



**City & County of Honolulu, Department of Planning and Permitting  
Checklist for Residential Building Permit Application**

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 single-family/two-family detached residential building permit applications. If the minimum information indicated below is not provided, the plan review may not be completed in a timely manner and/or denied plan submittal.

Plans shall 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.**

<b>SUBMITTAL REQUIREMENTS: (MUST BE DRAWN TO SCALE AND DIMENSIONED)</b>		<b>NOTE/PAGE:</b>
1.1	<input type="checkbox"/> Required A completed online Building Permit Application .....	
1.2	<input type="checkbox"/> Required No. of sets of plot/site plans: <b>4 (minimum paper size of 8 ½ X 11)</b> ..... Showing the following where applicable: <ul style="list-style-type: none"> <li>• 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.</li> </ul>	
1.3	<input type="checkbox"/> Required Floor plan ( <b>new and existing Floor plans</b> ) .....	
	Showing the following where applicable: <ul style="list-style-type: none"> <li>• Room identification, door and window size, location of smoke detector, water heater, ventilation fans, plumbing fixtures, lanai, decks, etc.</li> </ul>	
1.4	<input type="checkbox"/> Required Foundation plan ( <b>new and existing Foundation plans</b> ).....	
	Showing the following where applicable: <ul style="list-style-type: none"> <li>• Anchor bolts, hold-downs and reinforcing pads, connection details, vent size and location</li> </ul>	
1.5	<input type="checkbox"/> Required Floor/Roof framing plan ( <b>new and existing Floor/Roof framing plans</b> ).....	
	Showing the following where applicable: <ul style="list-style-type: none"> <li>• Member sizing, spacing and bearing locations</li> <li>• Attic ventilation</li> <li>• Roofing Insulation</li> <li>• Connection details</li> </ul>	
1.6	<input type="checkbox"/> Required Cross sections with details .....	
	Showing the following where applicable: <ul style="list-style-type: none"> <li>• Framing-member size and spacing</li> <li>• Headers, joists, sub-floor, wall and roof constructions</li> <li>• Ceiling height, siding material, handrail, stairs and step section, details, etc.</li> </ul>	
1.7	<input type="checkbox"/> Required Elevation views ( <b>indicate existing and finish grades</b> ).....	
	Showing the following where applicable: <ul style="list-style-type: none"> <li>• Bath elevations, Kitchen elevations</li> <li>• Full height exterior elevations</li> <li>• New window and door schedule or details</li> </ul>	
1.8	<input type="checkbox"/> Required Building envelope per the Land Use Ordinances (LUO) .....	
1.9	<input type="checkbox"/> Required Light and ventilation per Housing Code for rooms adjacent to new work.....	
1.10	<input type="checkbox"/> Required Hawaii registered architect or structural engineer's stamp and signature .....	
	<ul style="list-style-type: none"> <li>• Market value of work on one-storied buildings exceed \$40,000</li> <li>• Market value of work on two-storied buildings exceed \$35,000, or</li> <li>• The principal structural members are of reinforced concrete or structural steel</li> <li>• Requested by the Plan Examiner</li> </ul>	
<b>ISSUANCE SUBMITTAL REQUIREMENTS:</b>		<b>NOTE/PAGE:</b>
2.1	<input type="checkbox"/> Required Contractor Statement .....	
2.2	<input type="checkbox"/> P <input type="checkbox"/> NA Specialty Contractor Statement .....	
2.3	<input type="checkbox"/> P <input type="checkbox"/> NA Special Inspection Form .....	
2.4	<input type="checkbox"/> P <input type="checkbox"/> NA Affidavit/Restrictive Covenant.....	

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PRINT/SIGNATURE

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DATE