



## **EXPRESS STATE PERMIT Self-Certification Statement**

### **Summary**

Express State Permit (ESP) process is a cooperative effort between the City and County of Honolulu (City) and the State of Hawaii to accelerate the review and permitting process and to overcome any barriers that might impede the progress of State construction projects. It is meant to provide for the general welfare of the people without abandoning existing laws and regulations. ESP enables the State to apply for and immediately receive a building permit by agreeing to self-certify certain aspects of the plan review and inspection processes. Where construction plans impact City infrastructure, the applicable City agencies will work with the State to ensure that critical improvement projects move forward.

ESP includes 4 stages:

1. Prequalification – Initial confirmation of availability and capacity (water, sewer)
2. Building/Grading Permit – Application and issuance of building/grading permit
3. Building Construction – Infrastructure coordination with City agencies, reviews, approvals, and inspections
4. Permit Close – Submission of closing documents, issuance of Certificate of Occupancy, and archiving

### **Prequalification**

Preliminary availability and capacity discussions for building projects that impact City infrastructure should be completed before the building permit application is initiated. Specifically, DPP - Wastewater Branch, Board of Water Supply, and Honolulu Fire Department should review preliminary plans.

### **Building/Grading Permit**

The State will be issued a building and grading permit with the following submissions:

1. Building Permit Application (on-line)/Grading Permit Application
2. This Self-Certification Statement signed by the State agency's Procurement Officer
3. Supplemental application information and Contractor Statement
4. Notice to Proceed Form
5. Initial Sewer Connection Application (if applicable)
6. Payment for Ewa Impact Fee (if applicable)
7. Flood Certification Form (if applicable)
8. One hard copy set of stamped and signed building and grading plans, and one electronic copy
9. Building application payment

Along with the permits, a Checklist of requirements for the closing of the building permit and Certificate of Occupancy will be provided.

### **Building Construction**

Where construction plans impact City infrastructure, the applicable City agencies will provide their normal reviews, approvals and inspections, and issue Driveway and Trenching permits as required. These standard processes will take place concurrently with the construction.

### **Permit Close**

The Building Permits will be closed and a Certificate of Occupancy issued with the following submissions:

1. Completed ESP Checklist(s) signed by the State agency Procurement Officer
2. Any revisions to the Application Submissions
3. Two sets of final stamped and signed construction plans, with architect/engineer certification

**SELF-CERTIFICATION STATEMENT**

TAX MAP KEY(S) \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

The State of Hawaii -- *agency* -- \_\_\_\_\_ (State) wishes to utilize the City's **Express State Permit (ESP)** process to improve the efficiency of building permitting for the construction project named above and understands that it will be a cooperative effort.

The State certifies that the plans and construction will comply with the applicable codes, laws, ordinances, regulations and guidelines, and it has, or will, approve all plans and specifications:

<ul style="list-style-type: none"> <li>• Building</li> <li>• Plumbing</li> <li>• Electrical</li> <li>• Land Use/Zoning</li> <li>• Energy</li> </ul>	<ul style="list-style-type: none"> <li>• LEED</li> <li>• Housing</li> <li>• Flood</li> <li>• Grading, Soil Erosion and Sediment Control</li> </ul>	<ul style="list-style-type: none"> <li>• NPDES</li> <li>• ADAAG</li> <li>• Federal</li> <li>• State</li> <li>• County</li> </ul>
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The State understands that it will self-certify that all building and site-work plans have been reviewed and inspections completed by qualified individuals to ensure quality control and acceptable levels of compliance. Records of the reviews and inspections will be maintained by the State and retained as required. The City understands that it is delegating the approval of on-site plans, if required for permit issuance, to the State. The State shall employ Best Management Practices (BMP) on the construction site at all times. City agencies will review and inspect plans and construction components relating to off-site infrastructure, on-site cross-connections to City infrastructure and fire/public safety. Securing all applicable State of Hawaii permits and inspections will be the responsibility of the State.

The State understands that construction may proceed while concurrent review and inspection processes are underway. The State assumes full responsibility for completing construction of the project in a manner which complies with the applicable codes and the intent and design specified, and correcting any findings made during the review or inspection processes.

At the end of the project, the State will submit final construction plans and close-out documents to the City's Department of Planning and Permitting. Those documents will be reviewed and, baring any deficiencies, a Certificate of Occupancy issued and the final plans archived.

State of Hawaii - \_\_\_\_\_ (State)

By: \_\_\_\_\_

Title: Procurement Officer \_\_\_\_\_

Date: \_\_\_\_\_

- DAGS
- DOT
- DOE
- DHHL