

# Navigating the Permit Process Tips & Tools for Green Industry City & County of Honolulu

October 15, 2013

# AIA Convention 2008

“What the Code Official Doesn’t Know, Can Hurt You”

Session ID Number FR44

Quote:

“Construction codes have become much more detailed and complex and offer many options for compliance”

“Construction documents do not normally provide easy to find information detailing the thought process for code compliance.”

“Permit and inspection department personnel many times do not have the time to search through a set of construction documents to guess at the thought process”

Continue quotes:

“Code officials are not trained as mind-readers”

“Certain information needs to be transmitted to help the code official understand the project”

“Without this information the code official cannot issue the permit”

**“What the code official doesn’t  
know can hurt you”**

So the first step is:  
“Know the codes”

# Revised Ordinances of the City and County of Honolulu

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## Revised Ordinances of Honolulu

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Merrill, 8/1/09 FR 2009

# Revised Ordinances Affecting Building Permits (12 out of 41)

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# Commercial Plans Submittal Checklist – Short Version



## City and County of Honolulu Building Permit Commercial Application Checklist Department of Planning and Permitting

The purpose of this checklist is to provide a GUIDE to assist permit applicants as to the minimum information required for plans review for City and County of Honolulu permit requirements. If the minimum information indicated below is not provided, plans review may not be completed in a timely manner.

The applicant should also refer to "[SUPPLEMENT to the Building Permit Commercial Application Checklist](#)" ([hyperlink](#)) to determine whether additional information should be obtained before starting your project. This checklist is not to be considered as a regulatory document.

For complex projects, applicants should use the "location" column to note the item's location and page number from the plans or the specification book.

It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.

In the checklist, "Required" means that the applicant must provide this information for plan review.

In the checklist, "P" means —

- If checked by the applicant — the information is provided for the plan review.
- If checked by the plans reviewer — this information is required for the plan review.

In the checklist, "NA" means that the information does not apply.

Choose only those sections of the checklist that apply to your scope of work. Section 1.0, "General Project Data," must be included with each project submitted.

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2.0 Civil data .....	Page 2
3.0 Landscaping data .....	Page 3
4.0 Architectural data .....	Page 3
5.0 Structural data .....	Page 4
6.0 Mechanical/Plumbing data .....	Page 4
7.0 Electrical data .....	Page 5
8.0 Other documents and reports .....	Page 5

### CONTACT INFORMATION:

EMAIL

TELEPHONE

PRINT/SIGNATURE

DATE



# Supplemental Commercial Plans Submittal Checklist - Long Version



**City and County of Honolulu**  
**SUPPLEMENT TO**  
**The Building Permit Commercial Application**  
**Checklist**  
**Department of Planning and Permitting**

The purpose of this supplement is to provide a brief explanation of the requirements associated with the commercial application checklist. Please refer to applicable jurisdictions, code sections, rules, ordinances and statute for more detailed information.

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2.0 Civil data .....	Page 5
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4.0 Architectural data .....	Page 9
5.0 Structural data .....	Page 13
6.0 Mechanical/Plumbing data .....	Page 17
7.0 Electrical data .....	Page 20
8.0 Other documents and reports .....	Page 23

- The quality and completeness of submittals (addressed by checklist).
- Site specific requirements (addressed by checklist).
- The volume of building permit within the department for review (addressed by Third Party Review, HONline, and other streamlining initiatives).
- The owner – the approval process is based upon a static set of submission if the owner constantly changes the design it has impact on the approval process. (Owner's responsibility).
- Contractor – not following approved set of drawings or not constructing to code (construction without a permit). New drawings and permit review required. (Not the City's responsibility to manage contractor).
- Applicant – not diligently routing submissions for approvals which are outside of the City's purview. (not the City's responsibility to manage applicant's responsibility).

# Permit Processing Tips

- DON'T forget to pick up your permit.



# Permit Processing Tips

- DON'T begin construction prior to obtaining DPP approvals.



# City and County of Honolulu Permitting Tools





## CITY AND COUNTY OF HONOLULU Department of Planning and Permitting (DPP)

Aloha. We provide services and information on building permits, development projects, and planning activities for the City and County of Honolulu.

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### Online Services and Resources

Welcome to the Department of Planning & Permitting (DPP) Online Services

Thank you for visiting our online services! We hope to provide informational resources that will assist in your planning and permitting needs. Access the Honolulu Internet Permit System to get up-to-date status information and research parcel information. Use HONline and get an online building permit for certain types of work that do not require plan reviews, or submit an application and make an appointment. Save time and do it online!

Explore the island of Oahu through the Honolulu Land Information System by using GIS and create your own maps with layers of information that you can turn on or off, then print. View a variety of map services or use the links to access additional maps.

Use the Online Customer Service if you need to file a complaint for code violations or if you need to contact someone in the Department of Planning & Permitting.

### ePlans - A new phase of the Honolulu e-Permitting system



Welcome to Honolulu ePlans

The City has begun implementation of "Honolulu ePlans," a program to electronically review building permit plans. In addition to enhancing customer service and communication, this online system offers financial benefits by reducing paper use, printing and storage costs, drive time, and gasoline consumption.

When a building permit application is created, if ePlans is selected, an electronic project is created. The applicant will be invited to the project via email with instructions to log in, upload and/or review plans or documents in the ePlans system.

### Steps to submit your ePlans application:

1. Review ePlans submittal requirements [Submittal Requirements](#)
2. Prepare drawings files [Tips for getting your plans through Prescreen - the first time!](#)
3. Submit Internet Building Permit Application [ePlans Submittal Instructions](#)
4. Login to ePlans and upload drawings [Link to ePlans Web Site](#)
5. Obtain any outside agency approvals [Routing Plans](#)

### Instructions for using ePlans

- [How to check the status of your ePlans permit application](#) - Instructions on how to use ePlans reports to obtain up to the minute status information on your project, 24 hours a day, 7 days a week.
- [ePlans FAQ](#) - Frequently asked questions about ePlans
- [Resubmittal Instructions](#) - Instructions on how to review department comments and upload revised drawing files

The ePlans program is now open to all qualifying applicants and the public. Customers can still choose to use the existing paper system, but DPP will transition to electronic filing in the near future. For questions, contact DPP at [info@honoluluiddpp.org](mailto:info@honoluluiddpp.org).

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## CITY AND COUNTY OF HONOLULU Department of Planning and Permitting (DPP)

Aloha. We provide services and information on building permits, development projects, and planning activities for the City and County of Honolulu.

BUILDING PERMIT



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### Online Building Permit -

#### Type of Permit

1-Type of Work | 2-Site Info | 3-Applicant Info | 4-Owner Info | 5-Contractor Info | 6-Contact Info |  
7-Project Details | 8-Payment | 9-Summary | 10-Print Permit

Please select only ONE (1) checkbox from the list below. If the type of work is not listed below, you may not obtain a Building Permit online. You MUST submit a Building Permit Application to begin the processing of your permit application. This will be required when you come in for your Building Permit. If you would like to continue the application process, click on the "Building Permit Application" link at the left.

#### TYPE OF PERMIT:

##### Solar (Single-Family dwelling only)

- ☐ New installation
- ☐ Replace panels
- ☐ Heat pump installation

##### Electrical (Single-Family dwelling only)

- ☐ Meter upgrade or replacement
- ☐ Rewiring only
- ☐ Solar Photovoltaic installation
- ☐ Electric Vehicle Charger installation

##### Plumbing (Single-Family dwelling only)

- ☐ Replacement of fixtures, new house/sink filter systems and/or new water softener system

##### Building (Single-Family dwelling only)

- ☐ Air Conditioning Installation (split type systems only)
- ☐ New Fence

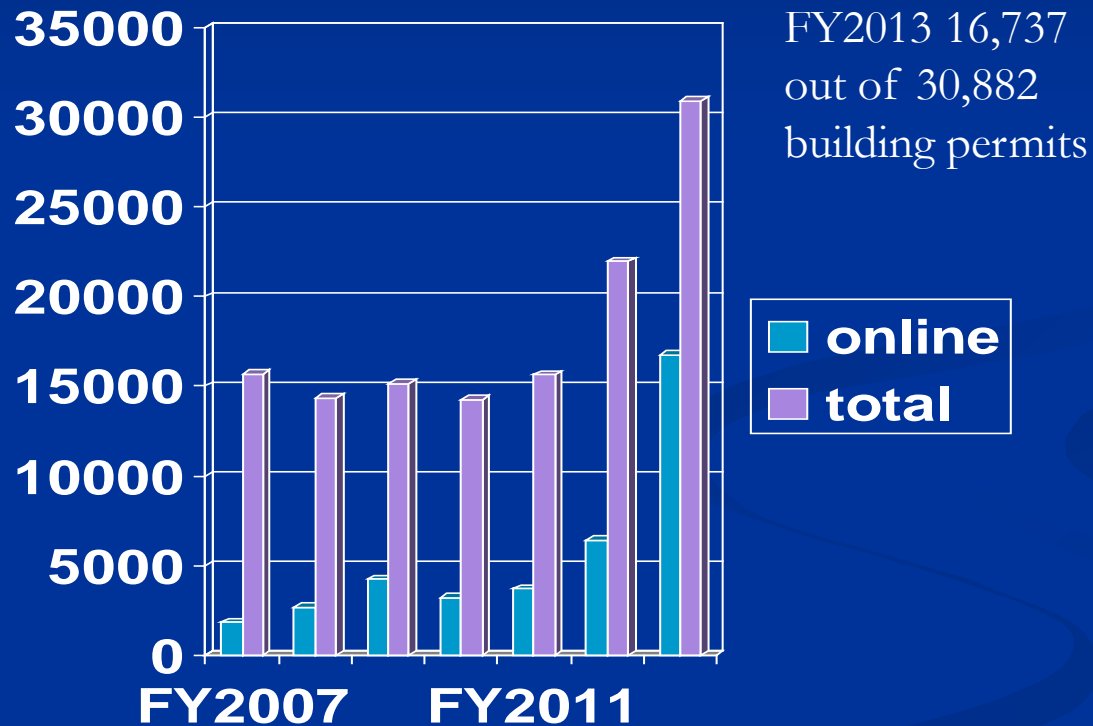
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# Online permits







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