D. HELPFUL CONTACT INFORMATION

Department of Planning and Permitting (DPP)
Customer Service Division
Permit Issuance Branch
Frank Fasi Municipal Building
650 South King Street, 1st Floor
(808) 768-8220 (please leave a voice message)

Customer Services Division
Building Permit Center
Kapolei Hale
1000 Uluohia Street, 1st Floor
(808) 768-810

Wastewater Branch
Frank Fasi Municipal Building
650 South King Street, 1st Floor
(808) 768-8210

Land Use Permit Division
Frank Fasi Municipal Building
650 South King Street, 7th Floor
(808) 768-8029

Honolulu Fire Department (HFD)
Frank Fasi Municipal Building
650 South King Street, 1st Floor
(808) 723-7094

Board of Water Supply (BWS)
Service Engineering Section
630 South Beretania Street, 1st Floor
(808) 748-5460

State Department of Health (DOH)
Wastewater Branch
919 Ala Moana Boulevard, Room 309
(808) 586-4294

Department of Land and Natural Resources (DLNR)
Bureau of Conveyances
Kalanimoku Building
1151 Punchbowl Street, Room 120
(808) 587-0147

E. PERTINENT FORMS AND INSTRUCTIONS

Listed below are pertinent forms and other important information that is needed in order to adapt, build, or convert an ADU.

1. ADU Public Facilities Pre-Check Form
   http://www.honoluludpp.org/Portals/0/pdfs/construction/ADU%20Pre-Check%20Form.pdf

2. Internet Building Permit Application
   http://bit.ly/1KsKAYl

3. Additional Building Permit Information
   http://www.honoluludpp.org/Portals/0/pdfs/construction/dpp_brouchure.pdf

4. Basic Requirements
   Information about lot size and zoning district:

5. ePlans Information
   http://www.honoluludpp.org/OnlineServices.aspx

6. Access to ePlans
   https://eplans.honolulu.gov/projectdox/

7. Zoning Adjustment
   Information for preparing and applying for a Zoning Adjustment:
   http://www.honoluludpp.org/Portals/0/pdfs/zoning/ADU_ZA%20Application%20Instructions.pdf

8. Restrictive Covenant
   Sample draft of restrictive covenant:

9. Additional Forms
   Most forms relating to building permits can be accessed at:
   http://www.honoluludpp.org/ApplicationsForms/BuildingPermits.aspx

Benefits of Accessory Dwelling Units

An increasing number of communities across the nation are allowing Accessory Dwelling Units (ADU), also known as granny flats and second units, within residential areas in order to increase their affordable housing supply.

ADUs offer a variety of benefits to communities. They create housing options that support workforce housing, provide flexible living arrangements for multigenerational families, and provide supplemental income for homeowners. ADUs also support sustainability because they are often conversions of underutilized space and consume less land than new single-family development on vacant land. Elderly and/or disabled persons who may want to live close to family members or caregivers, empty nesters, and young adults, find ADUs convenient and affordable.

As identified in the Affordable Housing Strategy, there is a major shortage of affordable housing on Oahu, especially for rental housing. ADUs can help address this problem by allowing existing homeowners to build or convert a legal second unit on their property.

ACCESSORY DWELLING UNITS

A QUICK GUIDE TO BUILD A SECOND UNIT ON YOUR LOT

Department of Planning and Permitting

Kirk Caldwell, Mayor
City and County of Honolulu

This brochure is a general guide, please consult each agency for additional details and/or the latest amendments and changes. For more detailed information, visit our website:

http://www.honoluludpp.org/

All information is subject to change.

Revised March 2016
WHAT IS AN ADU?
An Accessory Dwelling Unit (ADU) is defined as a second dwelling unit that includes its own kitchen, bedroom, and bathroom facilities. It may be attached or detached from the primary dwelling unit on the zoning lot. ADUs are intended to be “accessory” to the primary dwelling, and are typically much smaller in size.

The ADU Ordinance was signed into law on September 14, 2015, by Mayor Kirk Caldwell. The purpose of this Ordinance is to allow ADUs as a permitted use in Residential and Country zoning districts and to encourage and accommodate the construction of ADUs, which will increase the number of affordable rental units and help alleviate the housing shortage in the City.

PROCEDURE TO ADD AN ADU

Decide what type of ADU fits your needs.
Check if you meet the basic requirements.
Prepare construction drawings.
Apply for a building permit.

A. WHAT TYPE OF ADU TO BUILD

An ADU can be attached or detached from the main dwelling. There are several ways by which an ADU can be added to a lot:
1. Addition to or alteration of an existing structure.
2. Construction of a new structure.
3. Recognition of an existing structure that was built without a building permit.
4. Conversion of an existing structure that exceeds the maximum floor area and/or cannot provide the minimum off-street parking (Zoning Adjustment required).

B. ADU BASIC REQUIREMENTS

Prior to applying for a building permit, check if the basic requirements to adapt, build, or convert an ADU on a lot are met.

<table>
<thead>
<tr>
<th>BASIC REQUIREMENTS*</th>
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<tbody>
<tr>
<td>1 The lot is zoned: R-3.5, R-5, R-7.5, R-10, R-20 or Country District.</td>
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<tr>
<td>2 Minimum lot area of 3,500 SF.</td>
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<tr>
<td>3 The lot is not landlocked.</td>
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<tr>
<td>4 The lot does not have more than one dwelling unit, i.e., more than one single-family dwelling, two-family dwelling, accessory chana dwelling, guest house, multi-family dwelling, planned development housing, cluster, or group living facility.</td>
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<tr>
<td>5 Either the main dwelling or the ADU will be occupied by the property owner(s), the owner’s family, or a designated authorized representative.</td>
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<tr>
<td>6 The owner(s) of the lot will record covenants running with the land with the Bureau of Conveances or the Land Court of the State of Hawaii, or both, as is appropriate.</td>
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<tr>
<td>7 Private covenants do not prohibit ADUs.</td>
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<tr>
<td>8 The lot can fit one parking space in addition to the parking required for the primary dwelling unit. No parking is required if the lot is located within one-half mile of a rail transit station.</td>
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</tr>
<tr>
<td>9 Floor area maximum: 400 SF (for lots with an area of 3,500 to 4,999 SF) and 800 SF (for lots with an area of 5,000 SF or more).</td>
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</tbody>
</table>

*For more detailed information, see Ordinance 15-41.

There are three possible outcomes:

**Outcome 1:** If you **meet** all the requirements, proceed to Section C.

**Outcome 2:** If you do **not meet** any of requirements 1 to 7, you cannot build an ADU on your lot.

**Outcome 3:** If you are converting an existing structure into an ADU, AND you **meet** requirements 1 to 7, but do **not meet** either 8 or 9 or both, apply for a Zoning Adjustment (refer to E). Once the Zoning Adjustment is approved, proceed to Section C.

C. APPLYING FOR A BUILDING PERMIT

There are two ways to apply for a building permit. New buildings must file an application electronically through ePlans. Alterations or additions may submit a hard copy application. The One Time Review permit process is available for ADU. DPP recommends that Applicants complete the ADU Public Facilities Pre-Check Form prior to applying for a building permit.

1. **Complete an Internet Building Permit (IBP) application online.**
   Tip: Note your IBP number.
2. **Submit to the Permit Issuance Branch:**
   a. Construction drawings
   b. Other required documents

**Download the Restrictive Covenant (refer to E).** Once completed, submit it to the Permit Issuance Branch, before it is recorded. A building permit will not be issued until this is completed.

3. Pay fees to the Department of Planning and Permitting Wastewater Branch, State Department of Health, Board of Water Supply, and the Honolulu Fire Department (if needed) when contacted by each of these agencies.
4. Return signed building permit application with approved plans and required documents to the Permit Issuance Branch.
5. Pay building permit fees to the Permit Issuance Branch.
6. Building permit is issued.

3. Route construction drawings and building permit application to the Department of Planning and Permitting (DPP) Wastewater Branch, or State Department of Health, Board of Water Supply and the Honolulu Fire Department (if required), and the DPP Traffic Review Branch (if required) for review.
4. Pay fees to the DPP Wastewater Branch or State Department of Health, Board of Water Supply, and the Honolulu Fire Department (if needed) when contacted by each of these agencies.
5. Return signed building permit application with required documents to the Permit Issuance Branch.
6. Pay building permit fees to the Permit Issuance Branch.
7. Building permit is issued.

After a building permit is issued and construction of an ADU is underway, inspectors will inspect the building, electrical work, and plumbing. Once inspection is completed, the Certificate of Occupancy will be issued.