Honolulu ePlans Program

An electronic phase of Honolulu’s Permitting Program

Software version: 8.6
Plan Maker Guide

How to prepare drawings that comply with submittal requirements and address common minor comments.
1. Utilize available checklist

### Building Permit Plan Format Checklist

In our efforts to ensure our requirements and ensure our consistent quality of all plan submissions, the Department of Planning and Permitting has compiled a list of submittal requirements. This checklist is a compilation of the regular requirements for plan submissions with the ePlan system requirements, issues 5 and 6 (which do not apply to paper submittals). Completing this format checklist and the Building Permit Checklist (Residential & Commercial) available on our website will ensure you are complete and ready for submittal.

#### 1. Complete Plot Plan Sheets:
- a. Lot property
- b. All lot dimensions
- c. All property surveys (as & after)
- d. Office utilities (utility poles, hydrants, etc.)
- e. Sidewalk infrastructure (existing, changes, additions)
- f. Location of well
- g. All existing structures with address
- h. Building setbacks
- i. Required setbacks
- j. All streets with names

#### 2. Address:
- a. Provide legal address, as on record with the Department of Planning and Permitting

#### 3. Carbon:
- a. Plans are black and white line drawings
- b. Plans do not contain photos
- c. Resubmissions and corrections are acceptable

#### 4. Stamp Size:
- a. The top right corner is clear: 3.75" x 5.75" on edge of each sheet

#### 5. File Naming Standard:
- a. Format Sheet number followed by a short description of drawing (ex: 0015-1st Floor Plan)
- b. Are less than 40 characters
- c. Consistent with sheet titles
- d. Contains no special characters such as @ or #
- e. Acceptable special characters: Hyphen and underscore

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### City and County of Honolulu Building Permit Commercial Application Checklist

The purpose of this checklist is to provide a guide to assist permit applicants as to the minimum information required for plan review for City and County of Honolulu building permit requirements. If the minimum information indicated below is not provided, the plan review may not be completed in a timely manner.

The applicant should refer to the "Plan Review Checklist" (page 1 of this document) to determine whether additional information should be obtained before starting your project.

This checklist is not to be considered as a regulatory document.

For complete projects, applicants should use the "location" column to note the item's location and page number from the plans or specifications book.

It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.

In the checklist, "N/A" means that the applicant must provide this information for plan review.

- If checked by the applicant — the information is provided for the plan review.
- If checked by the plans examiner — this information is required for the plan review.

Choose only those sections of the checklist that apply to your scope of work. Section 1.0, "General Project Data," must be included with each project submitted.

#### 1.0 General Project Data

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#### CONTACT INFORMATION:

- **EMAIL:**
- **PHONE:**

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Appendix 1: Residential Building Permit Checklist Page 1 of 1 Last Updated 12/21/2006
Building Permit Plan Format Checklist:

A list of the basic requirements on how the plans need to be formatted to be submitted for a building permit.

Building Permit Plan Format Checklist

The purpose of this checklist is to provide plan preparers with the proper formatting and preparation for plans submitted as either hand-drawn paper or electronic files via ePlan. Adherence to this checklist ensures that plans meet pre-screening requirements which will facilitate a quicker review process. In addition, the use of the Building Permit Application Checklist, which enumerates the minimum information required for plans review for either a Residential or Commercial project (also available on the DPV website), is required.

1. Complete Plot Plan Showing:
   a. Entire property
   b. All lot dimensions
   c. All driveway access (new & existing)
   d. Offsite utilities (utility poles, hydrants, etc.)
   e. Sidewalk infrastructure (catch basins, manholes)
   f. Location of work
   g. All existing structures with addresses
   h. Building setbacks
   i. Required yard setbacks
   j. Easements labeled
   k. All streets with names

2. Address:
   a. Provide legal registered address, as on record with the Dept. of Planning & Permitting

3. Colors:
   a. Plans are black and white drawings
   b. Photos may be used for reference only
   c. Renderings and renderings are acceptable

4. Scale:
   a. Top right corner is clear: 3.75"H x 5.75"W
   b. From edge of each sheet

5. File Naming Standard:
   a. Format: Sheet number followed by a short description of drawing (e.g. A001 – First Floor Plan)
   b. Sheet less than 40 characters
   c. Conform with sheet index
   d. Contains no special characters such as @, $, #, or &
   e. Acceptable special characters: Hyphen and underscore

6. Scale:
   a. All applicable drawings and details are drawn to scale
   b. All applicable sheets have a typical graphic scale bar
   c. Scale provided matches drawing
   d. Minimum 1/8" height text and symbols
   e. Scale, architectural, and engineering scales must be used

7. Files/Sheets:
   a. Each sheet is in its own file
   b. All sheets are same size
   c. All sheets in the same correct orientation (portrait or landscape)
   d. No study back, trapping, or reprinting onto plans
   e. Print on one side only
   f. Minimum page size: sheet size of 24" x 36"

8. Index:
   a. Index list matches sheets submitted
   b. Cross referencing is consistent between file name, sheet number, date, index, etc.

9. Title Blocks:
   a. On each sheet
   b. Includes: owner/project name, project address, TAKED brief, project description

10. Numbering Standard:
    a. One alphabetical character that designates discipline followed by 3 numerical characters (e.g. A001 or S101)
    b. Title sheet does not include an alphabetical character (e.g. 001, 010)
    c. The numerical format can be sequential or in a series format

11. Drafting Requirements:
    a. Conform all changes
    b. Use black ink for handwritten changes**
    c. Validate handwritten changes with printed full name, signature, and date**

* Does not apply to paper submissions
** Applies to paper submissions only

Revision 05/27/17
1. Complete Plot Plan

Required Checklist Items:
- a. Entire Property
- b. All lot dimensions
- c. All driveway aprons
- d. Offsite utilities
- e. Location of work
- f. All existing structures with addresses
- g. Building setbacks
- h. Required yard setbacks
- i. Easements (with labels)
- j. All streets with names

Additional Items:
1. Show sewer Lateral
2. Show water meter

2. Address

Provide the legal registered address, as on record with the Dept. of Planning and Permitting

What is Missing?

Required Yard Setbacks
3. Color

1. Plans are to be black and white
2. Photos maybe used as reference only
3. Renderings and logos are acceptable in color

11. Drawing Revisions

• Cloud all changes
4. Stamp Space

1. The top right corner is clear - 3.75”H x 5.75”W from the edge of each sheet
10. Numbering Standard

- One alphabetical character that designates discipline followed by three numerical digits. (ex. A001 or S-101)
- Title sheet does not include an alphabetical character. (ex. 001 or 100)
- The numerical format can be sequential or in a series format. (ex. A001, A002, A003 or A100, A101, A200)

5. File Naming Standard

- Format: Sheet number followed by a short description of the principal drawing (ex. A001 - First Floor Plan)
- Are less than 40 characters
- Consistent with the sheet index
- Contain no special characters such as `!@#$%^&*()/?|`=
+`[]{}`
- Acceptable special characters: Hyphen, underscore, period and comma
8. Index

- Index list matches sheets submitted
- Cross-referencing is consistent between file name, sheet number, details, index, etc.
6. Scale

- All applicable drawings and details are drawn to scale
- All applicable sheets have a typical graphic scale bar
- Scale provided matches drawings
- Minimum 1/8” height text and symbols
- Standard architectural and engineering scales must be used
7. Files/Sheets
- Each sheet is its own file
- All sheets are the same size
- All sheets are in the same correct orientation (portrait or landscape)
- Minimum sheet size of 24”x36”

9. Title Block
- On each sheet
- Includes: owner/project name, project address, TMK(s), brief project description

Mr./Mrs. Aloha Residence
Addition & Alteration
123 Aloha Way
Honolulu HI 96814
TMK: 1-2-003:004
Checklist for Building Permit Application:

A list of the basic required content that needs to be on the drawings to be submitted for a building permit.
Checklist for Residential Building Permit Application

Submittal:
1.1 - Submit an online Building Permit Application (IBP)
1.2 – Number of plan sets to provide
1.3 – Floor Plan (demo, existing, and new)
1.4 – Foundation Plan (new and existing)
1.5 – Floor and Roof Framing Plan (new and existing)
1.6 – Cross Sections with Details
1.7 – Elevation Views (Interior and Exterior)
1.8 – Building Envelope per LUO
1.9 – Light and Ventilation per Housing Code
1.10 – Hawaii Registered Architect or Structural Engineer's stamp, statement and signature

Issuance:
2.1 – Contractors Statement
2.2 – Specialty Contractor Statement
2.3 – Special Inspection Form
2.4 – Affidavit or Restrictive Covenant
2. Current Codes & Regulations

- International Building Code (IBC) - 2006
- International Residential Code (IRC) - 2006
- International Existing Building Code (IEBC) - 2006
- International Energy Conservation Code (IECC) - 2006
- Housing Code - 1997
- Uniform Plumbing Code (UPC) - 2006
- National Electric Code (NEC) - 2008
- NFPA 1 - 2006
Plan Maker Guide

How to prepare drawings that comply with submittal requirements and address common comments.