



## County of Hawai‘i, Department of Public Works Building Division Residential Building Permit Checklist

The purpose is to provide a checklist and assist permit applicants with the minimum information required for the County of Hawai‘i single-family/two-family detached residential building permit applications. If the minimum information indicated below is not provided, the plan review may not be completed in a timely manner and/or denied plan submittal. Please use this as a guide and attach it with the building plans. Plans shall be of sufficient clarity. Indicating the extent of the proposed work and showing in detail, it conforms to the provisions of all relevant laws and ordinances.

### **SUBMITTAL REQUIREMENTS: MUST BE DRAWN TO SCALE AND NOTE THE PAGE DIMENSIONED. CHECK EACH BOX.**

- A completed Building Permit Worksheet is required with the plans.
- Two complete sets of plans. One original size and one photocopy, drawn to scale in ink with dimensions preferably on an 11” x 17” paper size. Blue prints are acceptable..
- Indicate the nature and extent of the proposed work clearly distinguished from existing work.
- Each plan sheet shall include the authorized seal or stamp and signature of a professional engineer or, architect licensed in the State of Hawai‘i and include this Statement. “ This work was prepared by me or under my supervision and construction of this project will be under my observation.” When a professional seal or stamp and signature is required, refer to the Residential Building Permit Guidelines.
- Planning, Engineering, Solid Waste, and the State of Hawai‘i Department of Health plan review criteria can be found in the Residential Building Permit Guidelines.
- TITLE OR FIRST SHEET: Provide the project information including the legal property owner, lessee/tenant, tax map key (TMK), site address and site location map.
- PLOT/SITE PLAN:
  - Show the entire TMK parcel, property line measurements, easements, abutting streets and north arrow. Detailed plot/site plan shall be drawn to and indicated by scale. Exterior elevation plans show the finished floor height dimensions from the finished grade.
  - Location of existing and proposed buildings, swimming pools, rock/masonry walls, potable/non potable water tanks, fences, ancillary structures, driveway access, septic systems or cesspool, eaves, overhangs and etc.
  - Distance between building(s) and property lines, on-site wastewater disposal (i.e. septic systems, leach field, cesspool) and etc.
  - Location of available underground public or private utilities at the property line: water, gas, sewer and cable/electric.



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- FOUNDATION PLAN (LAYOUT AND DIMENSIONS): Layout and dimensions of the foundation including details of the concrete slab, footing, concrete strengths, steel reinforcement placement, anchor bolts, hold-downs, post, pier, sill, joist and etc.
- FLOOR PLANS AND SECTIONS FOR EACH FLOOR LEVEL:
  - Room identification, layout and dimensions of all spaces.
  - Occupancy use of each room or space identified including square footage tabulation (living, kitchen, master bedroom, bedroom, bathroom, family room, storage, den, patio, lanai, deck, carport, garage, etc.) and total floor area.
  - Dimensions of counters, cabinets, partitions, built-ins, etc.
  - Doors/windows schedule and sizes (note bedroom egress window and safety glazing where required), required light and ventilation calculations.
  - Guardrails & stairways/step details including tread & riser dimensions, nosing, handrails, railing/guard height.
  - Ceiling heights.
  - Floor/wall/ceiling dimensions and materials. Indicate if this is new or existing.
- Floor/wall/ceiling insulation R-Value if air conditioned or heated.
- Kitchen stove top w/ clearances from combustible, water-main, oven, refrigerator, and other fixtures.
- Plumbing fixtures (water heater, water closet, lavatory, shower, bath, sink, hose bib, washer/dryer, pressure tanks, pumps), ventilation fans, other fixtures with clearances to electrical fixtures where applicable.
- REFLECTED CEILING PLAN: Light fixtures, smoke detectors, ceiling/ventilation fans, supply/exhaust registers, attic access, etc.
- ROOF PLAN: Hips, ridges, and valleys with roofing material, slope, overhangs, gutters, downspouts, ventilation, etc.



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FRAMING PLANS AND SECTIONS FOR EACH FLOOR.

Design Information:

Floor Live Load\_\_\_\_\_psf

Roof Live Load\_\_\_\_\_psf

Basic wind speed\_\_\_\_\_mph

Effective Wind Speed\_\_\_\_\_mph

Wind Exposure Category\_\_\_\_\_mph

Seismic Design Category\_\_\_\_\_

Floors, Walls, and Roofs layout and dimensions for structural members (joists, beams, rafter, header sizes, spacing, bearing, connection details, attic ventilation, insulation).

Framing member vertical dimension to earth.

Diaphragms: type and thickness of sheathing, span rating, and nailing requirements;

Shear/Braced Walls: location and widths, type/thickness of sheathing, nailing/bolting requirement, strut/cord details.

A complete load path: type, placement and amount of connectors, roof strapping, and fasteners.

Pre-Engineered Roof Trusses (options):

Truss shop drawings and calculation prepared by the professional architect or engineer shall be sealed or stamped and signed with authentication stating; “This work was prepared by me or under my supervision and construction will be under my observation.”

Observation of pre-engineered truss fabrication may be satisfied through a pre-approved testing or inspecting agency.

Framing plans prepared by project architect or structural engineer of record shall identify on plans the pre-engineered roof truss document identification, designer and fabricator, sealed or stamped and signed with authentication stating; “This work was prepared by me or under my supervision and construction will be under my observation.”



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Truss shop drawings and calculation submitted separately from building permit application, the project architect or engineer of record shall submit a letter identifying the legal property owner, TMK, building application or permit number, pre-engineered roof truss document identification, designer, fabricator, and include a Statement accepting the pre-engineered roof truss design/fabrication and its incorporation into the design/construction, with a letter sealed or stamped and signed with authentication stating; “This work was prepared by me or under my supervision and construction will be under my observation.”

EXTERIOR ELEVATION PLANS: Full elevation showing walls, roof, doors, windows, stair, guard, railing, items affixed to exterior structure, dimensions from finished floor and overall height from grade, etc.

INTERIOR ELEVATION PLANS: Dimension and detail of counters, cabinet and built-in, window heights from the floor, etc.

REQUESTED BY THE PLANS EXAMINER.