

**CITY AND COUNTY OF HONOLULU  
DEPARTMENT OF PLANNING AND PERMITTING**

**Temporary Use Approval**

Application Instructions

*This document is intended to assist you in preparing a complete application, and should be read in conjunction with the Land Use Ordinance (LUO).*

I. Overview

- A. Applicability. Approval of temporary uses and structures is determined by the Director on a case-by case basis, and may include the imposition of conditions. Such conditions shall be based on impacts upon the surrounding area, and may cover hours of operation, duration of the activity, and the general manner of operation (including mitigation of impacts from noise, dust, etc.).
- B. Time Frame. The time frame for processing this permit is 45 days from date of acceptance of the completed application. However, the time limit may be extended under certain circumstances. If the DPP fails to process the request within the required timeframe, the request shall be deemed approved.

II. Application Requirements. Each applicant applying for a Temporary Use Approval must submit a written request to:

Director, Department of Planning and Permitting  
650 South King Street  
Honolulu, Hawaii 96813

The following information must be included in each letter of request:

- A. Applicant's and/or agent's name, address and phone number.
- B. Fee. Submit a non-refundable fee of \$100 payable to the City and County of Honolulu.
- C. Property owner's name and mailing address.

- D. Written acknowledgement and approval from the property owner(s) of the applicant's intended use of the property.
- E. Project Description:
  - 1. Name of Project
  - 2. Site address and Tax Map Key
  - 3. Days and Hours of Operation
- F. Description of temporary use (e.g., real estate office, employee parking, off-site construction storage yard, etc.).
- G. Duration of Project.
- H. Drawings/Plans. A site plan drawn to scale, and prepared by a draftsman, architect, engineer, or similar professional, showing proposed structure(s) and parking. For document imaging purposes, it is preferred that the drawing(s) be 11" x 17", but in no case exceed 24" x 36". DPP staff may request additional copies after acceptance of the application.

NOTE: All scaled plans and drawings **must** include a graphic ("bar") scale in addition to or in lieu of a verbal scale.

Note: ELECTRONIC DOCUMENT SUBMITTALS: Electronic document submittals shall adhere to the following specified formats: PDF, JPEG, Word (preferred for text documents) or Wordperfect 8. Electronic documents **must** be submitted on either CD (preferred) or 3.5-inch floppy disk. ALL maps, drawings and/or plans **must** be drawn to an appropriate scale, and **must** include a graphic ("bar") scale accurately representing the applicable scale of the document.

*For further assistance or information on how to complete the application,  
please call the DPP at 768-8021.*