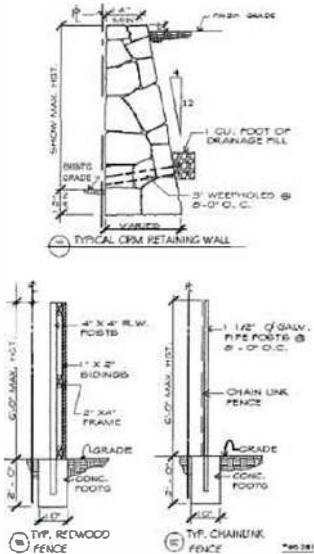


ARCHITECT'S OR ENGINEER'S SEAL:
Plans must be properly stamped and signed by an architect or structural engineer when:

1. Work on one-story buildings exceeds \$40,000.
2. Work on two-story buildings exceeds \$35,000, or
3. The principal structural members are of reinforced concrete or structural steel. Plans for retaining walls five feet or more by an architect, structural engineer or civil engineer. See Chapter 464 of the Hawaii Revised Statutes for additional data.

DIAMETERS OF TYPICAL FENCES AND RETAINING WALL



OTHER AGENCIES:

For some construction projects, in addition to a building permit, you may need permits or approvals from the following City agencies:

- Civil Engineer Branch:**
Review involves drainage, grading, and projects adjacent to streams and drainage easements. (Phone: 768-8219)
- Wastewater Branch:**
Review for sewer availability and adequacy and for projects adjacent to existing sewer easements. (Phone: 768-8212)
- Zoning Plan Review Branch:**
Information for specific zoning regulations. (Phone: 768-8252)
- Board of Water Supply:**
Review for water use and adequacy. (Phone: 768-5460)

For contractor/license information, please contact the State Department of Commerce and Consumer Affairs at 586-2700 for further information.

Additional information is available at the Department of Planning and Permitting website.

FURTHER INFORMATION:

From our website, www.honolulu.gov, you can select various options to assist you with your permits. Please proceed as follows for the various options:

TO APPLY FOR A PERMIT:

- Select: Honolulu Internet Permit System
- Select: Submit (to apply for a building or sign permit)
- Select: Follow the online instructions to submit your permit application.

An Internet Building Permit (IBP) number is given to you at the end of the application process, please note the number. After your submittal, a link will be provided to download a site plan for your application.

Once the online application has been completed, you are to submit your plans to the Building Permit Center to activate your permit. Please bring the IBP number with you.

Should you have any questions, please call the Permit Center at 768-8220 or 768-8257.

(NOTE: You can also apply, pay and print City Building Permits for single-family solar, electrical (photovoltaic), plumbing, building (fences, air conditioners), change of contractor, demolition, etc.

TO SCHEDULE FOR A PERMIT APPOINTMENT:

- Select: Honolulu e-Permits
- Select: PASS (Permit Appointment and Scheduling System)
- Follow the online instructions.

TO SEARCH OR INQUIRE ON THE STATUS OF YOUR PERMIT:

- Select: Honolulu Internet Permit System
- Select: Review (to review your building or sign permit)

At the Building Permit Screen, enter type in your address or tax map key.

Go to the bottom of the page and select the GO button.

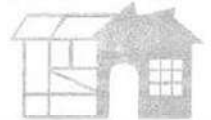
OTHER USEFUL OPTIONS THAT ARE AVAILABLE:

- Honolulu Land Information System (HoLIS) for tax map key or plot information (includes zoning, building permits, property tax information, etc.).
- Download various checklists.

A WORD OF CAUTION: This booklet is a general guide and necessarily brief, please consult each agency for additional details and or the latest amendments and changes.



DO YOU NEED A BUILDING PERMIT?



Department of Planning and Permitting

BUILDING PERMIT CENTER
Frank F. Fasi Municipal Building
650 South King Street (Ground Floor)
Phone: 768-8220

BUILDING PERMIT CENTER
Kapolei Hale
1000 Uluohia Street (Ground Floor)
Phone: 768-3126

Office Hours: 7:45 a.m. – 4:30 p.m.
Monday thru Friday (Except Holidays)

Revised July 2011

WHAT TO BRING:

Four (4) sets of clear and legible plans.

PERMIT FEE:

The minimum fee is \$18 for work up to \$500 in value. This fee increases as the value of work being done increases.

BUILDING PERMITS ARE REQUIRED FOR:

1. To erect, construct, alter, remove, or demolish any building or structure (including fences, retaining walls, and swimming pools).
2. For any electrical work over \$500 (Sec. 18-1), or plumbing work over \$1,000 (Sec. 18-31.1(b)). All work shall be performed by licensed electrical/plumbing contractors.
3. To construct or alter any sidewalk, curb, or driveway in public rights-of-way.
4. A sign permit is required to install, construct, alter, relocate, or reconstruct any sign. A temporary permit is required to erect any tent or similar structure to be used for religious or commercial purposes, such as rallies, festivals, or carnivals.

INFORMATION TO BE PROVIDED ON PLANS:

1. On plot plan, show lot dimensions, location of driveway, location of proposed work, distance from property lines and other buildings, easements and other pertinent information.
2. Plans should be drawn to scale with sufficient information and details to clearly show the nature and extent of work. On floor plan, indicate the use of rooms, room dimensions, location and sizes of windows, exits, etc.
3. On framing plans or typical section view, show sizes and spacing beams, floor joists, rafters, etc., and ceiling heights.

4. On outside or exterior elevation views, show height of building.
5. Give address and/or tax map key of where the work is to be done, and the name and address of owner.

BUILDING PERMITS ARE NOT REQUIRED FOR:

1. Curbs, planter boxes, retaining walls and fences which are not more than 30" in height.

2. Individual residential television and radio antennas, excluding dish-type antennas.
3. Painting, cabinet work, and floor covering.
4. Tool and storage sheds not exceeding 120 square feet as accessories to dwellings.
5. Repairs using similar or same materials for the purpose of maintenance and which are not more than \$1,000 in valuation in any 12-month period, and do not affect any electrical or plumbing installations.

Refer to Section 18-3.1, for complete listing of items not requiring permits.

Chapter 18 of the Revised Ordinances of Honolulu can be found at our website:

www1.honolulu.gov/council/oc/roh/index.htm

PAID FOR BY THE TAXPAYERS OF THE CITY AND COUNTY OF HONOLULU

