



County of Hawai'i Department of Public Works - Building Division Residential/NonResidential Applicant Building Permit Checklist

This checklist is designed to assist permit applicants by informing them of documents that may be required in addition to their permit application to obtain a building permit. If the applicable documents are not included with the application the application may not be accepted for processing.

Documents that may be required with Application

- Proof of Ownership
Copy of proof of purchase (must include TMK, Buyer, and Seller names), if property recently purchased & RPT records not updated
- Department of Hawaiian Home Lands (DHHL) Improvements Approval Letter
(original required - wet ink / wet signature). Required if property is on Hawaiian Homelands
- Flood Plain Packet
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. To determine the flood zone, visit the Flood Hazard Assessment Tool (FHAT) website (<http://gis.hawaiiinfip.org/FHAT/>)

Flood Zone Packet for A zones
(<https://records.hawaiicounty.gov/weblink/DocView.aspx?dbid=1&id=76401>)

Flood Zone Packet for V zones
(<https://records.hawaiicounty.gov/weblink/Browse.aspx?dbid=1&startid=76404>)
- State Historic Preservation (SHPD) concurrence letter
If construction involves work on a structure that is older than 50 years old, a SHPD certification form is required.
(<https://records.hawaiicounty.gov/weblink/ElectronicFile.aspx?openfile=true&dbid=1&docid=62718>)
- Ag Structure Declaration of Compliance – **HRS 46-88** (Act 203), if applicable
(<https://records.hawaiicounty.gov/weblink/ElectronicFile.aspx?openfile=true&dbid=1&docid=114230>)

Building Permit exemption for Ag structure (not used as dwellings or lodging units) less than 1,000 square feet in floor area
- Residential PV Structural Evaluation Worksheet and example drawing, if applicable
(<https://records.hawaiicounty.gov/weblink/ElectronicFile.aspx?openfile=true&dbid=1&docid=115205>)
Ex. Drawing: <https://records.hawaiicounty.gov/weblink/ElectronicFile.aspx?openfile=true&dbid=1&docid=115376>
- Street Address Verification (please contact Planning Department)
- Individual Wastewater System (IWS) Approval from State Department of Health

All new wastewater systems need to be designed by a civil engineer licensed by the State and submitted to the State of Hawaii Department of Health for approval.

<https://health.hawaii.gov/wastewater/>

NonRes Applications – ADA Certification may also be required

<https://records.hawaiicounty.gov/weblink/ElectronicFile.aspx?openfile=true&dbid=1&docid=33871>

Approved Solar Water Heater Variance Approval required if a non-solar water heater is to be installed

Hawaii County Energy Code Compliance Form for Residential and/or Commercial

IECC 2018 Residential Compliance Form:

<https://records.hawaiicounty.gov/weblink/ElectronicFile.aspx?openfile=true&dbid=1&docid=113353>

IECC 2018 Commercial Compliance Forms:

<https://records.hawaiicounty.gov/weblink/Browse.aspx?dbid=1&startid=113354>