



COUNTY OF HAWAII
DEPARTMENT OF PUBLIC WORKS
BUILDING DIVISION

PERMIT APPLICANT CHECKLIST

Permit Contacts	
☐	Property Owner Email Requirement The Property Owner with a valid email address is required to be listed as a Permit Contact. Please obtain the Property Owner's contact information directly from the owner to avoid creating duplicate accounts and communication errors.
☐	Design Professional Email Requirement A Licensed Design Professional (Architect or Structural Engineer) with a valid email address is required to be listed as a Permit Contact. Please obtain the Design Professional's contact information directly from the design professional to avoid creating duplicate accounts and communication errors.
Property Ownership	
Please note: If required documents are not submitted with the application, it may not be accepted for processing.	
☐	Property Owner Declaration Form The Property Owner Declaration Form is required. The Property Owner listed on the form must match the owner shown on the County of Hawaii Real Property Tax Office website. For example, if the Real Property Tax records list the owner as a Trust, Corporation, LLC, or other entity, that same entity must be listed as the Property Owner.
☐	Proof of Ownership Proof of Ownership is required if the Property Owner is different from the owner listed on the County of Hawaii Real Property Tax Office website. If the property was recently purchased, provide one of the following: • A filed conveyance deed showing the property was transferred to the permit applicant. The deed must be filed with the Hawaii Bureau of Conveyances and include a file stamp, the State of Hawaii seal, and a document number. • A final settlement statement from an escrow company showing the property purchase. • A notarized letter of sale that states the property is in escrow and ownership will be transferred upon issuance of the Building Permit.

Property Ownership

Please note: If required documents are not submitted with the application, it may not be accepted for processing.

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Department of Hawaiian Home Lands (DHHL) Approval

Approval from the [Department of Hawaiian Home Lands](#) is **required** if the property is located on Hawaiian Home Lands.

Please submit a letter of approval from DHHL with your application.

Agency Approvals

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Flood Zone Packet

A [Flood Zone Packet](#) is **required** if the property is located within a FEMA Special Flood Hazard Area, including Flood Zones A, AE, AH, AO, V, or VE.

To determine whether your property is in a flood zone, visit the [Flood Hazard Assessment Tool \(FHAT\) website](#).

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Historic Property Certification Form

The Building Division Historic Property Certification form is **required for all applications**.

Use the appropriate form based on project type:

- **State and County projects:** Historic Property Certification 6E-8
- **Privately owned properties:** Historic Property Certification 6E-10

To download the most current list and related information, visit the [State of Hawaii State Historic Preservation Division website](#).

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Habitat for Humanity Approval

Approval documentation is **required** if the project is associated with [Habitat for Humanity](#).

Please submit documentation confirming approval from Habitat for Humanity with your application.

Project-Specific Forms

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Project Declaration Form

The [Project Declaration Form](#) is **required at the time of application** for the following permit types:

- Electrical Only
- Plumbing Only
- Photovoltaic
- Solar Hot Water Heater

For all other permit types, the Project Declaration Form is not required at the time of application but must be submitted prior to permit issuance.

Project-Specific Forms	
☐	Residential PV Worksheet The Residential PV Worksheet is required if the drawings are not prepared and stamped by a licensed professional architect or structural engineer registered in the State of Hawai'i.
☐	Solar Water Heater Variance Approval (if alternate system is used) Approved Solar Water Heater Variance Approval is required when an alternate type of water heater is installed in place of a solar water heater.
☐	Agricultural Structure Declaration of Compliance (HRS 46-88 / Act 203) The Building Division Agricultural Structure Declaration of Compliance for HRS 46-88 (Act 203) is required when: • The HRS 46-88 exemption is being used; • The permit is for a structure that will not be used as a dwelling or lodging unit; and • The structure meets the floor area requirements under HRS 46-88.
☐	ADA Certification / Exemption Documentation Building Division ADA Certification , or documentation of ADA exemption, is required for all privately owned non-residential and commercial projects.
☐	DCAB Review / Approval Letter A review and approval letter from the Disability and Communication Access Board (DCAB) is required for all State and County of Hawaii projects.
☐	Special Inspections Form The Building Division Special Inspections Form is required in accordance with the 2018 International Building Code (IBC), Chapter 17.
☐	LED Outdoor Light Fixture Certification LED Outdoor Light Fixture Certification is required if outdoor lighting fixtures are included in the project. This requirement is based on Hawai'i County Code, Chapter 14 , Article 9 (Outdoor Lighting Ordinance) and Chapter 5D (Electrical Code).
☐	Sign Permit – Special Design District Approval For sign permit applications, an acknowledgement letter is required from either the Kailua Village Design Commission or the Pahoa Village District when the sign is located within the Kailua Village or Pahoa Village Special Design Districts, as required under Hawai'i County Code, Chapter 3 – Signs .