



City & County of Honolulu
Department of Planning and Permitting
Express State Permit Checklist
A – REPAIR & MAINTENANCE

This checklist should be used as a requirement for the State to complete for the closing of a building permit and the issuance of a Certificate of Occupancy in the Express State Permit (ESP) Process for State repair and maintenance construction projects that do not include utilities or off-site work. The requirements for all three checklists are organized in the four stages of the ESP Process. Not all checklists will have requirements for every stage.

ESP Process includes 4 stages:

1. Prequalification
2. Building / Grading Permit
3. Building Construction
4. Permit Close

A.2 BUILDING / GRADING PERMIT APPLICATION REQUIREMENTS:	COMPLETED
	<i>(indicate with check mark)</i>
A.2.1 GENERAL REQUIREMENTS	
<input type="checkbox"/> REQUIRED GENERAL REQUIREMENTS Includes the following: <ul style="list-style-type: none"> • Submit Building Permit Application online http://honoluluapp.org/WhatsNew/process0905072.pdf • Submit signed Self-Certification Statement • Submit Notice to Proceed form • Submit Contractor's Statement form • http://www.honoluluapp.org/download/permits/permitlistings.asp?p_TypeID=3 • Submit initial Sewer Connection Application (if applicable) • Provide stamped and signed construction plans (1 hard copy, 1 electronic copy) • Make payment for Building Permit fee • Make payment for Ewa Impact Fee (if applicable) • Submit Flood Certification form (if applicable) 	_____ _____ _____ _____ _____ _____ _____ _____
A.2.2 BUILDING PERMIT - SUPPLEMENTAL INFORMATION REQUIREMENTS	
<input type="checkbox"/> REQUIRED SUPPLEMENTAL INFORMATION REQUIREMENTS Includes the following: <ul style="list-style-type: none"> • Select occupancy group category (see Appendix A for list) • Select occupancy group (see Appendix B for list) • Select structure code (see Appendix C for list) • Input accepted value • See Appendix D for general requirements for all plans submitted during construction 	<div style="border: 1px dashed black; padding: 5px; width: fit-content;"> <i>Input requested information:</i> _____ _____ _____ </div> _____ _____ _____ _____
A.4 PERMIT CLOSE REQUIREMENTS:	COMPLETED
	<i>(indicate with check mark)</i>
A.4.1 COMPLETION NOTICE	
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA 60 DAY PRIOR NOTICE TO DPP OF PROJECT COMPLETION	_____
A.4.2 ALL OTHER REVIEWS, INSPECTIONS AND PERMITS	
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA BUILDING, MECHANICAL / PLUMBING, ELECTRICAL, CIVIL, STRUCTURAL, LANDSCAPING, GEOTECHNICAL / SOILS, FLOOD CERTIFICATIONS, SPECIAL INSPECTIONS, ETC.	_____
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA STATE OF HAWAII INSPECTIONS AND PERMITS	_____
A.4.3 AS-BUILD PLANS	
<input type="checkbox"/> REQUIRED TWO (2) SETS OF COMPLETE FINAL PLANS Includes the following: <ul style="list-style-type: none"> • Plan sets include all required information (see http://www.honoluluapp.org/downloadpdf/construction/2CommercialBuildingPermitChecklist.pdf) • Licensed Professional Architect/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 	_____ _____ _____



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<ul style="list-style-type: none">• Certificate prepared by the architect and/or engineer, certifying that, to the best of his knowledge, "the construction complies with the applicable codes and the intent and design specified in the permitted documents."	_____
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DECLARATION:

To the best of my knowledge, all information supplied in or with this checklist is accurate.

_____ PRINT/SIGNATURE	_____ DATE
Procurement Officer _____ TITLE	

Building Permit Information	
Applicant Information:	
State Agency	Phone Number
Email Address	
Building Permit Number:	



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B – MAJOR RENOVATION

B.1.3 HONOLULU FIRE DEPARTMENT (HFD) REQUIREMENTS	
<input type="checkbox"/> REQUIRED HFD REVIEW OF INITIAL DESIGN <u>Includes the following:</u> <ul style="list-style-type: none"> • HFD requires the following to be complied with (see Road and Hydrants for Private Developments document for further information): <ul style="list-style-type: none"> ○ Provide a fire apparatus access road for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction when any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet (45 720 mm) from fire apparatus access as measured by an approved route around the exterior of the building or facility (1997 Uniform Fire Code, Section 902.2.1) ○ Provide a water supply, approved by the county, capable of supplying the required fire flow for fire protection, to all premises upon which facilities or buildings, or portions thereof, are hereafter constructed, or moved into or within the county ○ On-site fire hydrants and mains capable of supplying the required fire flow shall be provided when any portion of the facility or building is in excess of the 150 feet (45 720 mm) from a water supply on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building (1997 Uniform Fire Code, Section 903.2 as amended) ○ Provide civil drawings for review and approval by the HFD • Meet with HFD with water and access requirements for initial design 	<hr style="border: 0; border-top: 1px solid black; width: 100%;"/>
B.1.4 SITE DEVELOPMENT DIVISION REQUIREMENTS	
<input type="checkbox"/> REQUIRED FLOOD HAZARD DISTRICT CERTIFICATION <u>Includes the following:</u> <ul style="list-style-type: none"> • Compliance with Flood Ordinance <ul style="list-style-type: none"> ○ When in a Flood Hazard Zone and/or Flood Hazard District boundary, show following items where applicable: <ul style="list-style-type: none"> ▪ Flood hazard district boundaries ▪ Spot elevations based upon the North American Vertical Datum (NAVD), 1988 ▪ Established flood elevations as shown on the Flood Insurance Rate Maps (FIRM) from the Federal Emergency Management Agency (FEMA) ▪ Proposed finish grades and finish floor elevations ▪ Flood hazard variance (if applicable) 	<hr style="border: 0; border-top: 1px solid black; width: 100%;"/>
B.1.5 CIVIL ENGINEERING BRANCH (CEB) REQUIREMENTS	
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA CEB REQUIREMENTS <u>Includes the following:</u> <ul style="list-style-type: none"> • Verify with CEB if grading permit is required 	<hr style="border: 0; border-top: 1px solid black; width: 100%;"/>
COMPLETED	
B.2 BUILDING / GRADING PERMIT APPLICATION REQUIREMENTS:	
<i>(indicate with check mark)</i>	
B.2.1 GRADING PERMIT REQUIREMENTS (IF APPLICABLE)	
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA GRADING PERMIT REQUIREMENTS <u>Includes the following:</u> <ul style="list-style-type: none"> • Obtain grading permit (if applicable) from Site Development Division <ul style="list-style-type: none"> ○ Submit one (1) set of grading and erosion control plans/calculations/schedules ○ Notice of Intent (NOI) or Notice of General Permit Coverage (NGPC) under the NPDES program (if applicable) 	<hr style="border: 0; border-top: 1px solid black; width: 100%;"/>
B.2.2 GRADING PERMIT SUPPLEMENTAL INFORMATION REQUIREMENTS (IF APPLICABLE)	
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA DETAILS <u>Includes the following:</u> <ul style="list-style-type: none"> • Provide grading details <ul style="list-style-type: none"> ○ Volume (cy) excavation ○ Volume (cy) embankment ○ Area (sf) graded ○ Area (sf) disturbed • Select grading project category (see Appendix B for list) 	<p style="text-align: center; font-size: small;">Input requested information:</p> <div style="border: 1px dashed black; padding: 5px; width: fit-content; margin: auto;"> <hr style="border: 0; border-top: 1px solid black; width: 100%;"/> <hr style="border: 0; border-top: 1px solid black; width: 100%;"/> <hr style="border: 0; border-top: 1px solid black; width: 100%;"/> </div>



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<p>Includes the following:</p> <ul style="list-style-type: none"> • 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 	
B.3.3 HONOLULU FIRE DEPARTMENT (HFD) REQUIREMENTS	
<p><input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA CIVIL SITE / PLOT PLAN REQUIREMENTS.....</p> <p>Includes the following:</p> <ul style="list-style-type: none"> • Site utility plan <ul style="list-style-type: none"> ○ Existing and proposed water distribution system location with pipe sizes shown; and valve, hydrant, and meter locations indicated ○ Fire suppression supply lines locations and sizes, including fire department connection monuments ○ Fire-hydrant is within 150 ft of a new building (on or offsite) <p><input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA ARCHITECTURAL DATA REQUIREMENTS.....</p> <p>Includes the following:</p> <ul style="list-style-type: none"> • Fire safety plan – show following items where applicable <ul style="list-style-type: none"> ○ Occupant load & egress capacity calculations ○ Egress plan ○ Gross floor area ○ Distance between exits ○ Maximum diagonal ○ Minimum number of exits ○ Travel distance ○ Location of existing signs ○ Fire sprinkler • Fire-rated construction plans – show following items where applicable <ul style="list-style-type: none"> ○ Occupancy ○ Fire wall ○ Fire barrier ○ Corridor ○ Smoke barrier ○ Horizontal exits ○ Shaft exposure ○ Exit passage • Fire-rated construction details <ul style="list-style-type: none"> ○ Design reference numbers for fire rated walls, floor/ceiling assemblies and roof/ceiling assemblies, fire protection of light fixtures penetrating the fire rated floor, and roof assemblies ○ Fire stop at penetrations of fire rated assemblies ○ Location and types of portable fire extinguishers • Wall type sections and details <ul style="list-style-type: none"> ○ Indication if wall type is fire rated or not ○ If wall is fire rated, provide the listing agency name, listing number, fire resistance rating in hours, and construction verbiage from listing • Window and door schedule <ul style="list-style-type: none"> ○ Fire rating <p><input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA MECHANICAL / PLUMBING DATA REQUIREMENTS</p> <p>Includes the following:</p> <ul style="list-style-type: none"> • Plumbing floor and roof plan – show following items where applicable <ul style="list-style-type: none"> ○ Location and rating of all fire resistive construction such as walls, floors, shafts, and smoke control walls ○ Locations of all equipment related penetrations in fire resistive construction • HVAC equipment and duct plan(s) – show following items where applicable <ul style="list-style-type: none"> ○ Location and rating of all fire resistive construction such as walls, floors, shafts, and 	



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B.4 PERMIT CLOSE REQUIREMENTS:	COMPLETED						
<i>(indicate with check mark)</i>							
B.4.1 COMPLETED CITY REVIEWS AND INSPECTIONS							
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA BOARD OF WATER SUPPLY (BWS) <u>Includes the following:</u> <ul style="list-style-type: none"> • If required, off-site water system plans and construction including water flow demand • Mechanical plans and site construction including: <ul style="list-style-type: none"> ○ Cross-connection control for backflow prevention/cross-connection control requirements ○ Water flow demand • Final inspection/completion of project notice 	<hr/> <hr/> <hr/> <hr/>						
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA WASTEWATER BRANCH AND DEPARTMENT OF ENVIRONMENTAL SERVICES <u>Includes the following:</u> <ul style="list-style-type: none"> • Notification of completed requirements for sewer connection permit including: <i>Input requested information:</i> <table border="1" style="border-style: dashed; border-width: 1px; width: 150px; height: 50px; margin-left: 20px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table> ○ Kind of pipe ○ Depth at the property line ○ Distance to the nearest property line ○ Whether the connection is to the left or right of the property line ○ Distance to the nearest sewer manhole ○ Whether the connection is to the left or right of the sewer manhole 							<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA CIVIL ENGINEERING BRANCH (CEB) <u>Includes the following:</u> <ul style="list-style-type: none"> • If required, off-site plans and construction • Grading/trenching close-outs, including report after grading and engineering slope hazard report (if applicable) • Flood as-built elevations 	<hr/> <hr/> <hr/> <hr/>						
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA BUILDING DIVISION – DRIVEWAY INSPECTION	<hr/>						
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA HONOLULU FIRE DEPARTMENT (HFD).....	<hr/>						
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA DEPARTMENT OF FACILITY MAINTENANCE (DFM)	<hr/>						



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B – MAJOR RENOVATION

DECLARATION:

To the best of my knowledge, all information supplied in or with this checklist is accurate.

PRINT/SIGNATURE

DATE

Procurement Officer
TITLE

Building Permit Information	
Applicant Information:	
State Agency	Phone Number
Email Address	
Building Permit Number:	



City & County of Honolulu
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Express State Permit Checklist
C - NEW BUILDING / OFFSITE WORK

This checklist should be used in addition to checklists A – Repair & Maintenance and B – Major Renovations as a requirement for the State to complete for the closing of a building permit and the issuance of a Certificate of Occupancy in the Express State Permit (ESP) Process for all State new building construction projects and where off-site work is required. The requirements for all three checklists are organized in the four stages of the ESP Process. Not all checklists will have requirements for every stage.

ESP Process includes 4 stages:

1. Prequalification
2. Building / Grading Permit
3. Building Construction
4. Permit Close

C.2 BUILDING / GRADING PERMIT APPLICATION REQUIREMENTS:	COMPLETED
<i>(indicate with check mark)</i>	
C.2.1 BUILDING PERMIT - CONDITIONAL SUBMITTAL REQUIREMENTS	
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA EWA IMPACT FEE Indicate the following (where applicable): <ul style="list-style-type: none"> • Residential <ul style="list-style-type: none"> ○ Number of units ○ Indicate single family or multi-family • Nonresidential <ul style="list-style-type: none"> ○ Floor area (square feet) ○ Indicate retail, office, or industrial/other use • If applying Ewa Impact Fee credits, submit acceptance letter from DPP 	Input requested information: <div style="border: 1px dashed black; padding: 5px; min-height: 60px;"> <hr/><hr/><hr/><hr/><hr/> </div>
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA NEW BUILDING Indicate the following (where applicable): <ul style="list-style-type: none"> • Number of new units added • Total floor area 	Input requested information: <div style="border: 1px dashed black; padding: 5px; min-height: 30px;"> <hr/><hr/> </div>
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA ADDITIONS Indicate the following (where applicable): <ul style="list-style-type: none"> • New floor area 	Input requested information: <div style="border: 1px dashed black; padding: 5px; min-height: 30px;"> <hr/><hr/> </div>
C.3 BUILDING CONSTRUCTION PHASE REQUIREMENTS:	
<i>(indicate with check mark)</i>	
C.3.1 SITE DEVELOPMENT DIVISION REQUIREMENTS	
<input type="checkbox"/> REQUIRED ALL OFFSITE PLANS WILL BE SUBMITTED TO SITE DEVELOPMENT DIVISION FOR NORMAL REVIEWS AND INSPECTIONS AND IS NOT INCLUDED IN THE ESP PROCESS (SEE http://honolulu.dpp.org/downloadpdf/engineering/mand_sddsubmitreqchklst.pdf)	
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM REQUIREMENTS Includes the following: <ul style="list-style-type: none"> • Weekly submittal of the Construction Site BMPs Weekly Checklist to Civil Engineering Branch http://honolulu.dpp.org/downloadpdf/engineering/NPDESBMPChecklistMemoDailyChecklist.pdf 	<hr/> <hr/> <hr/>
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA SUBDIVISION BRANCH REQUIREMENTS Includes the following: <ul style="list-style-type: none"> • Review <ul style="list-style-type: none"> ○ If a project requires an Environmental Impact Statement in accordance with Hawaii Revised Statutes, Chapter 343, provide it with your submittal ○ If a project requires compliance with flood hazard district requirements, provide a flood certification signed and stamped by a licensed engineer or architect 	<hr/> <hr/> <hr/>



City & County of Honolulu
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C - NEW BUILDING / OFFSITE WORK

C.4 PERMIT CLOSE REQUIREMENTS:		COMPLETED
		<i>(indicate with check mark)</i>
C.4.1 VARIANCES AND DEDICATIONS		
<input type="checkbox"/>	REQUIRED CERTIFICATION OF ANY VARIANCE RELATING TO THE PROJECT.....	_____
<input type="checkbox"/>	REQUIRED APPROVED DEDICATIONS WITH ALL REQUIRED SUPPORTING DOCUMENTS.....	_____

DECLARATION:

To the best of my knowledge, all information supplied in or with this checklist is accurate.

 PRINT/SIGNATURE _____
 DATE

 Procurement Officer _____
 TITLE

Building Permit Information	
Applicant Information:	_____ <i>State Agency</i> _____ <i>Phone Number</i>
	_____ <i>Email Address</i>
Building Permit Number:	_____

Appendix A- Occupancy Group Category

OccupancyGroupCategory

A-1 Assembly building or auditorium > or = 1000 w/leg. stg.
 A-1 Assembly room w/occupant load of 1000 or more and legitimate stage
 A-2 Assembly building or auditorium <1000 w/leg.stg.
 A-2 Assembly room w/occupant load of less than 1000 and legitimate stage
 A-2.1 Amusement/game room (15 sf/occ) > or = 300
 A-2.1 Assembly building or auditorium > or = 300 w/o stg.
 A-2.1 Assembly room w/occupant load of 300 or more w/o legitimate stage
 A-2.1 Bowling alley > or =300
 A-2.1 Cafetorium,school > or =300
 A-2.1 Funeral parlors > or = 300
 A-2.1 Gymnasiums,school > or = 300
 A-2.1 Library (All others) > or = 300
 A-2.1 Restaurants w/dining rooms 300 or more
 A-3 Aerobics > or =50 <300
 A-3 Amusement/game room (15 sf/occ) > or = 50 <300
 A-3 Assembly building or auditorium <300
 A-3 Assembly room w/occupant load of less than 300 w/o legitimate stage
 A-3 Bowling alley <300
 A-3 Cafetorium,school <300
 A-3 Funeral parlors <300
 A-3 Gymnasiums,school <300
 A-3 Library (All others) > or = 50 <300
 A-3 Pavilion > or = 50
 A-3 Restaurants w/dining rooms 50 to 299
 A-3 Spas and fitness center (50sf/occ.) > or = 50
 A-3 Sunday School Classrooms-used <4hr/day or 12 hr/wk > or = 50 pers
 A-4 Stadiums,reviewing stands/ amust park struc not incl in Group A occup
 B Office,prof or service type trans, incl stge or rec&acts,eating/drink-<50
 B Aerobics <50
 B Amusement/game room (15 sf/occ) <50
 B Animal clinic
 B Automobile showroom
 B Barber shop and beauty shop
 B Car dealership
 B Car wash
 B Charm and beauty schools
 B Educational occupancies - above the 12th grade
 B Electronic data processing
 B Fire station
 B Florist and nurseries
 B Laboratories - testing and research
 B Laundry and dry cleaning - pick up and deliveries
 B Library (All others) <50
 B Locker room,laundry pick up and deliveries
 B Pavilion <50
 B Print shop
 B Radio and television station
 B Restaurants w/dining rooms <50

B Restroom bldg > or = 1000 sf
 B Spas and fitness center (50sf/occ.) <50
 B Sunday School Classrooms-used <4hr/day or 12 hr/wk <50 pers
 E-1 Educational occups - through 12th - >or=50 used 4 hrs/day or 12hrs/wk
 E-1 Educational through 12th grade 50> persons for >12hrs/wk or 4hrs a day
 E-1 Library (Schools - 12th & below > or = 50
 E-1 Schools for up to 12th gr(incl mentally rtd&physically handcp > or = 50
 E-1 Sunday School Classrooms-used > or =4hr/day or 12 hr/wk > or =50 pers
 E-2 Educational occupancies - <50
 E-2 Educational through 12th grade<50 persons for >12hrs/wk or 4hrs a day
 E-2 Library (Schools - 12th & below <50
 E-2 Schools for up to 12th gr(incl mentally rtd&physically handcp <50
 E-2 Sunday School Classrooms-used > or =4hr/day or 12 hr/wk <50 pers
 E-3 Day care centers for elderly > or = 6
 E-3 Day care purposes for more than 6 persons
 E-3 Educational occupancies - day care - more than 6
 F-1 Appliance factory
 F-1 Bakery
 F-1 Bicycle factory
 F-1 Boat factory(fiberglass)-shaping
 F-1 Boat factory(non-fiberglass)
 F-1 Brooms and brushes factory
 F-1 Business machine factory
 F-1 Cameras and photo equipment factory
 F-1 Canvas or similar matrial factory
 F-1 Carpets and rugs factory(including cleaning clothing factory)
 F-1 Clothing factory
 F-1 Commercial kitchen
 F-1 Construction and agricultural machinery factory
 F-1 Electrical or radio w/TV repair shop
 F-1 Electronic assembly
 F-1 Engines,including rebuilding
 F-1 Factories (see 306.1)
 F-1 Food processing of package plants
 F-1 Furniture fabrication and finishing
 F-1 Hemp products factory
 F-1 Industrial use
 F-1 Jute products
 F-1 Laundry and dry cleaning - using flammable liquids
 F-1 Laundry and dry cleaning - using non-flammable liquids
 F-1 Leather products facotry
 F-1 Machinery factory
 F-1 Metal working shop
 F-1 Milk processing plant
 F-1 Millwork (sash and door)
 F-1 Moderate hazard factory and indus occup incl not class as Grp FDiv2 occ
 F-1 Motion pictures and television w/television filming and video taping
 F-1 Musical instrument factory
 F-1 Optical good factory
 F-1 Packaging
 F-1 Paper mills with products
 F-1 Photographic film processing

Appendix A- Occupancy Group Category

- F-1 Plastic products factory
- F-1 Plumbing and sheet metal shop - no combustibles
- F-1 Plumbing and sheet metal shop - with combustibles
- F-1 Printing or publishing
- F-1 Processing operation
- F-1 Radiator shop - where radiator is removed & repaired within shop
- F-1 Recreation vehicles factory
- F-1 Refuse incineration factory
- F-1 Repair operations (not H occupancy)
- F-1 Rustproofing shop
- F-1 Shoes factory
- F-1 Shooting gallery
- F-1 Soaps w/detergent factory
- F-1 Surfboard factory - shaping
- F-2 Brick and masonry factory
- F-2 Ceramic products factory
- F-2 Cold storage
- F-2 Factories w/noncomb. materials
- F-2 Foundry
- F-2 Ice factory
- F-2 Low hazard factory & indus occup facil prod noncombust/nonexplos mat
- F-2 Nonalcoholic beverages factory
- F-2 Steel fabrication and assembly
- H-1 Occ w/material in excess of listed in Tb 3-D which present high expl hzd
- H-2 Boat factory(fiberglass)-sanding,acetone
- H-2 Occ w/material in excess of listed in Tb 3-D which present mod expl hzd
- H-2 Spray booth
- H-2 Surfboard factory - sanding,acetone
- H-3 Occ w/matl in excess of listed in Tb 3-D which present high fire/phy hzd
- H-4 Automobile body and fender shop
- H-4 Muffler shop
- H-4 Radiator shop - where auto is repaired within shop
- H-4 Repair garage
- H-4 Repair garages not classified in Group S, Div 3 Occupancies
- H-5 Aircraft hangars and helistops
- H-5 Aircraft repair hangars not classified as Group S, Div 5 Occ& heliports
- H-6 Semiconductor fabrication facil/comparable research&dev areas
- H-7 Occ materials excess of listed in Tb 3-E that are health hazards
- I-1.1 Nurseries for full-time care of children under age 6,hospitals,sant,nursing
- I-1.2 Health care centers for ambul patients rcvg outpatient med care
- I-2 Nursing homes for ambul patients,homes for children 6 yrs or over
- I-3 Mental hospitals, sanitariums,jails,prisons,reformatories liberites restrained
- M Sale or merchandise,stocks of goods,wares,merchandise acc to public
- M Appliance store
- M Covered malls
- M Department store
- M Paint stores w/o bulk handling
- R-1 Apartment houses
- R-1 Convent/congregate residence > or =10
- R-1 Dormitory > or = 10
- R-1 Hotels, apt houses,congregate residences(more than 10 persons)
- R-3 Convent/congregate residence <10
- R-3 Day care centers for elderly <6
- R-3 Dormitory <10
- R-3 Dwelling
- R-3 Dwellings, lodging houses, congregate residences(10 or fewer persons)
- R-3 Two Family Detached
- S-1 Golf cart storage - battery
- S-1 Moderate hazard storage occ/storage of combustible material
- S-1 Service station canopy
- S-2 Columbarium/mausoleum
- S-2 Creameries
- S-2 Ice plant
- S-2 Low hazard storage occ used for storage of noncombustible materials
- S-2 Power plant
- S-2 Pump or booster station
- S-2 Self storage
- S-2 Sewage treatment plants
- S-3 Automobile maintenance(wheel alignmt,motor tuneup,tire&brake repair)
- S-3 Garage (other than open or private)
- S-3 Golf cart storage - gas
- S-3 Repair garages and parking garages not classif as Group S,Div 4 Occ
- S-3 Service station (fuel dispensing stations)
- S-4 Open parking garages
- S-5 Aircraft hangars and helistops
- S-5 Aircraft hanqars and helistops(exchange of parts,no open flame)
- U-1 Accessory Structure
- U-1 Agricultural Building/chicken coop/pigeon coops < or =1000 sf
- U-1 Garage,private (not more than 1000 sf)
- U-1 Private garages,carports, sheds and agricultural bldgs
- U-1 Restroom bldg <1000 sf
- U-2 Curbing
- U-2 Driveway
- U-2 Fence
- U-2 Fences over 6 feet (182.9mm)high,tanks and towers
- U-2 Incinerator(separate structure attached to bldg.)
- U-2 Pool
- U-2 Retaining Wall
- U-2 Sidewalk
- U-2 Temporary
- U-2 Tent
- U-3 Agricultural Building/chicken coop/pigeon coops >1000 sf

APPENDIX B – OCCUPANCY GROUP / BMP CATEGORIES

Occupancy Group

01 – Single Family	11 – Institution
02 – Two Family	12 – Office Building
03 – Apartment	13 – Public Building
04 – Hotel	14 – Public Utility Building
05 – Amusement, recreation	15 – School
06 – Church	16 – Shed
07 – Industrial	17 – Stable, barn
08 – Garage (public)	18 – Store
09 – Garage (private)	19 – Other non residential
10 – Service Station	20 – Structure other than building & unclassified

Best Management Practices (BMP) Categories

Category	Description
1	Projects not required to get a grading permit but which requires a building permit and where grading, stockpiling or grubbing is to occur.
2	Projects which require a grading permit where the area of zoning lot or portion thereof subject to the permit is less than 15,000 square feet or more for single-family or two-family dwelling uses and less than 7,500 square feet for other uses.
3	Projects which require a grading permit where the area of zoning lot or portion thereof subject to the permit is 15,000 square feet or more for single-family or two-family dwelling uses, or 7,500 square feet or more of other uses, but where total area graded is less than 15,000 square feet for single-family or two-family dwelling uses or less than 7,500 square feet for other uses.
4	Projects which require a grading permit where the area including any areas developed incrementally that is to be graded is 15,000 square feet or more for single-family or two-family dwelling uses, or 7,500 square feet or more for other uses, or in the event a proposed cut or fill is greater than 15 feet in height for single-family or two-family dwelling uses, or 7.5 feet in height for other uses.
5a	Projects which require a grading permit where the total area including any areas developed incrementally that is to be graded is one acre or greater of disturbed area or which require and NPDES General Permit Authorizing Discharges of Storm Water Associated with Construction Activity issued by the State of Hawaii Department of Health.

Appendix C - Structure Code

Structure Code	
01 - NO STRUCTURE, FOUNDATION, SPRINKLER SYSTEM	55 - MOTEL
02 - WALL OR FENCE	56 - CLUBHOUSE WITH LIVING - YMCA, YWCA
03 - PAVEMENT, RAMP, WALKWAY, COURTS, BRIDGE	57 - HOTEL
04 - SIGN, BILL BOARD, MARQUEE, KIOSK, POST, POLE	58 - MAID'S OR GUEST QUARTERS
05 - PATIO, LANAI, CABANA, PLAYROOM	59 - HOT HSE, TOOL SHED, WORKSHOP, BATHHOUSE
06 - AWNINGS, CANOPIES, BUS STOP SHEDS	61 - MOVIE HOUSE, DRIVE-IN THEATER
07 - DOCK FOR RESIDENTIAL USE	62 - SPORTS ARENA
08 - STORAGE TANK, SILOS, WATER TANK	63 - CHURCH
09 - POOL, RECREATION EQUIP, BLEACHERS	64 - CONCERT HALL
11 - OFFICE, 1 TO 3 STORIES	65 - BOWLING ALLEY
12 - OFFICE, 4 TO 10 STORIES	66 - SKATING RINK
13 - OFFICE, 11 OR MORE STORIES	67 - TERMINAL, AIRPORT
14 - BANK	68 - STADIUM
15 - BANK AND OFFICE	69 - REC HALL, PAVILION, AMUSEMENT, POOL HALL
16 - OFFICE AND LOFT	71 - HOSPITAL
17 - MULTI-OFFICE WITH STORE FRONTS	72 - MEDICAL CLINIC
18 - OFFICE AND/OR BANK W/ RESIDENCE ABOVE	73 - SCHOOL
19 - 1,2,3 Story Office Building	74 - MUSEUM, LIBRARY
21 - OPEN SHED	75 - FIRE STATION
22 - NOT FIREPROOF, 1-2 STY FACTORY OR WHSE	76 - POLICE STATION, JAIL
23 - FACTORY OR WAREHOUSE W/ RESIDENCE ABOVE	77 - CIVIC BUILDING
24 - FIREPROOF, 1 STORY FACTORY OR WAREHOUSE	78 - ELEMOSYNARY, CEMETERY, MAUSOLEUM, MORTUARY
25 - MULTI-STORY FIREPROOF FACTORY OR WHSE	79 - OTHER (ZOO, DETENTION, DAY CARE, NURSING)
26 - ASSEMBLY PLANT, REPAIR GARAGE/SHOP	81 - PRIVATE GARAGE INCL STORAGE & LAUNDRY
27 - LABORATORY, CANNERY	82 - PRIVATE GARAGE IN A ROW
28 - PLANT, POWER/TRANSFORMER, PUMPING STATION	83 - PUBLIC MULTI-GARAGE
29 - SEWAGE DISPOSAL, INCINERATOR (OTHER)	84 - GAS STATION
31 - PRODUCE WAREHOUSE	85 - PARKING PAVEMENT
32 - GRAIN STORAGE ELEVATOR	86 - AUTO REPAIR SHOP
33 - COLD STORAGE	87 - MULTI-STORY GARAGE FOR RESIDENTS
34 - ONE-STORY DISTRIBUTION WAREHOUSE	88 - PARKING RACK FOR DEALER'S USE
35 - LARGE DISTRIBUTION WAREHOUSE	89 - OTHERS
36 - TRUCKING TERMINAL, DOCK	91 - TV/RADIO TOWERS, RADIO BLDG, SHELTER (DET)
37 - WHARF, DOCK SHED	92 - FALLOUT SHELTERS (ATTACHED)
39 - OTHER	93 - TUNNEL
41 - ONE STORY ALONE	95 - DRIVEWAY, SIDEWALK, CURBING
42 - ONE STORY IN A ROW	96 - ELECTRICAL
43 - SUPERMARKET W/SPECIAL PARKING - GEM, ETC	97 - PLUMBING
44 - SHOPPING CENTER COMPLEX	98 - OTHER ACCESSORY BLDGS-SHED, DOG HSE, BARN
45 - MULTI-STORY DEPARTMENT STORE	99 - TEMPORARY BLDGS - CARNIVAL, MODEL HOME
46 - 2 TO 3 STORY W/ RESIDENCE ABOVE	
47 - 2 TO 3 STORY W/ OFFICE ABOVE	
48 - 2 TO 3 STORY W/ LOFT ABOVE	
49 - RESTAURANTS, DRIVE-IN, BAR, LAUNDERETTE, ETC	
51 - SINGLE FAMILY	
52 - TWO FAMILY DETACHED	
53 - APARTMENT (3 OR MORE)	
54 - DORM, ROOMING HOUSE	

APPENDIX D - GENERAL REQUIREMENTS FOR ALL PLANS SUBMITTED DURING CONSTRUCTION

Includes 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
- General Plan Data
 - 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
 - Actual property lines with dimensions
 - Accurate citing of new and existing buildings
 - Legend of abbreviations and symbols (sheet specific)
 - All applicable approval blocks
 - At a minimum 80-90% complete
 - Licensed Professional Architect/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