ARCHITECT’S OR ENGINEER’S SEAL:
Plans must be properly stamped and signed by an architect or structural engineer when:
1. Work on one-storied buildings exceeds $40,000,
2. Work on two-storied buildings exceeds $35,000, or
3. The principal structural members are of reinforced concrete or structural steel. Plans for retaining walls five feet or more by an architect, structural engineer or civil engineer. See Chapter 464 of the Hawaii Revised Statutes for additional data.

OTHER AGENCIES:
For some projects, in addition to a building permit, you may need permits or approvals from the following City agencies:

a. Civil Engineer Branch:
   Review involves drainage, grading, and projects adjacent to streams and drainage easements.
   (Phone: 768-8219)

b. Wastewater Branch:
   Review for sewer availability and adequacy and for projects adjacent to existing sewer easements.
   (Phone: 768-8212)

c. Zoning Plan Review Branch:
   Information for specific zoning regulations.
   (Phone: 768-8252)

d. Board of Water Supply:
   Review for water use and adequacy.
   (Phone: 768-5460)

For contractor/license information, please contact the State Department of Commerce and Consumer Affairs at 586-2700 for further information.

TO SCHEDULE FOR A PERMIT APPOINTMENT:
Select: Honolulu e-Permits
Select: PASS (Permit Appointment and Scheduling System)
Follow the online instructions.

TO SEARCH OR INQUIRE ON THE STATUS OF YOUR PERMIT:
Select: Honolulu Internet Permit System
Select: Review
   (to review your building or sign permit)
At the Building Permit Screen, either type in your address or tax map key.
Go to the bottom of the page and select the GO button.

OTHER USEFUL OPTIONS THAT ARE AVAILABLE:
- Honolulu Land Information System (HoLIS) for tax map key or plot information (includes zoning, building permits, property tax information, etc.).
- Download various checklists.

A WORD OF CAUTION: This booklet is a general guide and necessarily brief, please consult each agency for additional details and or the latest amendments and changes.
WHAT TO BRING:
Four (4) sets of clear and legible plans.

PERMIT FEE:
The minimum fee is $18 for work up to $500 in value. This fee increases as the value of work being done increases.

BUILDING PERMITS ARE REQUIRED FOR:
1. To erect, construct, alter, remove, or demolish any building or structure (including fences, retaining walls, and swimming pools).
2. For any electrical work over $500 (Sec. 18-1), or plumbing work over $1,000 (Sec. 18-31.11(b)). All work shall be performed by licensed electrical/plumbing contractors.
3. To construct or alter any sidewalk, curb, or driveway in public rights-of-way.
4. A sign permit is required to install, construct, alter, relocate, or reconstruct any sign. A temporary permit is required to erect any tent or similar structure to be used for religious or commercial purposes, such as rallies, festivals, or carnivals.

INFORMATION TO BE PROVIDED ON PLANS:
1. On plot plan, show lot dimensions, location of driveway, location of proposed work, distance from property lines and other buildings, easements and other pertinent information.
2. Plans should be drawn to scale with sufficient information and details to clearly show the nature and extent of work. On floor plan, indicate the use of rooms, room dimensions, location and sizes of windows, exits, etc.
3. On framing plans or typical section view, show sizes and spacing beams, floor joists, rafters, etc., and ceiling heights.

4. On outside or exterior elevation views, show height of building.
5. Give address and/or tax map key of where the work is to be done, and the name and address of owner.

BUILDING PERMITS ARE NOT REQUIRED FOR:
1. Curbs, planter boxes, retaining walls and fences which are not more than 30" in height.
2. Individual residential television and radio antennas, excluding dish-type antennas.
3. Painting, cabinet work, and floor covering.
4. Tool and storage sheds not exceeding 120 square feet as accessories to dwellings.
5. Repairs using similar or same materials for the purpose of maintenance and which are not more than $1,000 in valuation in any 12-month period, and do not affect any electrical or plumbing installations.

Refer to Section 18-3, for complete listing of items not requiring permits.

Chapter 18 of the Revised Ordinances of Honolulu can be found at our website:
www1.honolulu.gov/council/ocs/roh/index.htm

PAID FOR BY THE TAXPAYERS OF THE CITY AND COUNTY OF HONOLULU.