

# 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 \_\_\_\_\_