

The County of Hawai'i Planning Department has launched its Electronic Processing and Information Center (EPIC) system, which allows applicants to submit applications and payments to the Planning Department electronically.

What is the EPIC system?

The EPIC system is an electronic **submittal system only**. What does this mean? EPIC replaces the process of mailing/dropping off your completed paper application and fee to the Planning Department; it does not replace the process of filling out the application form. Applicants will still need to download the appropriate Planning Department application form from our website (www.planning.hawaiicounty.gov), fill it out, and collect any supporting documents prior to submittal.

How does EPIC affect the application submittal process?

With the launch of the EPIC system, the Planning Department is no longer accepting paper applications. All application submittals and payments must be completed through EPIC.

I've filled out the application and collected my supporting documents. Now what?

- Save your application and documents in PDF form.
- Create your user account in EPIC. Visit www.planning.hawaiicounty.gov and click on the **Electronic Processing and Information Center** banner. You will be redirected to EPIC's Customer Self-Service (CSS) portal, where you may create a new user account.
- Once your account is created, select the application you wish to apply for. During the submittal process:
 - When prompted to **Add Contacts**, you may add any person/company as a Contact so long as that Contact has their own EPIC user account.
 - When prompted to **Add Attachments**, please upload your PDF file(s).

Where do I find out more information about the EPIC system and how to use it?

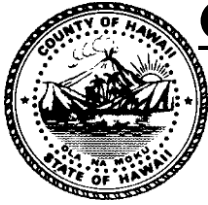
- How-to videos for navigating the EPIC system are available online.
 - Visit www.planning.hawaiicounty.gov
 - Click on the **Electronic Processing and Information Center** banner
 - On EPIC's welcome page, click **Help** and scroll through the drop-down menu to view the list of available how-to videos
- Need more help? Please contact us:
 - HILO Main line: **(808) 961-8288**
 - KONA Main line: **(808) 323-4770**
 - Email: planning@hawaiicounty.gov



COUNTY OF HAWAII



**Electronic Processing and
Information Center (EPIC)**



County of Hawai'i Planning Department

www.planning.hawaiicounty.gov · planning@hawaiicounty.gov

East Hawai'i Office · 101 Pauahi Street, Suite 3 · Hilo, Hawai'i 96720 Phone (808)

961-8288 · Fax (808) 961-8742

West Hawai'i Office · 74-5044 Ane Keohokalole Hwy · Kailua-Kona, Hawai'i 96740 Phone (808)
323-4770 · Fax (808) 327-3563

HOME OCCUPATION DECLARATION AND ZONING CLEARANCE

All applications are required to be submitted through the County of Hawaii's new Electronic Processing and Information Center (EPIC). All documents including this application needs to be submitted and attached to the electronic application. See attached sheet for additional information

Chapter 25 (Zoning Code) allows a HOME OCCUPATION as **incidental and subordinate to the use of a dwelling** situated ONLY within the State Land Use URBAN District and within any County of Hawai'i zoning district in which a single family dwelling is permitted, as stated in Section 25-4-13 (emphases added):

- (a) A home occupation shall be permitted as incidental and subordinate to the use of a dwelling in any district in which a dwelling is located, *provided that the home occupation does not change the character and external appearance of the dwelling.*
- (b) All home occupations shall comply with the following standards:
 - (1) The home occupation shall be conducted either entirely within the dwelling or, if outside the dwelling, the activity shall be screened from public view.
 - (2) *No exterior signs, symbols, displays or advertisements* relating to the home occupations shall be displayed, nor shall any interior signs be visible from the public view.
 - (3) Any materials, supplies or products relating to the home occupation which are stored outside of the dwelling or other fully enclosed building shall be screened from the public view.
 - (4) *Articles sold on the premises shall be limited to those produced by the home occupation*, or to instructional materials pertinent to the home occupation, or to services provided by the home occupation.
 - (5) *Only one employee* shall be permitted in addition to household members under the home occupation.
 - (6) A minimum of *one parking space* shall be provided on the building site *in addition to parking required for the dwelling use* or other permitted uses if the home occupation involves customer or client visits or meetings. The director may require additional parking spaces where the director finds that such additional parking spaces may be reasonably necessary to avoid off-site or inappropriate parking locations. Any resident of a multiple-family dwelling may fulfill the parking requirement by the use of guest parking with the written approval of the building owner, manager or condominium association.
- (c) A person desiring to engage in a home occupation that involves any of the following activities, shall file with the director, a declaration in the form designated by the director, verifying that the home occupation will comply with all of the conditions contained in subsection (b) and will not involve any of the activities listed under subsection (e):
 - (1) Frequent customer or client visits;
 - (2) Frequent deliveries or pickups;
 - (3) Storage of materials, supplies or products related to the home occupation outside of the dwelling or other fully enclosed building;
 - (4) Activities conducted outside of the dwelling; or
 - (5) Group instruction.
- (d) *A special permit shall be obtained* for any home occupation on a building site that is situated *within either the State land use rural or agricultural district.*

(e) The following activities shall not be permitted as home occupations:

- (1) Contractor storage yards, including without limitation, the storage, use, repair or fabrication of equipment designed or intended for use in land excavation or in the construction of buildings or other structures or other similar heavy equipment.
- (2) Repair, fabrication or painting of automobiles or other motorized vehicles, except those owned by household members and which are not sold or made available for sale within one year of such activity regarding any particular vehicle.
- (3) Care, treatment or boarding of animals in exchange for money, goods, services or other consideration.
- (4) Any activities and uses which are only permitted in industrial districts.

Penalty for violation is specified in CHAPTER 25 (ZONING CODE), ARTICLE 2 (ADMINISTRATION AND ENFORCEMENT), Division 3. Violations, Penalties, Enforcement, Sections 25-2-30 through 25-12-36. Section 25-2-35 states in part that violation of Zoning Code could require violator to "Pay a civil fine not to exceed \$500 per day for each day in which the violation persists." "Fines assessed under this section shall constitute a lien upon the subject property upon the filing of said lien with the bureau of conveyances."

Proposed Use: _____

Description of Operations *(Include hours and days of operation, expected number of vehicles, number of off-street parking stalls available, number of students if group instruction, etc. Planning Department may request additional information.):*

Declaration: I acknowledge that I have read the above, I will comply with all of the provisions of the Zoning Code, and I have a copy of this signed Declaration and Zoning Clearance.

Landowner's Name *(please print)*

Landowner's Signature

Operator of Home Occupation *(please print)*

Operator of Home Occupation Signature

Phone number: _____

Email: _____

Date: _____

TMK: _____

Zoning Clearance *(To be completed by Planning Department):*

Zoning District: _____

State Land Use: _____

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ALLOWED

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NOT ALLOWED

Comments:

Planning Department Signature:

Date: