



DEPARTMENT OF PLANNING AND PERMITTING  
CITY AND COUNTY OF HONOLULU

## **Continuing to Change the Way We Do Business**

At the Department of Planning and Permitting, we are always looking for ways to improve our customer service. We want to make it easier for our customer to apply for permits, and shorten the processing time once the applications are accepted.

We have already implemented several internal changes. We have reengineered our operations to integrate our permit activities from the application stage through inspections. We established a Customer Service counter to consolidate our building permit services in one easy-to-access area on the ground floor.

Technology is an important tool to enable changes, and we now use POSSE, a permit-tracking and database program in almost every operation in our department. Our inspectors use field computers that feed into POSSE. We use videoconferencing to coordinate permit application review with our Kapolei office. We are converting our paper files into electronic documents for easy and quick access.

The Internet is an essential part of customer service. You can obtain permit information and forms. You can now apply for building permits and track your review process online.

While we continue to implement changes within our department, we are also looking at ways to help our customers be better prepared for applying for permits. If the customer turns in complete plans that comply with regulations, then we can spend more time in doing our job of processing and approving applications. We are therefore initiating two changes in May along these lines.

### **Mandatory One-Time Review for Interior Renovations**

This process has been in effect for projects submitted by City departments and will be extended to all private sector interior renovations permits. It calls for submittal of complete construction documents and one-time review by staff to ensure that public health and safety requirements are met.

The owner and its consultant will be responsible for incorporating the changes to the documents, returning it to DPP, and attesting that comments have been met and that the project compiles with the codes. The permit will then be issued without further review and inspections will occur as normal. This packet includes procedures and the application form.

### **Mandatory Site Development Division Plan Submittal Checklist**

This program will ensure that complete construction plans are submitted for permit review, thereby eliminating inefficient review of incomplete plans.

Applicants will be required to submit a signed checklist that attests that mandatory information is included in the construction plans. If the items are not included, the individual branches will return the plans with a letter to the owner and consultant that identifies what is missing. Included in this packet, the checklist contains elements that are mandatory for all plans, as well as requirements that are specific to the various types of review

These changes will help us issue permits faster and with more consistency and predictability. Both processes will benefit the customer and the City and we ask for your cooperation in implementing these changes.



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# **1 ONE-TIME REVIEW OF INTERIOR RENOVATIONS PROCEDURES**

All commercial plans for interior renovation only that are stamped by a licensed architect or engineer in the State of Hawaii will be reviewed under the following new procedures. Projects that involve reconstruction, new buildings, and additions including mezzanines are not applicable for this procedure.

## **1.1 CITY PROCEDURES**

1. Complete plans will be reviewed only once.
2. A yellow colored building permit application will be provided to identify these interior renovation projects.
3. Consultant shall submit revised drawings to reflect all agencies comments and shall submit the revised plans along with the DPP ONE TIME REVIEW FORM for INTERIOR RENOVATIONS to the Department of Planning and Permitting for validation of the form before routing to the applicable City agencies for approval. City agencies shall sign building permit application without review providing all applicable fees are paid.
4. If all agencies have approved and the necessary forms and fees are submitted, the building permit shall be issued.
5. The issuance of the permit for the improvement does not mean that a notice of violation cannot be issued. All corrections in compliance to all codes and regulations can be enforced during construction and to include after construction has been completed.

## **1.2 RESPONSIBILITY OF APPLICANT**

1. Complete sets of plans shall be submitted. To ensure a more timely review of plans, the applicant shall submit sufficient amount of plans for simultaneous review of plans.
2. The applicant shall ensure that the corrections of plans address all agencies' comments and do not affect other agencies codes and regulations. All changes to the plans that impact agencies codes or regulations shall be brought to the attention of the agency.
3. To avoid delays at the permit counter, it is encouraged that applications for building permit be made via the Department of Planning and Permitting website at [www.honoluluodpp.org](http://www.honoluluodpp.org) under New Building Permit.

### **1.3 RESPONSIBILITY OF THE PERMIT COUNTER PERSONNEL**

1. Process building permit applications for commercial interior only renovations which have plans that are stamped by a licensed architect or engineer using the One-Time Review with notation "One-time review interior renovation" in the "Job Description" and select "One-time review" as a review type under the "Process Tab" and "Determine type of permit review routing".
2. Make yellow copies of the building permit application for routing.
3. Give applicant the yellow DPP ONE TIME REVIEW FORM for INTERIOR RENOVATIONS to be completed and submitted after first review has been completed.
4. When issuing the building permit, keep the original of the DPP ONE TIME REVIEW FORM for INTERIOR RENOVATIONS in the designated folder and make 2 copies and attach to the JOB SITE and BUILDING FILE plans.

### **1.4 RESPONSIBILITY OF CITY AGENCIES**

1. Plans shall be reviewed only once providing a complete review can be made and applicable fees have been paid.
2. All comments shall be made on POSSE for record sake.
3. Plans shall be approved once applicant submits revised drawings and DPP ONE TIME REVIEW FORM for INTERIOR RENOVATIONS. If there were comments during the first review, the POSSE approval will be "Approved-Not Reviewed" for the second submittal.

# FORM 1: DPP ONE-TIME FORM FOR INTERIOR RENOVATIONS

Application No. \_\_\_\_\_

T.M.K. No.: \_\_\_\_\_

This Agreement is entered into by the Department of Planning and Permitting (DPP), Board of Water Supply (BWS), and Honolulu Fire Department (HFD), City and County of Honolulu, State of Hawaii, whose business address is 650 South King Street, Honolulu, Hawaii 96813, and the undersigned Owner and Consultant.

The parties are entering into this Agreement in accordance with the Automatic Approval provisions of Section 2-5, Department of Planning and Permitting Rules Relating to Administration of the Housing Code and Building Codes, and Chapter 91, Hawaii Revised Statutes, as amended.

Owner wishes to construct improvements described in the above-referenced Application No. (the "improvements"). The following DPP, BWS, and/or HFD agencies/branches have reviewed the initially submitted plans for the improvements, but have not approved the initial submitted plans and have not reviewed the revised plans:

_____	_____
_____	_____
_____	_____
_____	_____

The parties agree to the following:

1. The Consultant is an architect or engineer licensed in the State of Hawaii, and the Consultant's stamp appears on the plans for the improvements.
2. The Owner and Consultant acknowledge that plans that are being submitted with this Form reflect revisions that have been made in compliance with agency comments on this application and that these revisions do not violate the codes and regulations of another agency.
3. The Owner and Consultant understand and acknowledge that it is the Owner and the Consultant's responsibility to obtain all necessary approvals and to meet all requirements under applicable City, State and Federal laws prior to occupancy or use of the improvements.

- 4. The Owner and Consultant understand that DPP, BWS, and HFD will inspect the improvements. Upon successful completion of the inspection and compliance with all applicable City, State and Federal laws, occupancy of the improvement will be allowed.
- 5. The Owner and Consultant certify that all necessary approvals from other City, State or Federal agencies that are required for issuance of this building permit have been obtained.
- 6. The Owner and Consultant understand that issuance of the permit for the improvement does not mean that a notice of violation cannot be issued. The fact that the permit is issued or that construction is underway or has been completed will not make the Owner or the Consultant immune from citation and from being required to correct the violation.
- 7. The Owner and the Consultant shall be responsible for, and agree to defend, indemnify and hold the DPP, BWS, HFD and the City harmless from all claims for loss, including loss of income, property damage, hardship, personal injury, or inconvenience, which may arise directly or indirectly from a denial of occupancy or required correction by DPP, BWS, or HFD.
- 8. DPP, BWS, and HFD reserves the right to enforce this agreement in law or equity for any failure of the undersigned, its assignees, agents, servants or successors in the interest to comply with the requirements in this agreement.

“OWNER”

“CONSULTANT”

\_\_\_\_\_  
(Print Company Name)

\_\_\_\_\_  
(Print Company Name)

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

Its \_\_\_\_\_  
(Title)

Its \_\_\_\_\_  
(Title)

Date \_\_\_\_\_

License No. \_\_\_\_\_

**DEPARTMENT OF PLANNING AND PERMITTING  
CITY AND COUNTY OF HONOLULU**

By \_\_\_\_\_

Date \_\_\_\_\_

## 2 SITE DEVELOPMENT DIVISION SUBMITTAL REQUIREMENTS CHECKLIST

Applicants shall complete and submit the following checklist with their request for plan approval. Please retain a copy for your records. Information provided shall be indicated with an "X". The individual branches of the Site Development Division and/or the Board of Water supply may return the plans to the applicant without further review if all required information is not provided.

**Project Title:** \_\_\_\_\_ **TMK:** \_\_\_\_\_

**Name of Owner/Developer:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address of Owner/Developer:** \_\_\_\_\_

### 2.1 BASE INFORMATION

#### ALL PLANS SHALL INCLUDE THE FOLLOWING:

- A transmittal letter listing the items being submitted, title of the project, all DPP file numbers that are associated with the plans and contact person with telephone number and E-mail address included. Indicate whether the project is federal, state, city or private and whether it is being developed under the Subdivision Rules and Regulations.
- Vicinity map.
- Location map
- Index of drawings.
- Tax Map Key(s).
- All applicable notes.
- Scale (Engineering scale required for plans and profiles; Architectural scale required for details).
- North arrow.
- Existing and new property lines, with azimuths and distances. Include all setbacks, SMA & flood zone designations and base flood limits, where applicable.
- Street names and jurisdictional limits between City, State and private street right-of-ways, where applicable. Specify ownership or intended ownership and maintenance of streets.
- Easements, stating whether existing or new, width, purpose and to whom it is in favor of, where applicable.
- Bench mark (boxed).
- Base Lines, including azimuths, stations and coordinates.
- Licensed Professional Engineer's seal(s) or stamp(s), signature(s), authentication statements as provided in Section 16-115-9 of the Hawaii Administrative Rules, Title 16, Chapter 115 (preparation or supervision of design and observation of construction) and expiration date of the licensee(s) on every sheet in a set of design drawings. All signatures shall be original.
- Legend of abbreviations and symbols (sheet specific).
- All applicable approval blocks.

**BASE INFORMATION, continued:**

- Existing and proposed roadway topography, where applicable.
- Existing and proposed utilities (with sizes noted) and appurtenant structures, where applicable. Specify minimum horizontal and vertical clearances between proposed and existing utilities.
- Existing traffic signs, including specific sign messages, where applicable.
- Existing pavement markings, where applicable.
- Existing street light and traffic signal facilities, where applicable.

**2.2 CIVIL ENGINEERING BRANCH****CONTROL REVIEW**

If a Grading Permit is required, provide all applicable information listed below in accordance with **Sec. 14-14.2 of the Revised Ordinances of Honolulu (ROH), 1990, as amended and the Rules Relating to Soil Erosion Standards and Guidelines, April 1999:**

- Grading Plan.
  - Existing topography, indicating the existing drainage patterns.
  - Finished conditions, shown by contours, cross sections, spot elevations and/or other means. Indicate proposed drainage patterns.
- Limits of grading.
- Description of imported fill material.
- Earthwork summary (excavation and embankment quantities, area to be graded).
- Cut and fill sections, with quantities.
- Retaining walls.
- Dainage Plan.
- Erosion Control Plan.
- Geotechnical Report (two copies), with Soils Engineer's Conformance Letter (one copy).
- Erosion Control Computations (two copies).

If a Grubbing Permit is required per **Sec. 14-14.2A of the ROH, 1990, as amended**, provide:

- Plot plan, showing the existing topography, limits of grubbing and area of grubbing.
- Erosion Control Plan.

If a Stockpiling Permit is required per **Sec. 14-14.2B of the ROH, 1990, as amended**, provide:

- Plot plan, showing the existing topography and the location of the proposed stockpile, quantities, height of stockpile and life of stockpile.
- If the stockpile is for the purpose of surcharging to stabilize or consolidate an area, submit a Geotechnical Report (two copies), with Soils Engineer's Conformance Letter (one copy).

If grading, grubbing, stockpiling and/or trenching occur over adjacent properties/easements, submit a letter of authorization to perform the work from the adjacent property owner/easement holder.

If the project involves construction of curb ramps within the city road right-of-way, submit a copy of the Disabilities and Communications Access Board's final review letter.

All applicable details, including but not limited to trench restoration details, curb, gutter and sidewalk restoration details and silt fence details.

### **DRAINAGE REVIEW**

If a project involves the installation of a new drainage system(s) and/or drainage structure(s), provide:

- Hydrological and hydraulic data.
- Flow rates and areas (Q's and A's).
- Hydraulic grade line (HGL), with supporting information for starting HGL.

If the proposed runoff condition changes the existing runoff condition in terms of direction and/or quantity, provide existing and proposed condition colored runoff maps considering on and offsite areas with cumulative Q's and A's for the drainage system shown.

If a project or proposed work may affect the drainage in terms of quantity, direction, drainage connection and/or discharge point, provide a Drainage Report (two copies).

If a project or proposed work may affect the hydraulics of the stream (i.e., changing the limits and/or water surface of the stream), provide a Stream Study.

If a project or proposed work is located in a floodway, provide "No Rise" Documents.

If a habitable structure(s) will be constructed in a flood zone, provide the minimum floor elevation(s).

### **STORM WATER QUALITY AND VARIANCE REVIEW**

Provide all applicable information listed below:

Storm Water Quality Report, in accordance with **Rules Relating to Storm Drainage Standards, January 2000**.

Water Quality Structure, in accordance with **Rules Relating to Storm Drainage Standards, January 2000**.

Drain Connection Application for existing and proposed connections, per **Sec.14-12.12 of the ROH, 1990**, as amended.

Construction Dewatering Application, per **Sec. 14-12.12 of the ROH, 1990**, as amended.

Variance for existing or proposed surface encroachment, per **Sec. 14-18.8(b)(2) of the ROH, 1990**, as amended.

Variance for existing or proposed nonstandard sidewalk finish, per **Sec.14-18.8 of the ROH, 1990**, as amended.

Variance for existing or proposed nonconforming and nonstandard driveway, per **Sec. 14-18.10 of the ROH, 1990**, as amended.

If runoff from construction sites exceeding 5 acres in area enters the City's MS4, provide Surface Runoff from Construction Activity Form.

For all new City outfall or MS4, provide Point Source Identification Form.

Ordinance 2412 Deferral Agreement as it is applicable to **Chapter 14, Article 21 of the ROH, 1990**, as amended.

## **STRUCTURAL REVIEW**

Structural calculations, details, basis of design and design notes for:

Special DMHs, CBs, inlets, outlets, open channels and box culverts that will be dedicated to or maintained by the City.

Retaining walls that:

- are needed for grading work in new subdivisions, PD-H's and clusters.
- retain a public road.
- retain a private road that is used by the public.
- retain private property next to a public road.
- retain private property next to a private road, if the road is used by the public.
- retain a public drainage easement or right-of-way.
- retain a private property next to a public drainage easement or right-of-way.

Bridges that will be dedicated to the City.

Alterations to existing City owned or maintained structures.

### **2.3 SUBDIVISION BRANCH**

If a project or proposed work requires a Land Use Ordinance Permit(s) and/or Shoreline Setback Variance and Special Management Area Permits per **Chapters 21, 23 and 25 respectively, of the ROH, 1990, as amended**, provide them with your submittal.

If a project requires a subdivision application per **Chapter 22 of the ROH, 1990**, as amended, and the **Subdivision Rules and Regulations**, provide the tentative approval / approval letter with your submittal.

If a project requires an Environmental Impact Statement in accordance with **Hawaii Revised Statutes, Chapter 343**, provide it with your submittal.

### **2.4 TRAFFIC REVIEW BRANCH**

Sign and Marking Plan:

- Show the location and relative sizes of street trees.
- Show all dimensions and details for the installation of new pavement striping and sign post locations.
- Provide standard details of all applicable traffic related work, including sign installation, pavement markings, traffic signal and street lighting work, etc

Traffic Control Plan required if a Street Usage Permit is needed:

- Show direction of traffic flow in each lane.
- Show driveways, curb ramps, traffic signals, etc.
- Show how pedestrian accessible path will be provided for.
- If road closures are necessary, cite reasons and provide detour plan.

### **2.5 URBAN DESIGN BRANCH**

If a Street Tree Planting Plan is required (for new subdivisions or when new trees are planted or removed within the existing City street right-of-way), provide:

- Tree/palm/root control barrier locations.

- Utility lines (civil and electrical).
- Fixtures (street lights, manholes, catch basins, driveways, fire hydrants, etc.).
- Traffic signs.
- Details.
- Curve and intersection sight line distance clearance.
- Parcel designations (i.e., lots, land use).
- Street tree notes.
- Plant list:
  1. Trees/palms
    - Symbol
    - Quantity
    - Common name
    - Botanical name
    - Size (25-gallon container minimum)
    - Height (8-foot trunk height minimum)
    - Caliper (2-inch caliper minimum)
  2. Root control barrier
    - Symbol
    - Quantity (total linear feet)
    - Manufacturer
    - Model No. (indicate width size)

## **2.6 WASTEWATER BRANCH**

Approved "Sewer Connection Application."

All existing sewer construction in plan and profile.

Sewer flow data at all connections and critical segments.

Proper horizontal and vertical clearances between sewer lines and all water lines, other utilities and conduits, and their appurtenances, and City and County approved protective measures, as required.

Sewer manhole adjustments and / or reconstructions as required by project, and in compliance with City and County Standard Details for Public Works Construction.

Include electrical and street tree planting plans showing minimum horizontal clearance from sewer lines, and City and County approved protective measures as required.

Standard sewer notes.

## **2.7 BOARD OF WATER SUPPLY**

For all existing water meters and fire hydrants within the project limits, provide:

- Meter locations with meter numbers.
- Fire hydrant locations with fire hydrant numbers.

For new meter(s) installations, provide the following information:

- Completed flow requirement table (FU, GPM, GPD).

- Profile for laterals 4-inch and larger (show meter box, property line, easement limits and valve box locations).
- Location, size, and type of backflow preventer (Not required for DC meters).

For new on-site fire hydrant(s), provide the following information:

- Provide fire flow calculation for the critical fire hydrant.
- Show location of exist/proposed meter servicing the on-site fire hydrant(s).
- Show all exist/proposed on-site waterlines (with sizes) from the meter to the fire hydrant(s).

For new subdivisions, provide the following information:

- 2 copies of the soils resistivity report.
- Flow requirement table for any irrigation meters to be installed.

For ductline and utility installations, provide the following information:

- Provide correct/adequate horizontal and vertical clearances to waterlines, meters, hydrants, and valves on plan and profile views.

**DECLARATION:**

**To the best of my knowledge, all information marked with an “x” is shown on the plans. I understand that a) these plans may be returned to me without further review by the individual branches of the Site Development Division and/or the Board of Water Supply until such time that I provide all required information and b) the owner/developer will be notified of the action taken.**

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**Affix Licensed Professional Engineer’s Stamp and Sign**                      **Date**