application process efficiently.





# Field Book Records

COH Planning Department

- 1. Open the COH Planning Department's Field Book Records.**
- 2. Using the Parcel Number, first select the correct Zone Number.**

**Parcel Number Format: I-Z-S-PPP-ppp-CCCC**

**I - Island Number (one digit) Not used in Field Book Records**

**Z - Zone Number (one digit)**

**S - Section Number (one digit)**

**PPP - Plat Number (three digits)**

**ppp - Parcel Number (three digits)**

**CCCC - CPR or Condominium Number (four digits)**



+ [Shoreline Public Access](#)

+ [Resources & References](#)

[Short-Term Vacation Rentals](#)

[Special Management Area \(SMA\)](#)

[Zone Maps](#)

[Tax Maps \(TMK Maps\)](#)

[Subdivision Maps](#)

**[Field Books Records](#)**

[Notice to Owners Applying for a Building Permit within Subdivisions](#)

[Infrastructure & Public Facilities Needs Assessment](#)

[Projects & Studies](#)

[Planning's B.I. Blog Archives](#)

[RESOURCES](#) »

## Field Books Records

Font Size: [+](#) [-](#) [+](#) [Share & Bookmark](#) [Feedback](#) [Print](#)

[Condos](#)

[1 - Zone](#)

[2 - Zone](#)

[3 - Zone](#)

[4 - Zone](#)

[5 - Zone](#)

[6 - Zone](#)

[7 - Zone](#)

[8 - Zone](#)

[9 - Zone](#)



Short-Term Vacation Rentals

Special Management Area (SMA)

Zone Maps

Tax Maps (TMK Maps)

Subdivision Maps

**Field Books Records**

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Infrastructure & Public Facilities Needs Assessment

Projects & Studies

Planning's B.I. Blog Archives

# Field Books Records

Font Size: [+](#) [-](#) [+ Share & Bookmark](#) [Feedback](#) [Print](#)

[Field Books](#) » [1 - Zone](#) » [1 - 9](#)

 [1-9-001](#)

 [1-9-002](#)

 [1-9-003](#)

 [1-9-004](#)

 [1-9-005](#)

 [1-9-006](#)

 [1-9-007](#)

 [1-9-008](#)

 [1-9-009](#)

 [1-9-010](#)

 [1-9-011](#)

 [1-9-012](#)



Short-term Vacation Rentals

Special Management Area (SMA)

Zone Maps

Tax Maps (TMK Maps)

Subdivision Maps

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# Field Books Records

Font Size:    Share & Bookmark  Feedback  Print

[Field Books](#) » [1 - Zone](#) » [1 - 9](#) » [1-9-001](#)

 [19001057](#)

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 [19001055](#)

 [19001054](#)

 [19001053](#)

 [19001052](#)

 [19001051](#)

 [19001050](#)

 [19001049](#)

 [19001048](#)

|         |  |
|---------|--|
| ZONING: |  |
| C & C:  |  |
| L.U.C.: |  |

| CARD<br>ZONE SEC. |   | OF<br>PLAT | CARDS<br>PARCEL |
|-------------------|---|------------|-----------------|
| 1                 | 9 | 01         | 57              |

**PHIL. COHEN**

[illegible]



M/M ANTHONY RODRIGUES

[illegible][illegible]

# Real Property Tax Office

- Obtaining Property Ownership



## COUNTY OF HAWAI'I

*Real Property Tax Office*



[Home](#) | [Hawai'i County Home](#) | [Search Records](#) | [Forms](#) | [FAQ](#) | [Tax Rates](#) | [Tax Sales](#) | [Media Releases](#) | [Links / Tax Law](#) | [Payment](#)

### Property Record Search

The County of Hawaii Real Property Tax Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change.

Yes, I accept the above statement.



Q Search

Q Search

Kona Office  
West Hawaii Civic Center

# Search by Parcel Number or address





## Sketches



## Other Building and Yard Improvements

| Columns                    |          |            |      |                      |
|----------------------------|----------|------------|------|----------------------|
| Description                | Quantity | Year Built | Area | Gross Building Value |
| GARAGE WOOD BIT/CONC FLOOR | 1        | 1989       | 864  | \$30,400             |
| GARAGE WOOD BIT/CONC FLOOR | 1        | 1993       | 480  | \$21,700             |

## Permit Information



The permit data reflected in this section is for the purposes of Real Property Tax assessments. For Building permit information or updates, please refer to the link below under the Building Division Permit and Inspections Information.

| Date       | Permit Number | Reason       | Status           | Permit Amount |
|------------|---------------|--------------|------------------|---------------|
| 6/27/2018  | BH2018-00843  |              | PHOTOVOLTAIC     | \$34,180      |
| 12/28/2001 | 011670        | Addition     | PERMIT COMPLETED | \$13,536      |
| 5/3/1993   | 930792        | Garage       | PERMIT COMPLETED | \$5,000       |
| 3/23/1988  | 880464        | Carport      | PERMIT COMPLETED | \$7,000       |
| 7/10/1985  | 851272        | Fireplace    | PERMIT COMPLETED | \$2,100       |
| 5/20/1985  | 850916        | New Dwelling | PERMIT COMPLETED | \$89,200      |

## Building Division Permit & Inspections Information

<https://hawaiicountyhi-energypub.tylerhost.net/Apps/SelfService#/home>

# Permit History



Check field records first, RPT history does not up-to-date permit information

# COMMON ERRORS FOUND IN PV PERMIT APPLICATIONS







# County of Hawai‘i

DEPARTMENT OF PUBLIC WORKS

V3 4/10/2023

## PROPERTY OWNER DECLARATION FORM

### INSTRUCTIONS

COMPLETE THE SECTIONS BELOW. AN EMAIL ADDRESS IS REQUIRED FOR ALL CONTACTS – ALL COMMUNICATION REGARDING YOUR APPLICATION WILL BE EMAILED.

### LOCATION INFORMATION

(VERIFY AT: [www.hawaiipropertytax.com/search.html](http://www.hawaiipropertytax.com/search.html))

|                  |         |
|------------------|---------|
| PARCEL NUMBER    | - - - - |
| LOCATION ADDRESS |         |

### PROPERTY OWNER INFORMATION *(Owner contact information is required)*

(VERIFY AT: [www.hawaiipropertytax.com/search.html](http://www.hawaiipropertytax.com/search.html))

IF PROPERTY OWNER(S) NAMED BELOW DOES/DO NOT MATCH THE COUNTY’S REAL PROPERTY TAX OFFICE RECORD, PLEASE SUBMIT A COPY OF THE CURRENT OWNER’S PROOF OF OWNERSHIP.

|                 |  |
|-----------------|--|
| OWNER NAME      |  |
| MAILING ADDRESS |  |
| PHONE NUMBER    |  |
| EMAIL           |  |

|                 |  |
|-----------------|--|
| OWNER NAME      |  |
| MAILING ADDRESS |  |
| PHONE NUMBER    |  |
| EMAIL           |  |

|                 |  |
|-----------------|--|
| OWNER NAME      |  |
| MAILING ADDRESS |  |
| PHONE NUMBER    |  |
| EMAIL           |  |

### AUTHORIZED AGENT INFORMATION

|                 |  |
|-----------------|--|
| AGENT NAME      |  |
| MAILING ADDRESS |  |
| PHONE NUMBER    |  |
| EMAIL           |  |



# County of Hawai‘i

DEPARTMENT OF PUBLIC WORKS

### ADDITIONAL CONTACT INFORMATION (LIMIT 2)

|                 |  |
|-----------------|--|
| NAME            |  |
| MAILING ADDRESS |  |
| PHONE NUMBER    |  |
| EMAIL           |  |

|                 |  |
|-----------------|--|
| NAME            |  |
| MAILING ADDRESS |  |
| PHONE NUMBER    |  |
| EMAIL           |  |

Pursuant to Hawaii County Code, Section 5-4-1(a)(7), and by my signature below, I certify the following: (1) I am the owner of the property described above or the owner’s authorized agent and I consent to the submittal of this permit application; (2) the information in this application is accurate and complete; and (3) I understand that all contacts listed above will receive communication regarding the permit application and plans.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

CHECK THE BOX IF  
PROPERTY OWNER  
INFORMATION ABOVE  
MATCHES RPT’S DATA.  
If no, proof of ownership is  
required. Verify at:  
[www.hawaiipropertytax.com/  
search.html](http://www.hawaiipropertytax.com/search.html)

☐

\_\_\_\_\_  
DATE

## Property Owner Declaration Form

- Not provided
- Not signed
- Wrong owner per RPT
- Wrong TMK number
- Add Trust, LLC, INC
- DHHL properties needs DHHL signature

Project Declaration

Last Updated: 1-30-2025

TMK

- - - -

Property Owner Name

Permit Number

Project Includes:

☐ Building Work

☐ Plumbing Work

☐ 4 bathrooms or more

☐ Electrical Work

☐ over 200 Amp service

STATEMENT ACCOMPANYING PERMIT APPLICATION PURSUANT TO CHAPTER 444, H.R.S. (RELATING TO CONTRACTORS)

SELECT BUILDING/GENERAL CONTRACTOR OR OWNER-BUILDER

☐ BUILDING/GENERAL CONTRACTOR

I declare that I am licensed under the provisions of Chapter 444, HRS, of the Department of Commerce & Consumer Affairs, State of Hawaii. My license# is in full force and in effect.

Signature of RME or Sole Proprietor

Date

NOTE: RME (Responsible Managing Employee) or Sole Proprietor, is required to sign.

Building/General Contractor License Name

License #

Lic. Expiration Date

Phone#

Business Address

RME Full Name

RME Work Phone

RME Email Address

RME Cell Phone

☐ OWNER-BUILDER

Section 5-1-5 Definition "Owner-builder" means owners or lessees of property who build or improve buildings or structures on their property for their own use, or for use by their immediate family. This definition shall not preempt owner-builder by exemption as defined by section HRS 444-2.5, Hawai'i Revised Statutes

I declare an exemption under HRS Sec. 444-2.5 for the following reasons:

1) This exemption allows me, as the owner or lessee of the property, to act as my own general contractor without possessing a license.

2) To supervise the construction myself

3) To hire licensed subcontractors

4) The building is for my personal use and not for the use or occupancy by the general public.

5) Building will not be built for sale or lease within one (1) year after construction is complete.

By signing this Project Declaration and declaring exemption under HRS Section 444-2.5, I attest that I have read and understand the "Disclosure Statement" on Page 4.

Property Owner Name

Property Owner Signature

Date

# Project Declaration Form

- Not provided
- Not signed
- Wrong owner per RPT
- Wrong TMK number
- Selected Owner Builder and listed a Building Contractor
- Wrong license number (RME license instead of Contractor license)

TMK

- - - -

Property Owner Name

Permit Number

LIST SUBCONTRACTORS

When electrical or plumbing work is included, the phases of work and the contractors responsible for each phase must be listed. For a detailed list of electrical and plumbing work phases, refer to page 3 of this form.  
[HCC 5-4-1\(a\)\(9\)](#): Provide the name and license number of all specialty contractors involved in the project, in compliance with the provisions of chapter 444, Hawai'i Revised Statutes;  
Refer to [Exhibit A](#) HRS 444-7(d) for the list of specialty contractors.

Contractor License Name

License #

Lic. Expiration Date

Work Phone

Cell Phone

Phase(s) – Must be listed. See lists on page 3 of this form.

RME Full Name

RME Work Phone

RME Email Address

RME Cell Phone

Signature of RME or Sole Proprietor

Date

Contractor License Name

License #

Lic. Expiration Date

Work Phone

Cell Phone

Phase(s) – Must be listed. See lists on page 3 of this form.

RME Full Name

RME Work Phone

RME Email Address

RME Cell Phone

Signature of RME or Sole Proprietor

Date

Contractor License Name

License #

Lic. Expiration Date

Work Phone

Cell Phone

Phase(s) – Must be listed. See lists on page 3 of this form.

RME Full Name

RME Work Phone

RME Email Address

RME Cell Phone

Signature of RME or Sole Proprietor

Date

Contractor License Name

License #

Lic. Expiration Date

Work Phone

Cell Phone

Phase(s) – Must be listed. See lists on page 3 of this form.

RME Full Name

RME Work Phone

RME Email Address

RME Cell Phone

Signature of RME or Sole Proprietor

Date



ELECTRICAL PHASES

WRITE PHASE(S) WITHIN SUBCONTRACTOR’S SECTION ON PAGE 2.

|     |                                         |  |       |
|-----|-----------------------------------------|--|-------|
| E1  | Temporary Installations                 |  |       |
| E2  | Service Equipment                       |  | HELCO |
| E3  | Feeder Wiring                           |  |       |
| E4  | Branch Circuit Wiring                   |  |       |
| E5  | Electrical Equipment Installation       |  |       |
| E6  | Device and Fixture Installation         |  |       |
| E7  | Fire Alarm System                       |  |       |
| E8  | Swimming Pool Wiring                    |  |       |
| E9  | Solar Water Heater Wiring               |  |       |
| E10 | Landscape Lighting and Sprinkler Wiring |  |       |
| E11 | Sign Installation Connection            |  |       |

|     |                                               |                                    |  |
|-----|-----------------------------------------------|------------------------------------|--|
| E12 | Alt. Energy Installation (PV/Wind/Generator)  |                                    |  |
| E13 |                                               | Low Voltage Wiring                 |  |
|     |                                               | Audio/Visual Wiring                |  |
|     |                                               | Security System Wiring             |  |
|     |                                               | Data Communication/Computer Wiring |  |
| E14 | Air Conditioning/Refrigeration Control Wiring |                                    |  |
| E15 | Motor Installation                            |                                    |  |
| E16 | Street Lighting/Traffic Signal Installation   |                                    |  |
| E17 | Empty Conduit Installation                    |                                    |  |
| E18 | Site Work Utilities Installation              |                                    |  |
| E19 | As Built/Work Started Without Permits         |                                    |  |
| E20 | Demolition Work                               |                                    |  |

PLUMBING PHASES

WRITE PHASE(S) WITHIN SUBCONTRACTOR’S SECTION ON PAGE 2.

|     |                                                                         |  |  |
|-----|-------------------------------------------------------------------------|--|--|
| P1  | Temporary Water                                                         |  |  |
| P2  | Plumbing Fixtures, Equipment                                            |  |  |
| P3a | Sanitary Piping System (Interior)                                       |  |  |
| P3b | Sanitary Piping System (Exterior)                                       |  |  |
| P3c | Grey Water Waste System                                                 |  |  |
| P3d | Sewer Lateral Connection<br>(Including Interceptors, Clarifiers)        |  |  |
| P3e | Private Individual Waste System<br>(Including Interceptors, Clarifiers) |  |  |
| P3f | Private Wastewater Treatment Plants                                     |  |  |
| P3g | Abandoned Cesspool                                                      |  |  |
| P4a | Water Distribution System (Interior)                                    |  |  |
| P4b | Building Supply (Outside Water Piping)                                  |  |  |
| P4c | Water Distribution Main (Subdivision, piping)                           |  |  |
| P4d | Water Equipment – Backflow Preventer,<br>Pressure Regulator             |  |  |
| P4e | Water Tank – (Pump/Filter/Water Treatment)                              |  |  |
| P4f | Non Potable Water Distribution                                          |  |  |

|     |                                                                                   |               |     |
|-----|-----------------------------------------------------------------------------------|---------------|-----|
| P5c | Standpipes                                                                        |               |     |
| P6a | Fuel Gas Piping System and fittings                                               |               |     |
| P6b |                                                                                   | Gas Appliance | Qty |
|     |                                                                                   |               |     |
|     |                                                                                   |               |     |
|     |                                                                                   |               |     |
| P7a | Solar Water Heating System (Except Water Supply)                                  |               |     |
| P7b | Solar Water Heater – Water Supply                                                 |               |     |
| p9  | Swimming Pool – Potable Water Supply,<br>Sanitary Drainage, Backflow              |               |     |
| P10 | Air Conditioning – Water Supply,<br>Including Backflow Preventer                  |               |     |
| P11 | Alt. Energy (Heat Pumps, PV Hot Water)                                            |               |     |
| P12 | Medical Gas System                                                                |               |     |
| P13 | Water Supply for Sprinkler Cross Contamination/<br>Irrigation Cross Contamination |               |     |
| P14 | As Built/Work Started Without Permits                                             |               |     |

Owner-Builder  
Exemption Under Hawaii Revised Statute Section 444-2.5

"Disclosure Statement

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption provided in section 444-2.5, Hawaii Revised Statutes, allows you, as the owner or lessee of your property, to act as your own general contractor even though you do not have a license. You must supervise the construction yourself. You must also hire licensed subcontractors. The building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease a building you have built yourself within one year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of the exemption, and you may be prosecuted for this. It is your responsibility to make sure that subcontractors hired by you have licenses required by state law and by county licensing ordinances. Electrical or plumbing work must be performed by contractors licensed under chapters 448E and 444, Hawaii Revised Statutes. Any person working on your building who is not licensed must be your employee which means that you must deduct F.I.C.A. and withholding taxes and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, 9 ordinances, building codes, and zoning regulations. If you violate section 444-2.5 or fail to comply with the requirements set forth in this disclosure statement, you may be fined \$5,000 or forty per cent of the appraised value of the building as determined by the county tax appraiser, whichever is greater, for the first offense; and \$10,000 or fifty per cent of the appraised value of the building as determined by the county tax appraiser, whichever is greater, for any subsequent offense."

HRS Section 444-9.1(c)

Related Code References

HRS 444-2.5  
Owner-builder exemption



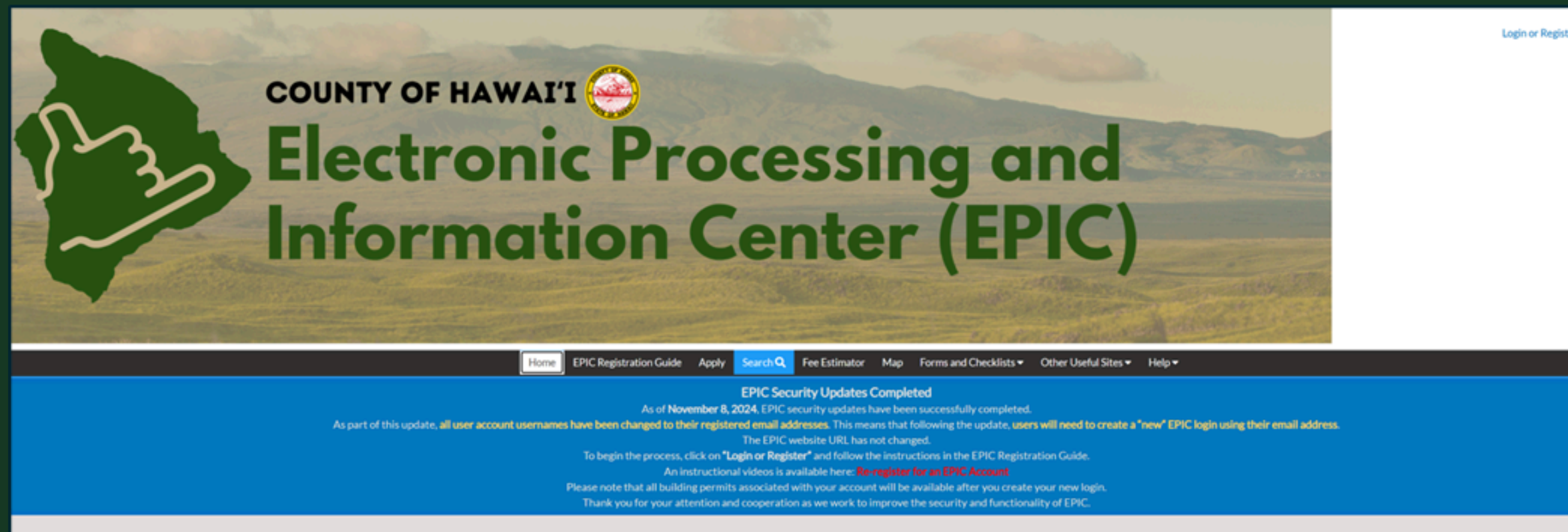
[https://www.capitol.hawaii.gov/hrscurrent/Vol10\\_Ch0436-0474/HRS0444/HRS\\_0444-0002\\_0005.htm](https://www.capitol.hawaii.gov/hrscurrent/Vol10_Ch0436-0474/HRS0444/HRS_0444-0002_0005.htm)

HRS 444-9.1  
Issuance of building permits;  
owner-builder registration



[https://www.capitol.hawaii.gov/hrscurrent/Vol10\\_Ch0436-0474/HRS0444/HRS\\_0444-0009\\_0001.htm](https://www.capitol.hawaii.gov/hrscurrent/Vol10_Ch0436-0474/HRS0444/HRS_0444-0009_0001.htm)

# How to apply for a Residential Photovoltaic Permit



The screenshot shows the top section of the County of Hawaii EPIC website. On the left is a green map of Hawaii with a white outline of the state. To its right is the text "COUNTY OF HAWAII" followed by the official seal. Below this is the main title "Electronic Processing and Information Center (EPIC)" in large green letters. In the top right corner, there is a link "Login or Register". A dark navigation bar contains links: Home, EPIC Registration Guide, Apply, Search (with a magnifying glass icon), Fee Estimator, Map, Forms and Checklists (with a dropdown arrow), Other Useful Sites (with a dropdown arrow), and Help (with a dropdown arrow). Below the navigation bar is a blue banner with white text announcing "EPIC Security Updates Completed" and providing instructions for users regarding account updates as of November 8, 2024.

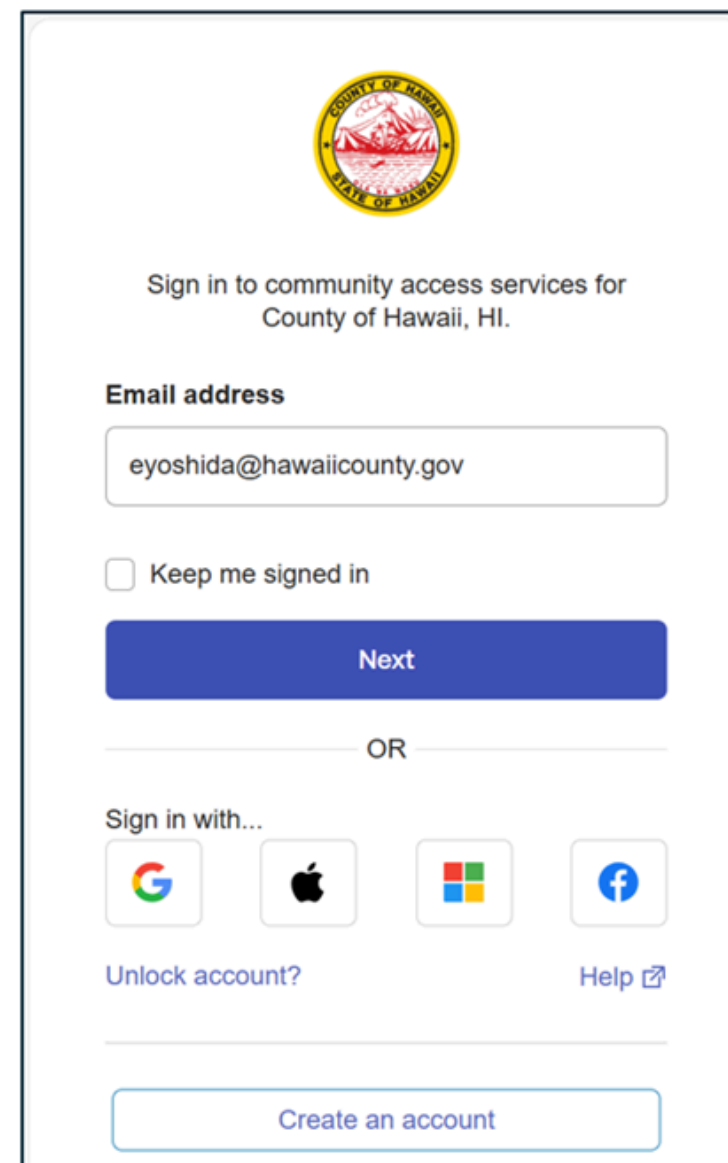
COUNTY OF HAWAII

## Electronic Processing and Information Center (EPIC)

[Login or Register](#)

[Home](#) [EPIC Registration Guide](#) [Apply](#) [Search](#) [Fee Estimator](#) [Map](#) [Forms and Checklists](#) [Other Useful Sites](#) [Help](#)

**EPIC Security Updates Completed**  
As of November 8, 2024, EPIC security updates have been successfully completed.  
As part of this update, all user account usernames have been changed to their registered email addresses. This means that following the update, users will need to create a "new" EPIC login using their email address.  
The EPIC website URL has not changed.  
To begin the process, click on "Login or Register" and follow the instructions in the EPIC Registration Guide.  
An instructional video is available here: [Re-register for an EPIC Account](#)  
Please note that all building permits associated with your account will be available after you create your new login.  
Thank you for your attention and cooperation as we work to improve the security and functionality of EPIC.



The screenshot shows the login page of the County of Hawaii EPIC system. At the top is the County of Hawaii seal. Below it is the text "Sign in to community access services for County of Hawaii, HI." followed by the label "Email address". A text input field contains the email "eyoshida@hawaiiicounty.gov". Below the input field is a checkbox labeled "Keep me signed in". A blue "Next" button is positioned below the checkbox. Below the "Next" button is the word "OR". Underneath "OR" is the text "Sign in with..." followed by four social media login icons: Google, Apple, Microsoft, and Facebook. Below these icons are two links: "Unlock account?" and "Help" with an external link icon. At the bottom is a "Create an account" button.

COUNTY OF HAWAII

Sign in to community access services for County of Hawaii, HI.

Email address

eyoshida@hawaiiicounty.gov

☐ Keep me signed in

Next

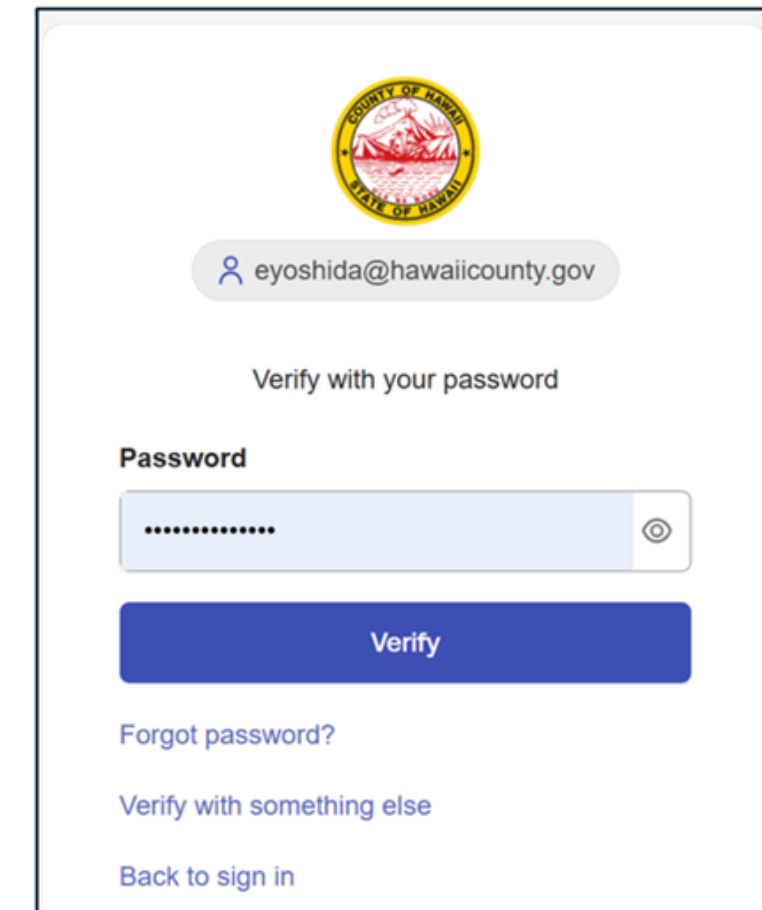
OR

Sign in with...

[Unlock account?](#) [Help](#)

Create an account



The screenshot shows the password verification page of the County of Hawaii EPIC system. At the top is the County of Hawaii seal. Below it is the email "eyoshida@hawaiiicounty.gov" with a user icon. Below the email is the text "Verify with your password". Below this is the label "Password" followed by a password input field with masked characters and a toggle icon. Below the input field is a blue "Verify" button. Below the "Verify" button are three links: "Forgot password?", "Verify with something else", and "Back to sign in".

COUNTY OF HAWAII

eyoshida@hawaiiicounty.gov

Verify with your password

Password

.....

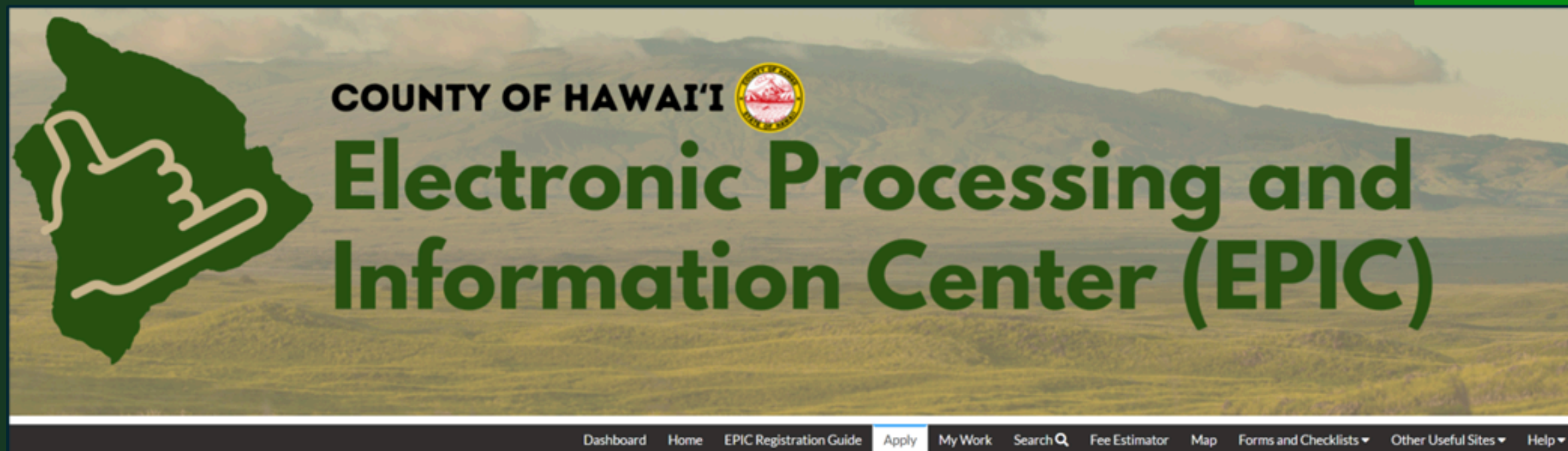
Verify

[Forgot password?](#)

[Verify with something else](#)

[Back to sign in](#)





[Dashboard](#) [Home](#) [EPIC Registration Guide](#) [Apply](#) [My Work](#) [Search](#) [Fee Estimator](#) [Map](#) [Forms and Checklists](#) [Other Useful Sites](#) [Help](#)

### Application Assistant

[Q](#)

[All](#) [Trending](#) [My History](#) [PERMITS](#) [Planning Department Applications](#)

[Show Categories](#) [Show My Templates](#)

#### Residential New Construction

Category Name:  
Building (Residential)

Description:  
Application for a building permit to construct a new residential structure, including but not limited to new dwelling, garage, carport, residential storage, etc.  
R-3 Occupancy and associated structures ONLY.

[Apply](#)

#### Residential PV Permit

Category Name:  
Building (Residential)

Description:  
Application for a building permit to install a residential photovoltaic (PV) system. Applicant must specify roof mount or ground mount.

NOTE: Please complete the Contractor Declaration form. A licensed electrical contractor is required to for the installation.

[Apply](#)

# Residential PV Permit

Apply

Category Name:  
Building (Residential)

Description:  
Application for a building permit to install a residential photovoltaic (PV) system. Applicant must specify roof mount or ground mount.

NOTE: Please complete the Contractor Declaration form. A licensed electrical contractor is required to for the installation.

Apply for Permit - Residential PV Permit

\*REQUIRED

1

2

3

4

5

6

7

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

LOCATIONS

If you need assistance in adding a location, please watch our short 2-minute video regarding Application Location.

BEFORE APPLYING FOR AND SUBMITTING A BUILDING PERMIT APPLICATION, BE SURE YOU UNDERSTAND THE REQUIREMENTS AND RESTRICTIONS THAT ARE APPLICABLE TO THE PROJECT LOCATION.

FAILURE TO PROPERLY PREPARE CAN LEAD TO DELAYS AND ADDITIONAL PROJECT COSTS IN OBTAINING A PERMIT.

PLANNING DEPARTMENT HAS INFORMATION AS TO HOW THE PROPERTY CAN BE USED AND WHAT CAN BE BUILT ON THE PROPERTY.

If the property is in a SMA area and you do not have a SMA permit, **STOP HERE**. Apply first for an SMA permit before beginning a building permit.

FOR MORE INFORMATION, YOU MAY VISIT [PLANNING'S WEBSITE](#) OR CALL PLANNING DEPARTMENT AT (808) 961-8288.

ENGINEERING DIVISION PROVIDES INFORMATION OF WHAT IS REQUIRED FOR PROPERTIES IN FLOOD ZONES.

If work consists within a [FEMA Special Flood Hazard Area](#) (flood zone A, AE, AH, AO, V, or VE), a flood plain packet will need to be completed.

[Flood Zone Packet Zone A](#)

[Flood Zone Packet Zone V](#)

FOR MORE INFORMATION, YOU MAY VISIT [ENGINEERING'S WEBSITE](#) OR CALL ENGINEERING DIVISION AT (808) 961-8327.

AFTER ADDING A LOCATION BELOW, THE SYSTEM WILL REVIEW THE COUNTY'S GEOGRAPHICAL INFORMATION SYSTEM (GIS) FOR SPECIAL CONDITIONS AND REQUIREMENTS THAT MIGHT APPLY BASED ON THE PROJECT'S LOCATION.

IT MAY APPEAR THAT THE SITE IS FROZEN, BUT PLEASE WAIT A FEW MINUTES FOR THE SYSTEM TO COMPLETE ITS GIS REVIEW. YOU MAY PROCEED ON TO THE NEXT STEP WHEN THE RESULTS OF THE GIS SEARCH APPEAR OR WHEN THE "NEXT" BUTTON TURNS BLUE.

Project Site Location

Add Location

+

REQUIRED

Create Template

Save Draft

Next



Add Address As

Project Site Location

SEARCH

▼

220150330000

×

Q

Add Address As

Project Site Location

SEARCH

▼

220150330000

×

Q

220110410000

Select All

Add

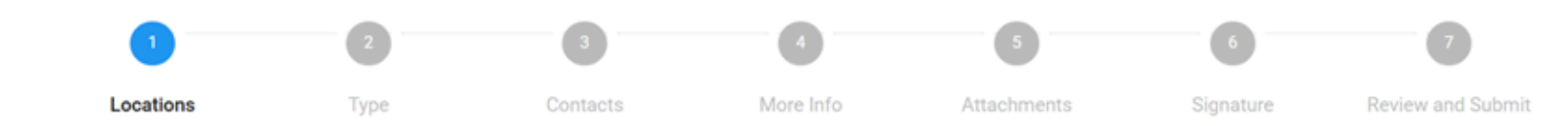
✓

101 PAUAHI ST

Parcel: 220150330000

Apply for Permit - Residential PV Permit

REQUIRED



LOCATIONS

If you need assistance in adding a location, please watch our short [2-minute video](#) regarding [Application Location](#).

**BEFORE APPLYING FOR AND SUBMITTING A BUILDING PERMIT APPLICATION, BE SURE YOU UNDERSTAND THE REQUIREMENTS AND RESTRICTIONS THAT ARE APPLICABLE TO THE PROJECT LOCATION.**

**FAILURE TO PROPERLY PREPARE CAN LEAD TO DELAYS AND ADDITIONAL PROJECT COSTS IN OBTAINING A PERMIT.**

**PLANNING DEPARTMENT** HAS INFORMATION AS TO HOW THE PROPERTY CAN BE USED AND WHAT CAN BE BUILT ON THE PROPERTY.

*If the property is in a SMA area and you do not have a SMA permit, **STOP HERE**. Apply first for an SMA permit before beginning a building permit.*

FOR MORE INFORMATION, YOU MAY VISIT [PLANNING'S WEBSITE](#) OR CALL PLANNING DEPARTMENT AT [\(808\) 961-8288](#).

**ENGINEERING DIVISION** PROVIDES INFORMATION OF WHAT IS REQUIRED FOR PROPERTIES IN FLOOD ZONES.

If work consists within a [FEMA Special Flood Hazard Area](#) (flood zone A, AE, AH, AO, V, or VE), a flood plain packet will need to be completed.

[Flood Zone Packet Zone A](#)

[Flood Zone Packet Zone V](#)

FOR MORE INFORMATION, YOU MAY VISIT [ENGINEERING'S WEBSITE](#) OR CALL ENGINEERING DIVISION AT [\(808\) 961-8327](#).

AFTER ADDING A LOCATION BELOW, THE SYSTEM WILL REVIEW THE COUNTY'S GEOGRAPHICAL INFORMATION SYSTEM (GIS) FOR SPECIAL CONDITIONS AND REQUIREMENTS THAT MIGHT APPLY BASED ON THE PROJECT'S LOCATION.

IT MAY APPEAR THAT THE SITE IS FROZEN, BUT PLEASE WAIT A FEW MINUTES FOR THE SYSTEM TO COMPLETE ITS GIS REVIEW. YOU MAY PROCEED ON TO THE NEXT STEP WHEN THE RESULTS OF THE GIS SEARCH APPEAR OR WHEN THE "NEXT" BUTTON TURNS BLUE.

Type: Project Site Location

101 PAUAHI ST , HI

Main Address

✓

Parcel Number

220150330000

Main Parcel

✓

Remove

**Apply for Permit - Residential PV Permit** \*REQUIRED

Locations **2** Type **3** Contacts **4** More Info **5** Attachments **6** Signature **7** Review and Submit

**PERMIT DETAILS**

Please provide a description of your project along with the valuation costs of all (Building, Electrical, and Plumbing) materials, labor, etc...

If this permit is for a multi-permit construction project like a subdivision or multiple building/unit construction, please start the permit description with a project name followed by project permit sequence number. For example, "Pacific Condos 1 of 15: New Single Family Dwelling, etc..."

All estimates will be reassessed during review of application and plans. Payment receipts, contractor quotes, etc... may be provided and/or required to justify valuation estimates.

\* **Permit Type** Residential PV Permit

\* **Description** Installation of New Roof Mounted PV System. (6) Hanwha Q-Cells Q.PEAK DUO BLK ML-G10+ 415 panels (1) Tesla Powerwall+ Inverter with Integrated Battery PV (UNDER 10KW)

\* **Valuation** 42000.00

Back Create Template Save Draft Next

Required information needed in Description section

-# OF PANELS

-WATTAGE PER PANEL

-BATTERY / INVERTER

-IF PV IS UNDER 10KW OR HIGHER

**Apply for Permit - Residential PV Permit** \*REQUIRED

Locations **2** Type **3** Contacts **4** More Info **5** Attachments **6** Signature **7** Review and Submit

**CONTACTS**

Please identify contacts for this project. Be sure to specify the contact type (Property Owner, Builder, Architect, etc) prior entering contact information.

If the contact you would like to add does not exist within our system, please provide their information on either the [Property Owner Declaration Form](#) or the [Project Declaration Form](#) and our staff will add them to your case for you. Both the Property Owner Declaration Form and Project Declaration Form are form fillable pdfs and may be completed electronically then attached to this case in the attachments area of this application.

Note: For Contacts identified as owners, please verify ownership information on [Real Property Tax \(RPT\) website](#). If ownership listed on RPT website is different, proof of ownership must be attached in step 5 of the application process. Document must be complete and fully executed, and include TMK, and names of both the previous and current owner.

**WARNING:** All contacts listed that are registered users of this site, are co-owners of the application allowing them to view and do anything and everything that the creator of the application is able to do.

For more information please watch our short [4-minute video](#) regarding [Application Contacts](#).

**Applicant**

Erin Yoshida (You)  
County of Hawaii-Building D...  
101 Pauahi Street Suite 7,  
Hilo, HI, 96720

Applicant  
Agent  
Applicant  
Architect  
Builder  
Draftsperson  
**Electrician**  
Engineer  
Other  
Owner/Builder  
Property Owner  
Tenant/Lessee

Back Create Template Save Draft Next



Applicant



Erin Yoshida (You)

County of Hawaii-Building D...

101 Pauahi Street Suite 7 ,  
Hilo, HI , 96720

Electrician

Add Contact

+

Add Contact

Add Contact As 

Electrician

Search

My Favorites

Search 

Erin Yoshida



Add Contact

Add Contact As 

Electrician

Search

My Favorites

Search 

Erin Yoshida



Sort 

Relevance

| Favorite                                                                            | First Name | Last Name | Company                            | Action         |
|-------------------------------------------------------------------------------------|------------|-----------|------------------------------------|----------------|
|  | Erin       | Yoshida   | County of Hawaii-Building Division | <div>Add</div> |

Results per page 

10

 1 - 1 of 1 << < 1 > >>

Add Contact

Add Contact As 

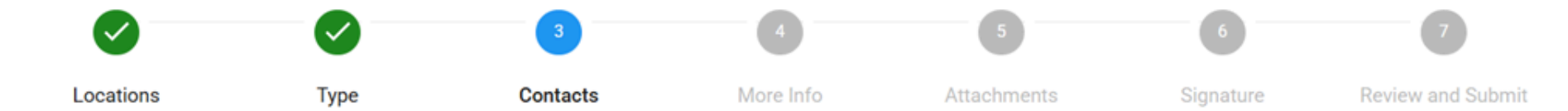
Electrician

Search

My Favorites

My Favorites

| First Name | Last Name | Company                            | Action         |
|------------|-----------|------------------------------------|----------------|
| Erin       | Yoshida   | County of Hawaii-Building Division | <div>Add</div> |



CONTACTS

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Applicant

Erin Yoshida (You)

County of Hawaii-Building D...

101 Pauahi Street Suite 7 ,  
Hilo, HI , 96720

Electrician

Erin Yoshida(You)

County of Hawaii-Building D...

101 Pauahi Street Suite 7 , Hi...

Remove

Applicant

Add Contact

+





Locations



Type



Contacts



More Info



Attachments



Signature



Review and Submit

**MORE INFO**

Please provide all information related to your construction project. Inadequate details could delay permit approval.

**Building Info**

[Next Section](#) | [Top](#) | [Main Menu](#)

**\*Parent Building Permit Number**

**Work begun without permit**

☐

**If work started, are walls open for inspection?**

Enter violation number below if this application is to address a violation.

**Violation#**

**Special Project Classification**

|                          |                                               |
|--------------------------|-----------------------------------------------|
| <input type="checkbox"/> | County Govt Project                           |
| <input type="checkbox"/> | Habitat for Humanity                          |
| <input type="checkbox"/> | Hawaii Community College's Model Home Project |
| <input type="checkbox"/> | Major Disaster Recovery                       |

**\*Project Type**

**\*Declaration Type**

**Type of Use with Proposed Work**

**Declaration Exemption Number**

Note: Examples of Accessory Structures include: Retaining Wall/Fence, Detached Garage, Water Tank/Pool, etc.

Multiple Bldg Structure - Bldg ID

Number of Bldg Stories

Number of Units

Utilities

Previous Section

Next Section

Top

Main Menu

\*Project to include Service Installation 200+ amps

\*PV Installation Location

☐ Roof Mount

☐ Ground Mount

\*PV Under 10 kw?

PV Info Details

+ Add Row

|  | PV Details | Valuation |
|--|------------|-----------|
|  |            |           |

Batteries Valuation Details

+ Add Row

|  | Battery Details | Valuation |
|--|-----------------|-----------|
|  |                 |           |

Retaining Wall Information Details

+ Add Row

|  | Location | Valuation | Max Height |
|--|----------|-----------|------------|
|  |          |           |            |

Project Includes

Previous Section

Top

Main Menu

Principle Type of Frame

Building Height

Roofing Type

Back

Create Template

Save Draft

Next



Alert

Parent Building Permit Number is required.

Project Type is required.

Declaration Type is required.

Project to include Service Installation 200+ amps is required.

PV Installation Location is required.

PV Under 10 kw? is required.

Close

\*PV Installation Location

☐

Roof Mount

☐

Ground Mount

PV Installation Location is required.

Apply for Permit - Residential PV Permit

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Signature

7

Review and Submit

Attachments

You are urged to Save your Draft before proceeding (button at the bottom right).

Please review the [Building Permit Applicant Checklist](#) and upload any required documents here.

Electronic Plans should be uploaded here. Please review our [NonResidential Plan Submittal Checklist](#) and our [Electronic Document Standards](#). Using the checklist and adhering to the standards will increase the chance of approval on the initial pass.

If the contact you would like to add does not exist within our system, please provide their information on either the [Property Owner Declaration Form](#) or the [Project Declaration Form](#) and our staff will add them to your case for you. Both the Property Owner Declaration Form and Project Declaration Form are form fillable pdfs and may be completed electronically then attached to this case in the attachments area of this application.

For more information please watch our short [2-minute video regarding Application Attachments](#).

PW-BLD:Building Plans

Add Attachment

+

Supported: .pdf

REQUIRED

PW-BLD:PROPERTY OWNER...

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .jpg, .jpeg, .pdf

Back

Create Template

Save Draft

Next

PV WORKSHEET  
(STRUCTURAL) IN LIEU OF  
ARCHITECT/STRUCTURAL  
STAMP, IS ATTACHED.

BUILDING PLANS SHOULD  
HAVE OWNER NAME AND  
TMK PER RPT

# OTHER COMMON ERRORS FOUND IN PV PLANS

- Not provided
- Wrong owner per RPT
- Wrong TMK number
- Missing Site plan
- Missing Design Professional Stamp/Signature (Electrical Engineer for PV systems greater than 10kw)
- Missing Electrical Plans
- Missing PV evaluation worksheet and/or building plans stamped by a structural/architect identifying racking system and installation details.
  - a. Missing Roof Layout
  - b. The number of panels is incorrect on plans
- Missing Cloud + Delta for Revisions and Resubmittals







PW-BLD:Building Plans

Building Plans Testing.pdf

Size: 30.12 KB

Remove



PW-BLD:PROPERTY OWNER...

Property Owner Declaration Testing.pdf

Size: 30.12 KB

Remove

Select Type

Add Attachment



Supported: .jpg, .jpeg, .pdf

Back

Create Template

Save Draft

Next

IF AT ANYTIME YOU ARE NOT ABLE  
TO FINISH THE APPLICATION, YOU  
CAN SAVE AS A DRAFT.  
ATTACHMENTS DO NOT SAVE IN  
DRAFT.

Apply for Permit - Residential PV Permit

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Signature

7

Review and Submit

SIGNATURE

By submitting this form I certify that the information provided is correct and that I am authorized to apply for a permit on the property specified.

\* Please type your name as consent to electronically sign this application.

Erin Yoshida

Enable Type Signature

Erin Yoshida

Erin Yoshida

March, 04 2025

X

Erin Yoshida

Back

Create Template

Save Draft

Next

More Info

Building Info

Parent Building Permit Number

B2001-1234H

Work begun without permit

☐

If work started, are walls open for inspection?

Enter violation number below if this application is to address a violation.

Violation#

Special Project Classification

☐ County Govt Project

☐ Habitat for Humanity

☐ Hawaii Community College's Model Home Project

☐ Major Disaster Recovery

Project Type

Private

Declaration Type

Contractor

Type of Use with Proposed Work

Single-Family Dwelling

Declaration Exemption Number

Note: Examples of Accessory Structures include: Retaining Wall/Fence, Detached Garage, Water Tank/Pool, etc.

Multiple Bldg Structure - Bldg ID

Number of Bldg Stories

Number of Units

Utilities

Project to include Service Installation 200+ amps

No

PV Installation Location

☒ Roof Mount

☐ Ground Mount

PV Under 10 kw?

Yes

PV Info

PV Details

Valuation

Batteries Valuation

Battery Details

Valuation

Retaining Wall Information

Location

Valuation

Max Height

Project Includes

Principle Type of Frame

Building Height

Roofing Type

Attachments

PW-BLD:Building Plans

Building Plans\_v1.pdf

PW-BLD:PROPERTY OWNER DECLARATION

PROPERTY OWNER DECLARATION FORM\_v1.pdf

Back

Create Template

Save Draft

Submit



DashboardHomeApplyMy WorkSearchQFee EstimatorMapForms and Checklists▼Other Useful Sites▼Help▼

✔ Your application was successfully submitted!

Congratulations you are almost there! In order to complete the application process, you must now pay the initial plan review fee. You may pay it online with credit card or electronic check by clicking on the pay now button to the right or by coming into either our West or East Hawaii Building Division office. Once payment has been received, the Building Division staff will then begin the process to review and issue your permit. Applications will be processed in the order they are received. You will be able to track its progress from this account.

Continue to permit

Fees

\$61.40

View Details

Add to Cart

Permit Number: PW.B2025-005039

Add to Cart

Permit DetailsTab ElementsMain Menu

Type:Residential PV PermitStatus:Pending Plan Review  
Fee Payment

Applied Date:03/10/2025Issue Date:

District:2 - South HiloAssigned To:Expire Date:

Valuation:\$42,000.00Finalized Date:

Description:(1-PERMIT) Installation of New Roof Mounted PV System. (6) Hanwha Q-Cells Q.PEAK DUO BLK ML-G10+ 415 panels (1) Tesla Powerwall+ Inverter with Integrated Battery PV (UNDER 10KW)

SummaryLocationsFees1InspectionsAttachmentsContactsSub-RecordsMore Info

Progress

0%  
Completed

Completed

In Progress

Not Started

Fees

\$61.40

View Details

Add to Cart

Workflow

☐ Building Intake Review

☐ Issue Permit

☐ Create Building One Permit Placard

☐ ELE-Final -

☐ BLD-Final -

Available Actions

⚠ Unpaid Fees

\$61.40

03-10-2025

Pay Now

[Back](#)

Invoice Number: INV-00045310

Add To Cart

Invoice Total: \$61.40

Status: Due

Invoice Date: 03/10/2025

Due Date: 03/10/2025

Description: PW.B2025-005040

Primary Fees

Misc Fees

Payments

Attachments

Contacts

Primary Fees

Sort Fee Name

| Fee Name                 | Fee Total | Amount Due | Case Number     | Case Type | Notes |
|--------------------------|-----------|------------|-----------------|-----------|-------|
| Building Plan Review Fee | \$61.40   | \$61.40    | PW.B2025-005040 | Permit    |       |

Results per page10

1 - 1 of 1

<<<>>>

[Back](#)

Shopping Cart

Total \$61.40

Check Out

Invoice: INV-00045309

Description: PW.B2025-005039

Due Date: 03/10/2025

| Case Number     | Project | Case Address     | Amount Due |
|-----------------|---------|------------------|------------|
| PW.B2025-005039 |         | 101 PAUAHI ST HI | \$61.40    |

\$61.40

Remove

Top | Main Menu

Total \$61.40

Check Out



# OTHER COMMON ERRORS FOUND IN PV PERMIT APPLICATION

- Application via EPIC
- Custom fields in additional information not completed
  - Number of panels, Batteries, and valuation as applicable
- DHHL approval letter not provided
- AR/PE Correction Response letter
- AR/PE Revision Narrative letter
- Parent Building Permit Number
  - Wrong or missing
  - HELCO bill (wrong address / not latest)
- Permit History
  - Wrong permit type
  - Duplicate submittal from same company or different company





# MAHALO

