January 8, 2019

One Time Review (OTR-60) for Residential Permits

GENERAL INFORMATION

**Purpose:** OTR, an optional permit process, offers reduced review time for building permit applications by limiting agency reviews to only one review cycle. At the end of this review, the applicant must assert that all comments made by the reviewing agencies have, or will be addressed. Compliance will be confirmed during the construction phase by DPP inspectors.

While OTR was established in 2002, it has found renewed interest under Ordinance 18-41, which took effect on November 28, 2018. The main difference between the OTR-60 program and the pre-existing program, under Ordinance 18-41, is that OTR-60 has a turnaround deadline of 60 days. The pre-existing program has no time limit, but it can still reduce review time, and can be used for other types of projects; it is not limited to residential projects.

**Eligible Projects for OTR-60:** New construction and renovation of single-family and two-family detached dwellings.

**Benefits:** Provides certainty on the amount of time action will be taken; no more than 60 days. Action will either be approval, or rejection (denial). There will only be a single cycle of reviews by the applicable agencies.

**Responsibilities of Owner and Project Architect/Engineer under OTR-60:** Per Ordinance 18-41, each application must have a designated licensed architect or engineer. If the architect or engineer is associated with two or more rejected (denied) OTR-60 applications in the previous twelve months, no new OTR-60 applications will be accepted for twelve months. Rejection can also occur during construction; if work is not compliant with codes, the permit can be revoked.

**OTR-60 Requirements:**
- Applications must be filed electronically, under ePlans.
- Completed Checklist for OTR-60 & Acknowledgement Form must be submitted
- Once the project has been “Accepted” by DPP’s Permit Issuance Branch, the 60 days will commence. The project must pass the ePlans prescreen review process and will be considered “Accepted” once the Plan Review Fee (PRF) has been paid (payment is required within 5 business days or will be subject to cancellation).
- Incomplete plans will be rejected (denied).
- Projects that require certain other permit approvals will not be eligible for OTR-60 (see list on next page).
- If reviewing agencies other than DPP cannot complete their review within the allotted time, the application will be disqualified from OTR-60 and proceed under a regular review.

**More Information:** Contact the Permit Issuance Branch at 768-8220 or 768-8257
Ineligible Projects: OTR-60 is not available for projects requiring the following approvals:

1. After-the-fact applications not associated with emergencies, as provided for in Chapter 18, Revised Ordinances of Honolulu;
2. FEMA flood certifications;
3. Compliance with Unilateral Agreement associated with zone changes
4. Affordable housing agreements;
5. Land use discretionary permits:
   a. Zoning Adjustments
   b. Zoning Variances
   c. Cluster Housing
      i. Conditional Use Permits (CUP), minor and major
   d. Existing Use (EU) approval under Land Use Ordinance
   e. Plan Review Use (PRU) approval under Land Use Ordinance
   f. Special Management
   g. Park Dedication
6. Special Design Districts (Diamond Head, Punchbowl, and Thomas Square, “Core” areas, and /or Major streets)
7. Shoreline Setback Certification/Variance
8. State Historical Preservation Division, Department of Land & Natural Resources review
9. State Department of Education School Impact Fee
10. 201H Housing Program

List of Site Development Division items that building permit applicants and their design professionals must be aware of and satisfactorily address before submitting the applications to the SDD Branches. Failure to do so can result in denial of the applications.

A. Wastewater Branch
   1. Adequate sewer capacity confirmation
   2. Connection to a new or existing legal sewer lateral, with easement if necessary, shown on the site plan. Approved construction plans for new sewer laterals
   3. Sewer easements shown to scale on the site plan. Approved variance if constructing within a City sewer easement

B. Traffic Review Branch
   1. Clear of road widening setbacks
   2. Clear of vehicular traffic sight lines
   3. Acceptable location of any proposed second driveway apron

C. Subdivision Branch
   1. Park dedication requirements addressed
   2. Subdivision requirements addressed
   3. Flood hazard requirements addressed

D. Civil Engineering Branch
   1. Acceptable stream study and/or drainage reports if necessary
   2. Acceptable soils and/or slope hazard reports if necessary
   3. Approved variance for any non-standard driveway apron
   4. Approved variance for any non-standard sidewalk
   5. Approved variance from the Dept. of Facility Maintenance if located in City drain easement
   6. Clear of flowage easement
   7. Clear of slope easement
   8. Clear of subterranean easement
   9. Does not impact any City drainage facilities or City streets
FREQUENTLY ASKED QUESTIONS ABOUT OTR-60

1. **Q:** When does the 60 day review time begin?  
   **A:** Once the project has been “Accepted” by DPP’s Permit Issuance Branch, the 60 days will commence. The project must pass the ePlans prescreen review process and will be considered “Accepted” once the Plan Review Fee (PRF) has been paid (payment is required within 5 business days or will be subject to cancellation).

2. **Q:** If my architect/engineer becomes ineligible for OTR-60 projects, can I use another architect/engineers from the same company?  
   **A:** Yes, but the new architect/engineer must stamp the plans. The previous architect/engineer stamp cannot be used.

3. **Q:** If my architect/engineer had two or more projects rejected before November 28, 2018, do they count?  
   **A:** No, only applications processed on or after the effective date is subject to the ordinance.

4. **Q:** If another required permit is discovered during the review process, but is obtained within the 60-day time frame, can the building permit be issued?  
   **A:** Yes, if it can meet the timeframe.

5. **Q:** I am a long term residential lessee, can I apply for OTR-60?  
   **A:** Yes

6. **Q:** If I’ve already submitted my application, and it is being processed, can I switch to expedited OTR-60?  
   **A:** No, One Time Review must be selected during the creation of the IBP.

7. **Q:** If during construction, a code violation is discovered, is the permit automatically revoked?  
   **A:** Any work performed under a permit issued pursuant to this section that does not meet the applicable code at final inspection must be corrected within 30 days of issuance of a notice of violation. If the violation is not corrected within the 30-day period, the director shall suspend or revoke the permit as provided in this article.
This checklist is a GUIDE on the minimum information required for plans review. If the minimum information is not provided, the application may be rejected.

Plans must be of sufficient clarity to indicate the extent of proposed work and show in detail that it will conform to the provisions of all relevant laws and ordinances. The applicant should reference checklist items to the page number of the application packet.

### Submittal Requirements:

| Note/Page |
|------------------|----------------------------------|
| 10               | A completed online Building Permit Application |
| 10a              | Plans will be reviewed as ePlans |
| 11               | Plans to be formatted to fit on a 24" x 36" sized paper |
| 12               | Plot/site plan showing the following where applicable:  
|                  | - North arrow, location of building on lot, existing and proposed structures and easements on lot, setbacks to property lines, spot elevations and/or contour lines, driveway, utility locations, building coverage area and percentage of coverage, lengths of property lines, and parking layout. |
| 13               | Floor plan (new and existing) showing the following where applicable:  
|                  | - Room identification, door and window size, location of smoke detector, water heater, ventilation fans, plumbing fixtures, lanai, decks, etc. |
| 14               | Foundation plan (new and existing) showing the following where applicable:  
|                  | - Anchor bolts, hold-downs and reinforcing pads, connection details, vent size and location |
| 15               | Roof/Roof framing plan (new and existing) showing the following where applicable:  
|                  | - Member sizing, spacing and bearing locations  
|                  | - Attic ventilation  
|                  | - Roofing Insulation  
|                  | - Connection details |
| 16               | Cross sections with details showing the following where applicable:  
|                  | - Framing-member size and spacing  
|                  | - Headers, joists, sub-floor, wall and roof constructions  
|                  | - Ceiling height, siding material, handrail, stairs and step section, details, etc. |
| 17               | Exterior Elevation views (indicate existing and finish grades) showing the following where applicable:  
|                  | - Bath elevations, Kitchen elevations  
|                  | - Full height exterior elevations  
|                  | - New window and door schedule or details |
| 18               | Building and height setback envelope per the Land Use Ordinances (Luo) |
| 19               | Light and ventilation per Housing Code for rooms adjacent to new work |
| 1.10             | Hawaii registered architect or structural engineer's stamp and signature  
|                  | - Market value of work on one-storied buildings exceed $40,000  
|                  | - Market value of work on two-storied buildings exceed $35,000, or  
|                  | - The principal structural members are of reinforced concrete or structural steel  
|                  | - Requested by the Plan Examiner |

### Issuance Submittal Requirements:

| Note/Page |
|------------------|----------------------------------|
| 21               | Contractor Statement |
| 2.2              | If applicable, Specialty Contractor Statement |
| 2.3              | If applicable, Special Inspection Form |

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Print/Signature of Licensed Professional Engineer/Architect | License Number | Date |  
|----------------------------------|----------------------------------|------------------|  
Print/Signature of Homeowner | Date  

DPP, One Time Review (Residential) January 8, 2019
The party(ies) to include but not limited to, owner(s), contractor(s)*, design professional(s) licensed in the State of Hawaii* understand:

1. The Owner(s) and Consultant(s), if applicable, understand the plans submitted do not violate another agencies codes and regulations.
2. The Owner(s) and Consultant(s), if applicable, understand that it is the Owner(s) and Consultant(s), if applicable, 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.
3. The Owner(s) and Consultant(s), if applicable, understand that the Department of Planning & Permitting will inspect the improvements within a reasonable time of notification of the completion of 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.
4. The Owner(s) and Consultant(s), if applicable, understand that all necessary approval from other City, State or Federal agencies that are required for issuance of this building permit have been obtained.
5. The Owner(s) and Consultant(s), if applicable, understand that issuance of the permit for the improvement does not mean that a notice of violation cannot be issued. During construction, or when construction is completed, the Owner(s) and Consultant(s), if applicable, will not be immune from citation and from being required to correct the violation.
6. The Owner(s) and Consultant(s), if applicable, shall be responsible for, and agree to defend, indemnify and hold the Department of Planning & Permitting and the City & County of Honolulu 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 the Department of Planning & Permitting.
7. The Department of Planning & Permitting reserves the right to enforce this agreement in law or equity for any failure to comply with the requirements.

Print /Signature of Licensed Professional Engineer/Architect          License Number          Date

Print/Signature of Homeowner                                      Date