The purpose of this checklist is to provide a **GUIDE** to assist permit applicants as to the minimum information required for plans review for City and County of Honolulu permit requirements. If the minimum information indicated below is not provided, plans review may not be completed in a timely manner. For any questions, call 768-8220.

**All Site, Floor & Roof Plans**
- Printed to industry-standard scale with scale bar
- Minimum 1/8” text and symbol height
- Room, and building labels
- North arrow
- Symbol legend and code references

**Plumbing/Mechanical Equipment Schedule**
- Energy efficiency rating
- Equipment performance rating (eg. air/water flow rate, hp, btuh, kw,...)
- Electrical power requirements
- Plumbing fixture types (eg. elongated wc, open front seat, pressure balance shower valve,....)

**Plumbing Floor & Roof Plans with Coordinated Isometric Drawings**
- Water, waste, vent, storm drain, fuel gas and medical gas piping size and routing with point of connection to existing
- Water heater installation detail with T&P drain size, routing & termination location
- Pretreatment equipment (eg. grease interceptor, oil water separator,...) location & detail with "UPC LISTED" notation

**Fire Sprinkler Plan**
- Fire sprinkler head locations & types
- Available static & residual water pressure
- Occupancy hazard
- Alarm riser & control valve location and detail

**Site Utility Plan**
- Piping profiles or invert elevations
- Piping size & location for the point of connection to existing city or site utilities
- Proposed piping size and routing
- Backflow prevention assembly locations & details
- Fire hydrant location (on or offsite)
- Established flood elevations
- Finished grade and finished floor elevations

**Pool/Water Feature/Fishpond Piping Plan**
- Water supply size & location at point of connection with backflow preventer
- Filter backwash drain size & routing to point of discharge

**Irrigation Plan**
- Water supply size & location at point of connection with backflow preventer

**Air Conditioning & Ventilation [AC&V] Plan with Equipment Location, Duct Size & Routing**
- Fire-rated wall penetration location & detail
- Duct smoke detector location & detail
- Smoke control system sequence of operation
- Ductwork size & routing including intake & discharge location
- Condensate drain piping size & routing from equipment to point of discharge

**Kitchen Equipment Plan**
- Commercial cooking exhaust hood location & detail, hood & duct fire suppression system
- Shutoff valves (main, appliances, hood integrated,...)

**Standpipe piping on floor plan and piping diagram including fire department connection**

**Compliance Statement for Mechanical Components of ROH Chapter 32 Building Energy Conservation Code**
C&C of Honolulu, Department of Planning & Permitting Building Permit Application Checklist

**Commercial Electrical** [10/12/18]

The purpose of this checklist is to provide a GUIDE to assist permit applicants as to the minimum information required for plans review for City and County of Honolulu permit requirements. If the minimum information indicated below is not provided, plans review may not be completed in a timely manner. All information shown on the plan shall be true and accurate and shall be based on a site investigation by the designer of record. For any questions, call 768-8220. **Note: All voided sheets shall be returned.**

**Adopted Electrical Code: 2008 National Electrical Code**

<table>
<thead>
<tr>
<th>All electrical site, floor and roof plans</th>
<th>Fire alarm plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed to industry-standard Architectural and Engineering scale with graphic scale bar</td>
<td>Location of all fire alarm devices</td>
</tr>
<tr>
<td>Minimum 1/8” text and symbol height</td>
<td>Fire alarm notes (HFD)</td>
</tr>
<tr>
<td>Area, room, and building labels</td>
<td>Fire alarm riser diagram</td>
</tr>
<tr>
<td>North arrow</td>
<td>Connection of new devices to existing systems</td>
</tr>
<tr>
<td>Symbol legend and code references</td>
<td>Classification of fire alarm system as power-limited or non-power limited type</td>
</tr>
<tr>
<td>Name of the person responsible for the design</td>
<td></td>
</tr>
<tr>
<td>Demolition plans for demolition work</td>
<td><strong>Lighting plans</strong></td>
</tr>
<tr>
<td>New plans for new work</td>
<td>Luminaire schedule</td>
</tr>
<tr>
<td>Nature and extent of work shown should be limited to respective site and floor/roof level represented</td>
<td>Building energy conformance statement</td>
</tr>
<tr>
<td>Floor plans should show all interior and exterior walls and openings (i.e. doors, windows, etc.)</td>
<td>Layout of means of egress lighting, exit signs, and emergency exit illumination (Bldg)</td>
</tr>
<tr>
<td>Clearly differentiate between new and existing work</td>
<td>Location of luminaires, switches, control devices, cabinets, etc.</td>
</tr>
<tr>
<td>Location of all penetrations to fire-rated construction</td>
<td>Light pole elevation details</td>
</tr>
<tr>
<td>Location of new and/or modified equipment with electrical and NEMA ratings and mounting heights</td>
<td><strong>Power plans</strong></td>
</tr>
<tr>
<td>Wiring/installation methods</td>
<td>Equipment elevations</td>
</tr>
<tr>
<td>Cable/wire/conduit identification and sizing</td>
<td>Conduit location including depth and distance to structural – load bearing elements</td>
</tr>
<tr>
<td>Electrical ratings of equipment</td>
<td>Service UFER ground attachments that will be inaccessible for inspection after cover</td>
</tr>
<tr>
<td>Location(s) of classified (hazardous) areas</td>
<td>Electrical load calculations</td>
</tr>
<tr>
<td><strong>Site plans</strong></td>
<td><strong>One-line diagram</strong></td>
</tr>
<tr>
<td>Location of all flood hazard boundaries; finished grade and flood hazard elevations at all exterior equipment</td>
<td>Grounding and bonding</td>
</tr>
<tr>
<td>Location of all above and below ground utilities</td>
<td>Service capacity</td>
</tr>
<tr>
<td>Location of existing and proposed underground and overhead electrical lines</td>
<td>Available fault current information</td>
</tr>
<tr>
<td>Location of HECO service equipment and conductors</td>
<td>Location of service point</td>
</tr>
<tr>
<td>Location of all service equipment</td>
<td>Show all inverter and battery output circuits</td>
</tr>
<tr>
<td>State on the plan if ground disturbance will or will not occur</td>
<td><strong>Panel schedule</strong></td>
</tr>
<tr>
<td><strong>Signal plans</strong></td>
<td>Panel name and location</td>
</tr>
<tr>
<td>Location of all new communication devices</td>
<td>Identification of all circuits and loads installed; distinguish between new and existing circuits</td>
</tr>
<tr>
<td>Identification of all plenum spaces</td>
<td>Panelboard electrical ratings (i.e. voltage, amperage, phase, and short circuit ratings)</td>
</tr>
<tr>
<td></td>
<td>Indicate if panelboard is MLO or has main breaker</td>
</tr>
<tr>
<td></td>
<td>Identify number of poles and size of all circuit breakers</td>
</tr>
</tbody>
</table>
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 hardcopy paper or electronic files via ePlans. 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 DPP website), is required.

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

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

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

4. **Stamp Space:**
   a. The top right corner is clear - 3.75”H x 5.75”W from edge of each sheet

5. **File Naming Standard***:
   a. Format: Sheet number followed by a short description of drawing (ex. A001 – First Floor Plan)
   b. Are less than 40 characters
   c. Consistent with sheet index
   d. Contain no special characters such as !@#$%^&*()”/?\=+-[]{}
   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. Standard Architectural and Engineering scales must be used

7. **Files/Sheets:**
   a. Each sheet is its own file*
   b. All sheets are same size
   c. All sheets in the same correct orientation (portrait or landscape)
   d. No sticky back, taping, gluing or stapling 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, details, index, etc.

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

10. **Numbering Standard:**
    a. One alphabetical character that designates discipline followed by 3 numerical characters.
        (ex. A001 or S-101)
    b. Title sheet does not include an alphabetical character (ex. 000, 100)
    c. The numerical format can be sequential or in a series format

11. **Drawing Revisions:**
    a. Cloud 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 submittals.
** Applies to paper submittals only.