This checklist should be used as a requirement for the State to complete for the closing of a building permit and the issuance of a Certificate of Occupancy in the Express State Permit (ESP) Process for State repair and maintenance construction projects that do not include utilities or off-site work. The requirements for all three checklists are organized in the four stages of the ESP Process. Not all checklists will have requirements for every stage.

ESP Process includes 4 stages:
1. Prequalification
2. Building / Grading Permit
3. Building Construction
4. Permit Close

### A.2 BUILDING / GRADING PERMIT APPLICATION REQUIREMENTS:

#### A.2.1 GENERAL REQUIREMENTS

- REQUIRED GENERAL REQUIREMENTS

  Includes the following:
  - Submit Building Permit Application online [http://honoluludpp.org/WhatsNew/process0905072.pdf](http://honoluludpp.org/WhatsNew/process0905072.pdf)
  - Submit signed Self-Certification Statement
  - Submit Notice to Proceed form
  - Submit initial Sewer Connection Application (if applicable)
  - Provide stamped and signed construction plans (1 hard copy, 1 electronic copy)
  - Make payment for Building Permit fee
  - Make payment for Ewa Impact Fee (if applicable)
  - Submit Flood Certification form (if applicable)

#### A.2.2 BUILDING PERMIT - SUPPLEMENTAL INFORMATION REQUIREMENTS

- REQUIRED SUPPLEMENTAL INFORMATION REQUIREMENTS

  Includes the following:
  - Select occupancy group category (see Appendix A for list) ________________
  - Select occupancy group (see Appendix B for list) ________________
  - Select structure code (see Appendix C for list) ________________
  - Input accepted value ________________
  - See Appendix D for general requirements for all plans submitted during construction

### A.4 PERMIT CLOSE REQUIREMENTS:

#### A.4.1 COMPLETION NOTICE

- Y ☐ N ☐ NA 60 DAY PRIOR NOTICE TO DPP OF PROJECT COMPLETION

#### A.4.2 ALL OTHER REVIEWS, INSPECTIONS AND PERMITS

- Y ☐ N ☐ NA BUILDING, MECHANICAL / PLUMBING, ELECTRICAL, CIVIL, STRUCTURAL, LANDSCAPING, GEOTECHNICAL / SOILS, FLOOD CERTIFICATIONS, SPECIAL INSPECTIONS, ETC

- Y ☐ N ☐ NA STATE OF HAWAII INSPECTIONS AND PERMITS

#### A.4.3 AS-BUILD PLANS

- REQUIRED TWO (2) SETS OF COMPLETE FINAL PLANS

  Includes the following:
  - Plan sets include all required information (see [http://www.honoluludpp.org/downloadpdf/construction/2CommercialBuildingPermitChecklist.pdf](http://www.honoluludpp.org/downloadpdf/construction/2CommercialBuildingPermitChecklist.pdf))
  - Licensed Professional Architect/Engineer's seal(s) or stamp(s), signature(s), authentication statements as provided in Section 16-115-9 of the Hawaii Administrative Rules, Title 16, Chapter 115 (preparation or supervision of design and observation of construction) and expiration date of the licensee(s) on every sheet in a set of design drawings. All signatures shall be original
DECLARATION:

To the best of my knowledge, all information supplied in or with this checklist is accurate.

PRINT/SIGNATURE ____________________________ DATE __________

Procurement Officer ____________________________
TITLE __________

### Building Permit Information

<table>
<thead>
<tr>
<th>Applicant Information:</th>
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<tbody>
<tr>
<td>State Agency</td>
<td>Phone Number</td>
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<tr>
<td>Email Address</td>
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<tr>
<th>Building Permit Number:</th>
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</table>
This checklist should be used in addition to checklist A – Repair & Maintenance as a requirement for the State to complete for the closing of a building permit and the issuance of a Certificate of Occupancy in the Express State Permit (ESP) Process for all State major renovation construction projects requiring minor utilities and with minor or no off-site work included. The requirements for all three checklists are organized in the four stages of the ESP Process. Not all checklists will have requirements for every stage.

ESP Process includes 4 stages:
1. Prequalification
2. Building / Grading Permit
3. Building Construction
4. Permit Close

### B.1 PREQUALIFICATION REQUIREMENTS:

#### B.1.1 BOARD OF WATER SUPPLY (BWS) REQUIREMENTS

- **REQUIRED** BWS REVIEW OF INITIAL DESIGN .................................................................

<table>
<thead>
<tr>
<th>Includes the following:</th>
<th>COMPLETED</th>
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</thead>
<tbody>
<tr>
<td>Submit Water Availability Request Sheet and three (3) sets of drawings of initial design to BWS for review</td>
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<td></td>
<td>o Water Availability Request Sheet requires the following information in writing:</td>
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<td>Submit request to:</td>
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<td></td>
<td>Mr. Wayne M. Hashiro, P.E.</td>
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<tr>
<td></td>
<td>Manager and Chief Engineer</td>
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<td></td>
<td>Board of Water Supply</td>
</tr>
<tr>
<td></td>
<td>630 S. Beretania Street</td>
</tr>
<tr>
<td></td>
<td>Honolulu, HI 96843</td>
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<tr>
<td></td>
<td>o Meet with BWS with capacity and source requirements to check on water availability including:</td>
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<td>o Obtain “comfort letter” with assessment of water availability for the proposed project (including storage, transmission, source) from BWS</td>
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</tbody>
</table>

- **REQUIRED** WASTEWATER REVIEW OF INITIAL DESIGN .................................................................

<table>
<thead>
<tr>
<th>Includes the following:</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with Wastewater with capacity and source requirements for initial design</td>
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<tr>
<td>Obtain Sewer Connection Application and pay minimum fee</td>
<td></td>
</tr>
</tbody>
</table>
### B.1.3 HONOLULU FIRE DEPARTMENT (HFD) REQUIREMENTS

- **REQUICKED** HFD REVIEW OF INITIAL DESIGN  
  Includes the following:
  - HFD requires the following to be complied with (see Road and Hydrants for Private Developments document for further information):
    - Provide a fire apparatus access road for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction when any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet (45 720 mm) from fire apparatus access as measured by an approved route around the exterior of the building or facility (1997 Uniform Fire Code, Section 902.2.1)
    - Provide a water supply, approved by the county, capable of supplying the required fire flow for fire protection, to all premises upon which facilities or buildings, or portions thereof, are hereafter constructed, or moved into or within the county
    - On-site fire hydrants and mains capable of supplying the required fire flow shall be provided when any portion of the facility or building is in excess of the 150 feet (45 720 mm) from a water supply on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building (1997 Uniform Fire Code, Section 903.2 as amended)
    - Provide civil drawings for review and approval by the HFD
  - Meet with HFD with water and access requirements for initial design

### B.1.4 SITE DEVELOPMENT DIVISION REQUIREMENTS

- **REQUICKED** FLOOD HAZARD DISTRICT CERTIFICATION  
  Includes the following:
  - Compliance with Flood Ordinance
    - When in a Flood Hazard Zone and/or Flood Hazard District boundary, show following items where applicable:
      - Flood hazard district boundaries
      - Spot elevations based upon the North American Vertical Datum (NAVD), 1988
      - Established flood elevations as shown on the Flood Insurance Rate Maps (FIRM) from the Federal Emergency Management Agency (FEMA)
      - Proposed finish grades and finish floor elevations
      - Flood hazard variance (if applicable)

### B.1.5 CIVIL ENGINEERING BRANCH (CEB) REQUIREMENTS

- **Y**  | **N**  | **NA**  |  **CEB REQUIREMENTS**  
  Includes the following:
  - Verify with CEB if grading permit is required

### B.2 BUILDING / GRADING PERMIT APPLICATION REQUIREMENTS:

#### B.2.1 GRADING PERMIT REQUIREMENTS (IF APPLICABLE)

- **Y**  | **N**  | **NA**  |  **GRADING PERMIT REQUIREMENTS**  
  Includes the following:
  - Obtain grading permit (if applicable) from Site Development Division
    - Submit one (1) set of grading and erosion control plans/calculations/schedules
    - Notice of Intent (NOI) or Notice of General Permit Coverage (NGPC) under the NPDES program (if applicable)

#### B.2.2 GRADING PERMIT SUPPLEMENTAL INFORMATION REQUIREMENTS (IF APPLICABLE)

- **Y**  | **N**  | **NA**  |  **DETAILS**  
  Includes the following:
  - Provide grading details
    - Volume (cy) excavation
    - Volume (cy) embankment
    - Area (sf) graded
    - Area (sf) disturbed
  - Select grading project category (see Appendix B for list)
### B.3 BUILDING CONSTRUCTION PHASE REQUIREMENTS:

#### B.3.1 BOARD OF WATER SUPPLY REQUIREMENTS

- **Y** **N** **NA** BOARD OF WATER SUPPLY REQUIREMENTS

  Includes the following:

- For all existing water meters and fire hydrants within the project limits, provide:
  - Meter locations with meter numbers
  - Fire hydrant locations with fire hydrant numbers
- For new meter(s) installations, provide the following information:
  - Completed flow requirement table (FU, GPM, GPD)
  - Plan and profile for laterals 4-inch and larger (show meter box, property line, easement limits, material callouts, and valve box locations)
  - Location, size, and type of backflow preventer (not required for DC meters)
- For new on-site fire hydrant(s), provide the following information:
  - Provide fire flow calculation for the critical fire hydrant
  - Show location of exits/proposed meter and lateral servicing the on-site fire hydrant(s)
  - Show all exits/proposed on-site waterlines (with sizes) from the meter to the fire hydrant(s)
- For off-site utility construction, provide the following information:
  - Plans of off-site water system installation and connections to the BWS water system
  - Water flow demand requirement
- For ductline and utility installations, provide the following information:
  - Provide correct/adequate horizontal and vertical clearances to waterlines, meters, hydrants, and valves on plan and profile views
- Review and inspection including:
  - Cross-connection control review of off-site utility construction plans, on-site building mechanical plans, and site inspections for backflow compliance
  - Payment of connection fees, BWS approval of off-site construction plans and site inspection of off-site water system installation

#### B.3.2 WASTEWATER BRANCH REQUIREMENTS

- **Y** **N** **NA** SEWER CONNECTION PERMIT REQUIREMENTS

  Includes the following:

  - Amended Sewer Connection Application (if applicable) which includes the following
    - http://www.honoluludpp.org/downloadpdf/engineering/dpp_mstr.pdf:
      - Lot and land use information
        - Tax map key(s)
        - Lot area
        - Zoning district
        - Street address/location of property
        - Present use of property/building
        - Project name (if any)
        - Request/proposal (describe the nature of the request, proposed activity or project)
      - Applicant information
        - Name (& title)
        - Contractor/authorized agent/contact
        - Mailing address
        - Phone number(s)
        - Applicant
      - Sewer connection information
        - Residential (no. of proposed units with breakdown) or non-residential (category(ies), quantity(ies), new water meter size(s))
        - Date of connection (approximate)
        - Connection work desired – use existing lateral or other (dimensions)
        - Existing structures/dwellings on property (type, quantity(ies), remain, demolish)
# B – MAJOR RENOVATION

## Includes the following:

- All existing sewer construction in plan and profile
- Sewer flow data at all connections and critical segments
- Proper horizontal and vertical clearances between sewer lines and all water lines, other utilities and conduits, and their appurtenances, and City and County approved protective measures, as required
- Sewer manhole adjustments and/or reconstructions as required by project, and in compliance with City and County Standard Details for Public Works Construction
- Include electrical and street tree planting plans showing minimum horizontal clearance from sewer lines, and City and County approved protective measures as required
- Standard sewer notes

## B.3.3 HONOLULU FIRE DEPARTMENT (HFD) REQUIREMENTS

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>NA</th>
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</thead>
<tbody>
<tr>
<td>CIVIL SITE / PLOT PLAN REQUIREMENTS</td>
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</table>

Includes the following:

- Site utility plan
  - Existing and proposed water distribution system location with pipe sizes shown; and valve, hydrant, and meter locations indicated
  - Fire suppression supply lines locations and sizes, including fire department connection monuments
  - Fire-hydrant is within 150 ft of a new building (on or offsite)

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>NA</th>
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<tbody>
<tr>
<td>ARCHITECTURAL DATA REQUIREMENTS</td>
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</tbody>
</table>

Includes the following:

- Fire safety plan – show following items where applicable
  - Occupant load & egress capacity calculations
  - Egress plan
  - Gross floor area
  - Distance between exits
  - Maximum diagonal
  - Minimum number of exits
  - Travel distance
  - Location of existing signs
  - Fire sprinkler

- Fire-rated construction plans – show following items where applicable
  - Occupancy
  - Fire wall
  - Fire barrier
  - Corridor
  - Smoke barrier
  - Horizontal exits
  - Shaft exposure
  - Exit passage

- Fire-rated construction details
  - Design reference numbers for fire rated walls, floor/ceiling assemblies and roof/ceiling assemblies, fire protection of light fixtures penetrating the fire rated floor, and roof assemblies
  - Fire stop at penetrations of fire rated assemblies
  - Location and types of portable fire extinguishers

- Wall type sections and details
  - Indication if wall type is fire rated or not
  - If wall is fire rated, provide the listing agency name, listing number, fire resistance rating in hours, and construction verbiage from listing

- Window and door schedule
  - Fire rating

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>NA</th>
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<tbody>
<tr>
<td>MECHANICAL / PLUMBING DATA REQUIREMENTS</td>
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</table>

Includes the following:

- Plumbing floor and roof plan – show following items where applicable
  - Location and rating of all fire resistive construction such as walls, floors, shafts, and smoke control walls
  - Locations of all equipment related penetrations in fire resistive construction

- HVAC equipment and duct plan(s) – show following items where applicable
  - Location and rating of all fire resistive construction such as walls, floors, shafts, and
B.3.4 SITE DEVELOPMENT DIVISION (SDD) REQUIREMENTS

- **Smoke Control Walls**
  - Provide complete details and specifications for all penetrations of fire-rated construction.
  - Include listing information, manufacturer's installation instructions, and construction details for all fire-stopping material(s) and fire/smoke dampers.
  - Locations of all HVAC equipment including duct smoke detectors for equipment shutdown.
  - Locations of all equipment-related penetrations in fire resistive construction.
  - Size and location of all ductwork, include fire, smoke, and volume damper locations. Indicate appropriate fire ratings for penetrations through fire resistive construction.
  - Locations of all fire/smoke dampers, indicating appropriate fire ratings for penetration through fire resistive construction.
  - Smoke control design method. Location of all equipment required for proper operation of the smoke control system. Sequence of steps explaining system operation when smoke is detected.

- **Kitchen Equipment Plan** – show following items where applicable
  - Location and type of fire suppression system for kitchen hoods and ducts.

- **Fire Sprinkler Plan** with fire sprinkler head locations
  - Occupancy hazard of the designated area to have sprinklers.
  - Static and residual water pressure available on site or at the nearest fire hydrant.
  - Location and detail of the alarm riser and control valve piping.
  - Location and detail of the fire department connection.
  - Reflective ceiling plans showing at a minimum the fire sprinkler coverage of the protected area(s). Clearly identify new and existing (removed or remaining) heads.
  - Fire sprinkler head types.
  - Provide the following statement on plans:
    - Note: Two (2) sets of complete working plans and hydraulic calculations stamped and signed by a Hawaii licensed mechanical engineer shall be submitted, as applicable, to the fire protection special inspector (FPSI) for code compliance review. One (1) set with the FPSI approval stamp shall be submitted to the DPP Building Division along with the FPSI final report/letter prior to closing of the building permit.

- **Power and Signal Plan(s)** – show following items where applicable
  - Location(s) of exit signs, smoke detections and egress lighting.
  - Fire alarm devices: for fire alarm work in existing buildings, connection of new devices to existing systems shall be shown with applicable notes provided for Fire Department approval.

- **Fire Department Connections**
  - Standpipe and sprinkler connections.

- **Electrical Data Requirements**
  - Includes the following:
    - Power and signal plan(s) – show following items where applicable
      - Location(s) of exit signs, smoke detections and egress lighting.
      - Fire alarm devices: for fire alarm work in existing buildings, connection of new devices to existing systems shall be shown with applicable notes provided for Fire Department approval.

- **Driveway and Trenching Permit**
  - Includes the following:
    - Payment of permit fees.

**Required All Driveway and Trenching Plans Will Be Submitted to SDD for Normal Reviews and Inspections and Is Not Included in the ESP Process**

(See [http://honoluludpp.org/downloadpdf/engineering/mand_sddsmitreqchklst.pdf](http://honoluludpp.org/downloadpdf/engineering/mand_sddsmitreqchklst.pdf))
### B.4 PERMIT CLOSE REQUIREMENTS:

#### B.4.1 COMPLETED CITY REVIEWS AND INSPECTIONS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>NA</th>
<th>Y</th>
<th>N</th>
<th>(indicate with check mark)</th>
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<tbody>
<tr>
<td>BOARD OF WATER SUPPLY (BWS)</td>
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<tr>
<td>Includes the following:</td>
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<tr>
<td>• If required, off-site water system plans and construction including water flow demand</td>
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<td>• Mechanical plans and site construction including:</td>
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<td>o Cross-connection control for backflow prevention/cross-connection control requirements</td>
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<tr>
<td>o Water flow demand</td>
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<tr>
<td>• Final inspection/completion of project notice</td>
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<tr>
<td>WASTEWATER BRANCH AND DEPARTMENT OF ENVIRONMENTAL SERVICES</td>
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<td>Includes the following:</td>
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<tr>
<td>• Notification of completed requirements for sewer connection permit including:</td>
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<td>o Kind of pipe</td>
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<td>o Depth at the property line</td>
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<td>o Distance to the nearest property line</td>
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<td>o Whether the connection is to the left or right of the property line</td>
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<tr>
<td>o Distance to the nearest sewer manhole</td>
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<tr>
<td>o Whether the connection is to the left or right of the sewer manhole</td>
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<tr>
<td>CIVIL ENGINEERING BRANCH (CEB)</td>
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<td>Includes the following:</td>
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<tr>
<td>• If required, off-site plans and construction</td>
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<td>• Grading/trenching close-outs, including report after grading and engineering slope hazard report (if applicable)</td>
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<td>• Flood as-built elevations</td>
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<tr>
<td>BUILDING DIVISION – DRIVEWAY INSPECTION</td>
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<td>HONOLULU FIRE DEPARTMENT (HFD)</td>
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<td>DEPARTMENT OF FACILITY MAINTENANCE (DFM)</td>
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DECLARATION:

To the best of my knowledge, all information supplied in or with this checklist is accurate.

<table>
<thead>
<tr>
<th>PRINT/SIGNATURE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Procurement Officer</td>
<td>TITLE</td>
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</tbody>
</table>

### Building Permit Information

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<thead>
<tr>
<th>Applicant Information:</th>
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<tbody>
<tr>
<td><strong>State Agency</strong></td>
<td><strong>Phone Number</strong></td>
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<tr>
<td><strong>Email Address</strong></td>
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</tbody>
</table>

Building Permit Number: ________________________________
This checklist should be used in addition to checklists A – Repair & Maintenance and B – Major Renovations as a requirement for the State to complete for the closing of a building permit and the issuance of a Certificate of Occupancy in the Express State Permit (ESP) Process for all State new building construction projects and where off-site work is required. The requirements for all three checklists are organized in the four stages of the ESP Process. Not all checklists will have requirements for every stage.

ESP Process includes 4 stages:
1. Prequalification
2. Building / Grading Permit
3. Building Construction
4. Permit Close

### C.2 BUILDING / GRADING PERMIT APPLICATION REQUIREMENTS:

#### C.2.1 BUILDING PERMIT - CONDITIONAL SUBMITTAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
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<tbody>
<tr>
<td>EWA IMPACT FEE</td>
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</tbody>
</table>

Indicate the following (where applicable):
- Residential
  - Number of units
  - Indicate single family or multi-family
- Nonresidential
  - Floor area (square feet)
  - Indicate retail, office, or industrial/other use
- If applying Ewa Impact Fee credits, submit acceptance letter from DPP

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW BUILDING</td>
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</table>

Indicate the following (where applicable):
- Number of new units added
- Total floor area

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
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<tbody>
<tr>
<td>ADDITIONS</td>
<td></td>
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</table>

Indicate the following (where applicable):
- New floor area

### C.3 BUILDING CONSTRUCTION PHASE REQUIREMENTS:

#### C.3.1 SITE DEVELOPMENT DIVISION REQUIREMENTS

- REQUIRED
  - All offsite plans will be submitted to site development division for normal reviews and inspections and is not included in the ESP process (see [link](http://honoluludpp.org/downloadpdf/engineering/mand_sddsSubmitreqchecklist.pdf))
  - Weekly submittal of the Construction Site BMPs Weekly Checklist to Civil Engineering Branch [link](http://honoluludpp.org/downloadpdf/engineering/NPDESBMPChecklistMemoDailyChecklist.pdf)

- SUBDIVISION BRANCH REQUIREMENTS
  - Review
    - If a project requires an Environmental Impact Statement in accordance with Hawaii Revised Statutes, Chapter 343, provide it with your submittal
    - If a project requires compliance with flood hazard district requirements, provide a flood certification signed and stamped by a licensed engineer or architect
C.4 PERMIT CLOSE REQUIREMENTS:

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>CERTIFICATION OF ANY VARIANCE RELATING TO THE PROJECT</th>
<th>COMPLETED</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>APPROVED DEDICATIONS WITH ALL REQUIRED SUPPORTING DOCUMENTS</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

DECLARATION:

To the best of my knowledge, all information supplied in or with this checklist is accurate.

PRINT/SIGNATURE ____________________________ DATE ______________________

Procurement Officer ____________________________
TITLE ____________________________

Building Permit Information

Applicant Information:

State Agency ____________________________ Phone Number ____________________________

Email Address ____________________________

Building Permit Number: ____________________________
Appendix A - Occupancy Group Category

Occupancy Group Category

A-1 Assembly building or auditorium > or = 1000 w/leg. stg.
A-1 Assembly room w/occupant load of 1000 or more and legitimate stage
A-2 Assembly building or auditorium < 1000 w/leg. stg.
A-2 Assembly room w/occupant load of less than 1000 and legitimate stage
A-2.1 Amusement/game room (15 sf/occ.) > or = 300
A-2.1 Assembly building or auditorium > or = 300 w/o stg.
A-2.1 Assembly room w/occupant load of 300 or more w/o legitimate stage
A-2.1 Bowling alley > or = 300
A-2.1 Cafetorium, school > or = 300
A-2.1 Funeral parlors > or = 300
A-2.1 Gymnasiums, school > or = 300
A-2.1 Library (All others) > or = 300
A-2.1 Restaurants w/dining rooms 300 or more
A-3 Aerobics > or = 50 <300
A-3 Amusement/game room (15 sf/occ.) > or = 50 <300
A-3 Assembly building or auditorium < 300
A-3 Assembly room w/occupant load of less than 300 w/o legitimate stage
A-3 Bowling alley <300
A-3 Cafetorium, school <300
A-3 Funeral parlors <300
A-3 Gymnasiums, school <300
A-3 Library (All others) > or = 50 <300
A-3 Pavilion > or = 50
A-3 Restaurants w/dining rooms 50 to 299
A-3 Spas and fitness center (50sf/occ.) > or = 50
A-3 Sunday School Classrooms-used <4hr/day or 12 hr/wk > or = 50 pers
A-4 Stadiums, reviewing stands/ amus park struc not incl in Group A occup
B Office, prof or service type trans, incl stge or rec&acts, eating/drink <50
B Aerobics <50
B Amusement/game room (15 sf/occ) <50
B Animal clinic
B Automobile showroom
B Barber shop and beauty shop
B Car dealership
B Car wash
B Charm and beauty schools
B Educational occupancies - above the 12th grade
B Electronic data processing
B Fire station
B Florist and nurseries
B Laboratories - testing and research
B Laundry and dry cleaning - pick up and deliveries
B Library (All others) <50
B Locker room, laundry pick up and deliveries
B Pavilion <50
B Print shop
B Radio and television station
B Restaurants w/dining rooms <50

B Restroom bldg > or = 1000 sf
B Spas and fitness center (50sf/occ.) <50
B Sunday School Classrooms-used <4hr/day or 12 hr/wk <50 pers
E-1 Educational occup - through 12th - > or = 50 used 4 hrs/day or 12hrs/Wk
E-1 Educational through 12th grade 50> persons for >12hrs/wk or 4hrs a day
E-1 Library (Schools - 12th & below > or = 50
E-1 Schools for up to 12th gr (incl mentally rtd & physically handp > or = 50
E-1 Sunday School Classrooms-used > or =4hr/day or 12 hr/wk > or =50 pers
E-2 Educational occupancies - <50
E-2 Educational through 12th grade <50 persons for >12hrs/wk or 4hrs a day
E-2 Library (Schools - 12th & below <50
E-2 Schools for up to 12th gr (incl mentally rtd & physically handp <50
E-2 Sunday School Classrooms-used > or =4hr/day or 12 hr/wk <50 pers
E-3 Day care centers for elderly > or = 6
E-3 Day care purposes for more than 6 persons
E-3 Educational occupancies - day care - more than 6
F-1 Appliance factory
F-1 Bakery
F-1 Bicycle factory
F-1 Boat factory (fiberglass)-shaping
F-1 Boat factory (non-fiberglass)
F-1 Brooks and brushes factory
F-1 Business machine factory
F-1 Cameras and photo equipment factory
F-1 Canvas or similar matial factory
F-1 Carpets and rugs factory (including cleaning clothing factory)
F-1 Clothing factory
F-1 Commercial kitchen
F-1 Construction and agricultural machinery factory
F-1 Electrical or radio w/TV repair shop
F-1 Electronic assembly
F-1 Engines, including rebuilding
F-1 Factories (see 306.1)
F-1 Food processing of package plants
F-1 Furniture fabrication and finishing
F-1 Hemp products factory
F-1 Industrial use
F-1 Jute products
F-1 Laundry and dry cleaning - using flammable liquids
F-1 Laundry and dry cleaning - using non-flammable liquids
F-1 Leather products facotry
F-1 Machinery factory
F-1 Metal working shop
F-1 Milk processing plant
F-1 Millwork (sash and door)
F-1 Moderate hazard factory and indus occup incl not class as Grp FDiv2 occ
F-1 Motion pictures and television w/television filming and video taping
F-1 Musical instrument factory
F-1 Optical good factory
F-1 Packaging
F-1 Paper mills with products
F-1 Photographic film processing
Appendix A- Occupancy Group Category

F-1 Plastic products factory
F-1 Plumbing and sheet metal shop - no combustibles
F-1 Plumbing and sheet metal shop - with combustibles
F-1 Printing or publishing
F-1 Processing operation
F-1 Radiator shop - where radiator is removed & repaired within shop
F-1 Recreation vehicles factory
F-1 Refuse incineration factory
F-1 Repair operations (not H occupancy)
F-1 Rustproofing shop
F-1 Shoes factory
F-1 Shooting gallery
F-1 Soaps, detergent factory
F-1 Surfboard factory - shaping
F-2 Brick and masonry factory
F-2 Ceramic products factory
F-2 Cold storage
F-2 Factories w/noncomb. materials
F-2 Foundry
F-2 Ice factory
F-2 Low hazard factory & indus occup facil prod noncombust/nonexplos mat
F-2 Nonalcoholic beverages factory
F-2 Steel fabrication and assembly
H-1 Occ w/material in excess of listed in Tb 3-D which present high expl hzd
H-2 Boat factory (fiberglass)-sanding, acetone
H-2 Occ w/material in excess of listed in Tb 3-D which present mod expl hzd
H-2 Spray booth
H-2 Surfboard factory - sanding, acetone
H-3 Occ w/mat in excess of listed in Tb 3-D which present high fire/phy hzd
H-4 Automobile body and fender shop
H-4 Muffler shop
H-4 Radiator shop - where auto is repaired within shop
H-4 Repair garage
H-4 Repair garages not classified in Group S,Div 3 Occupancies
H-5 Aircraft hangars and helistops
H-5 Aircraft repair hangars not classified as Group S,Div 5 Occ & heliports
H-6 Semiconductor fabrication facil/comparable research & dev areas
H-7 Occ materials excess of listed in Tb 3-E that are health hazards
I-1.1 Nurseries for full-time care of children under age 6, hospitals, san, nursery
I-1.2 Health care centers for ambul patients, conv outpatient med care
I-2 Nursing homes for ambul patients, homes for children 6 yrs or over
I-3 Mental hospitals, sanitariums, jails, prisons, reformatories liberates restrained
M Sale or merchandise, stocks of goods, wares, merchandise acc to public
M Appliance store
M Covered malls
M Department store
M Paint stores w/o bulk handling
R-1 Apartment houses
R-1 Convent/congregate residence > or =10
R-1 Dormitory > or =10
R-1 Hotels, apt houses, congregate residences (more than 10 persons)
R-3 Convent/congregate residence <10
R-3 Day care centers for elderly <6
R-3 Dormitory <10
R-3 Dwelling
R-3 Dwellings, lodging houses, congregate residences (10 or fewer persons)
R-3 Two Family Detached
S-1 Golf cart storage - battery
S-1 Moderate hazard storage occ/storage of combustible material
S-1 Service station canopy
S-2 Columbarium/mausoleum
S-2 Creameries
S-2 Ice plant
S-2 Low hazard storage occ used for storage of noncombustible materials
S-2 Power plant
S-2 Pump or booster station
S-2 Self storage
S-2 Sewage treatment plants
S-3 Automobile maintenance (wheel alignmt, motor tuneup, tire & brake repair)
S-3 Garage (other than open or private)
S-3 Golf cart storage - gas
S-3 Repair garages and parking garages not classif as Group S, Div 4 Occ
S-3 Service station (fuel dispensing stations)
S-4 Open parking garages
S-5 Aircraft hangars and helistops
S-5 Aircraft hangars and helistops (exchange of parts, no open flame)
U-1 Accessory Structure
U-1 Agricultural Building/chicken coop/pigeon coops < or =1000 sf
U-1 Garage, private (not more than 1000 sf)
U-1 Private garages, carpots, sheds and agricultural bldg
U-1 Restroom bldg <1000 sf
U-2 Curbing
U-2 Driveway
U-2 Fence
U-2 Fences over 6 feet (182.9 mm) high, tanks and towers
U-2 Incinerator (separate structure attached to bldg.)
U-2 Pool
U-2 Retaining Wall
U-2 Sidewalk
U-2 Temporary
U-2 Tent
U-3 Agricultural Building/chicken coop/pigeon coops >1000 sf
APPENDIX B – OCCUPANCY GROUP / BMP CATEGORIES

**Occupancy Group**

01 – Single Family | 11 – Institution
02 – Two Family    | 12 – Office Building
03 – Apartment     | 13 – Public Building
04 – Hotel         | 14 – Public Utility Building
05 – Amusement, recreation | 15 – School
06 – Church        | 16 – Shed
07 – Industrial    | 17 – Stable, barn
08 – Garage (public) | 18 – Store
09 – Garage (private) | 19 – Other non residential
10 – Service Station | 20 – Structure other than building & unclassified

**Best Management Practices (BMP) Categories**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Projects not required to get a grading permit but which requires a building permit and where grading, stockpiling or grubbing is to occur.</td>
</tr>
<tr>
<td>2</td>
<td>Projects which require a grading permit where the area of zoning lot or portion thereof subject to the permit is less than 15,000 square feet or more for single-family or two-family dwelling uses and less than 7,500 square feet for other uses.</td>
</tr>
<tr>
<td>3</td>
<td>Projects which require a grading permit where the area of zoning lot or portion thereof subject to the permit is 15,000 square feet or more for single-family or two-family dwelling uses, or 7,500 square feet or more of other uses, but where total area graded is less than 15,000 square feet for single-family or two-family dwelling uses or less than 7,500 square feet for other uses.</td>
</tr>
<tr>
<td>4</td>
<td>Projects which require a grading permit where the area including any areas developed incrementally that is to be graded is 15,000 square feet or more for single-family or two-family dwelling uses, or 7,500 square feet or more for other uses, or in the event a proposed cut or fill is greater that 15 feet in height for single-family or two-family dwelling uses, or 7.5 feet in height for other uses.</td>
</tr>
<tr>
<td>5a</td>
<td>Projects which require a grading permit where the total area including any areas developed incrementally that is to be graded is one acre or greater of disturbed area or which require and NPDES General Permit Authorizing Discharges of Storm Water Associated with Construction Activity issued by the State of Hawaii Department of Health.</td>
</tr>
</tbody>
</table>
### Appendix C - Structure Code

**Structure Code**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>NO STRUCTURE, FOUNDATION, SPRINKLER SYSTEM</td>
</tr>
<tr>
<td>02</td>
<td>WALL OR FENCE</td>
</tr>
<tr>
<td>03</td>
<td>PAVEMENT, RAMP, WLKWAY, COURTS, BRIDGE</td>
</tr>
<tr>
<td>04</td>
<td>SIGN, BILL BOARD, MARQUEE, KIOSK, POST, POLE</td>
</tr>
<tr>
<td>05</td>
<td>PATIO, LANAI, CABANA, PLAYROOM</td>
</tr>
<tr>
<td>06</td>
<td>AWNINGS, CANOPIES, BUS STOP SHEDS</td>
</tr>
<tr>
<td>07</td>
<td>DOCK FOR RESIDENTIAL USE</td>
</tr>
<tr>
<td>08</td>
<td>STORAGE TANK, SILOS, WATER TANK</td>
</tr>
<tr>
<td>09</td>
<td>POOL, RECREATION EQUIP, BLEACHERS</td>
</tr>
<tr>
<td>11</td>
<td>OFFICE, 1 TO 3 STORIES</td>
</tr>
<tr>
<td>12</td>
<td>OFFICE, 4 TO 10 STORIES</td>
</tr>
<tr>
<td>13</td>
<td>OFFICE, 11 OR MORE STORIES</td>
</tr>
<tr>
<td>14</td>
<td>BANK</td>
</tr>
<tr>
<td>15</td>
<td>BANK AND OFFICE</td>
</tr>
<tr>
<td>16</td>
<td>OFFICE AND LOFT</td>
</tr>
<tr>
<td>17</td>
<td>MULTI-OFFICE WITH STOREFRONTS</td>
</tr>
<tr>
<td>18</td>
<td>OFFICE AND/OR BANK W/ RESIDENCE ABOVE</td>
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<tr>
<td>19</td>
<td>1,2,3 Story Office Building</td>
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<tr>
<td>21</td>
<td>OPEN SHED</td>
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<tr>
<td>22</td>
<td>NOT FIREPROOF, 1-2 STY FACTORY OR WHSE</td>
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<tr>
<td>23</td>
<td>FACTORY OR WAREHOUSE W/ RESIDENCE ABOVE</td>
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<td>24</td>
<td>FIREPROOF, 1 STORY FACTORY OR WAREHOUSE</td>
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<td>25</td>
<td>MULTI-STORY FIREPROOF FACTORY OR WHSE</td>
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<tr>
<td>26</td>
<td>ASSEMBLY PLANT, REPAIR GARAGE/SHOP</td>
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<tr>
<td>27</td>
<td>LABORATORY, CANNERY</td>
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<tr>
<td>28</td>
<td>PLANT, POWER/TRANSFORMER, PUMPING STATION</td>
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<tr>
<td>29</td>
<td>SEWAGE DISPOSAL, INCINERATOR (OTHER)</td>
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<tr>
<td>31</td>
<td>PRODUCE WAREHOUSE</td>
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<tr>
<td>32</td>
<td>GRAIN STORAGE ELEVATOR</td>
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<tr>
<td>33</td>
<td>COLD STORAGE</td>
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<tr>
<td>34</td>
<td>ONE-STORY DISTRIBUTION WAREHOUSE</td>
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<tr>
<td>35</td>
<td>LARGE DISTRIBUTION WAREHOUSE</td>
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<tr>
<td>36</td>
<td>TRUCKING TERMINAL, DOCK</td>
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<tr>
<td>37</td>
<td>WHARF, DOCK SHED</td>
</tr>
<tr>
<td>39</td>
<td>OTHER</td>
</tr>
<tr>
<td>41</td>
<td>ONE STORY ALONE</td>
</tr>
<tr>
<td>42</td>
<td>ONE STORY IN A ROW</td>
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<tr>
<td>43</td>
<td>SUPERMARKET W/SPECIAL PARKING - GEM, ETC</td>
</tr>
<tr>
<td>44</td>
<td>SHOPPING CENTER COMPLEX</td>
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<td>45</td>
<td>MULTI-STORY DEPARTMENT STORE</td>
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<td>46</td>
<td>2 TO 3 STORY W/ RESIDENCE ABOVE</td>
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<td>47</td>
<td>2 TO 3 STORY W/ OFFICE ABOVE</td>
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<td>48</td>
<td>2 TO 3 STORY W/ LOFT ABOVE</td>
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<td>49</td>
<td>RESTAURANTS, DRIVE-IN, BAR, LAUNDERETTE, ETC</td>
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<td>51</td>
<td>SINGLE FAMILY</td>
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<tr>
<td>52</td>
<td>TWO FAMILY DETACHED</td>
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<tr>
<td>53</td>
<td>APARTMENT (3 OR MORE)</td>
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<tr>
<td>54</td>
<td>DORM, ROOMING HOUSE</td>
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<tr>
<td>55</td>
<td>MOTEL</td>
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<tr>
<td>56</td>
<td>CLUBHOUSE WITH LIVING - YMCA, YWCA</td>
</tr>
<tr>
<td>57</td>
<td>HOTEL</td>
</tr>
<tr>
<td>58</td>
<td>MAID'S OR GUEST QUARTERS</td>
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<tr>
<td>59</td>
<td>HOT HSE, TOOL Shed, WORKSHOP, BATHHOUSE</td>
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<tr>
<td>61</td>
<td>MOVIE HOUSE, DRIVE-IN THEATER</td>
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<td>62</td>
<td>SPORTS ARENA</td>
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<td>63</td>
<td>CHURCH</td>
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<td>64</td>
<td>CONCERT HALL</td>
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<td>65</td>
<td>BOWLING ALLEY</td>
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<td>66</td>
<td>SKATING RINK</td>
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<td>TERMINAL, AIRPORT</td>
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<td>68</td>
<td>STADIUM</td>
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<td>HOSPITAL</td>
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<td>MEDICAL CLINIC</td>
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<td>SCHOOL</td>
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<td>MUSEUM, LIBRARY</td>
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<td>FIRE STATION</td>
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<td>POLICE STATION, JAIL</td>
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<tr>
<td>77</td>
<td>CIVIC BUILDING</td>
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<td>78</td>
<td>ELEEMOSYNARY, CEMETERY, MAUSOLEUM, MORTUARY</td>
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<tr>
<td>79</td>
<td>OTHER (ZOO, DETENTION, DAY CARE, NURSING)</td>
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<tr>
<td>81</td>
<td>PRIVATE GARAGE INCL STORAGE &amp; LAUNDRY</td>
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<td>82</td>
<td>PRIVATE GARAGE IN A ROW</td>
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<td>83</td>
<td>PUBLIC MULTI-GARAGE</td>
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<td>84</td>
<td>GAS STATION</td>
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<td>PARKING PAVEMENT</td>
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<td>AUTO REPAIR SHOP</td>
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<td>MULTI-STORY GARAGE FOR RESIDENTS</td>
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<td>88</td>
<td>PARKING RACK FOR DEALER'S USE</td>
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<tr>
<td>89</td>
<td>OTHERS</td>
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<td>91</td>
<td>TV/RADIO TOWERS, RADIO BLDG, SHELTER (DET)</td>
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<td>92</td>
<td>FALLOUT SHELTERS (ATTACHED)</td>
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<td>93</td>
<td>TUNNEL</td>
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<td>95</td>
<td>DRIVEWAY, SIDEWALK, CURBING</td>
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<td>ELECTRICAL</td>
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<td>97</td>
<td>PLUMBING</td>
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<tr>
<td>98</td>
<td>OTHER ACCESSORY BLDGS - SHED, DOG HSE, BARN</td>
</tr>
<tr>
<td>99</td>
<td>TEMPORARY BLDGS - CARNIVAL, MODEL HOME</td>
</tr>
</tbody>
</table>
APPENDIX D - GENERAL REQUIREMENTS FOR ALL PLANS SUBMITTED DURING CONSTRUCTION

Includes the following:

- A transmittal letter listing the items being submitted, title of the project, all DPP file numbers that are associated with the plans and contact person with telephone number and E-mail address included
- General Plan Data
  - Vicinity map
  - Location map
  - Index of drawings
  - Tax map key(s)
  - All applicable notes
  - Scale (engineering scale required for plans and profiles; architectural scale required for details)
  - North arrow
  - Actual property lines with dimensions
  - Accurate citing of new and existing buildings
  - Legend of abbreviations and symbols (sheet specific)
  - All applicable approval blocks
  - At a minimum 80-90% complete
  - Licensed Professional Architect/Engineer's seal(s) or stamp(s), signature(s), authentication statements as provided in Section 16-115-9 of the Hawaii Administrative Rules, Title 16, Chapter 115 (preparation or supervision of design and observation of construction) and expiration date of the licensee(s) on every sheet in a set of design drawings. All signatures shall be original