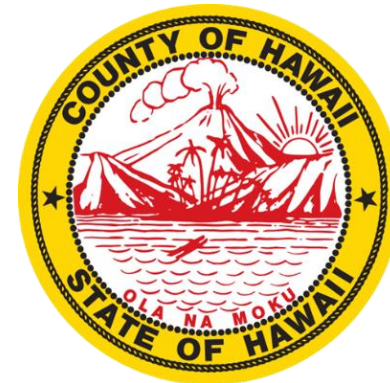


# From Application to Issuance: County of Hawai'i Building Permit Process

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County of Hawai'i - Department of  
Public Works, Building Division

Presented by Building Division Deputy Chief  
Aaron J. Spielman, AIA

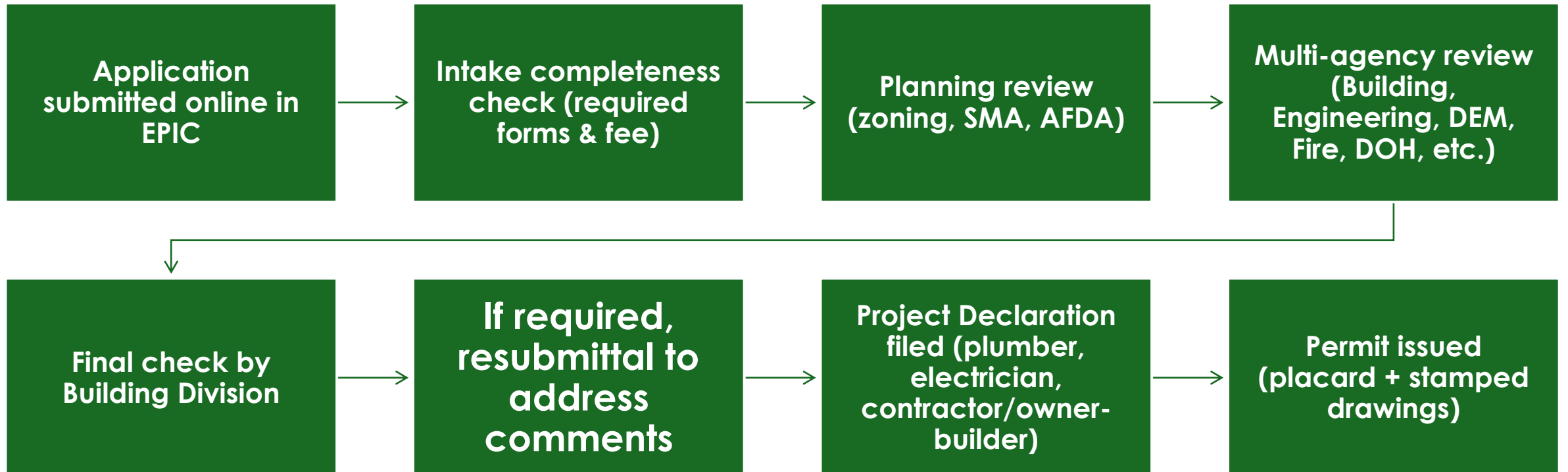


# Goal

**A permitting process that is clear, predictable, and supportive of all applicants, while maintaining public safety and code compliance.**



# Permit Process Overview



# Starting the Application



Applications submitted through EPIC Portal



Plan Review Fee of permit fee, \$50 minimum



The review clock starts after this fee is paid

## Required at submission:

- Property Owner Declaration Form (must match RPT records)
- Licensed Design Professional (architect/engineer) as contact
- Property Owner as contact with valid email
- Proof of ownership if property was recently purchased

# Supporting Documents

Additional documents may be required depending on scope of project:

**Applications missing required docs → returned for correction at time of Clerk intake review**



Flood Zone Packet (FEMA)



Historic Property Certification (HRS Ch. 6E)



ADA Certification or DCAB approval (Multi-family and non-residential)



Solar Hot Water Variance (HRS §196-6.5)

# Required Construction Documents

**Site Plan** - property boundaries, setbacks, location of existing/proposed structures, driveways, utilities.

**Floor Plans** - all levels, showing walls, doors, windows, plumbing fixtures, appliances.

**Foundation & Roof Framing Plans** - sizes, spans, spacing, materials, connection details.

**Building Sections & Elevations** - full height views showing structural and architectural details.

**Schedules** - doors, windows, egress, light/ventilation

**Plumbing Drawings** - required if greater than 3 bathrooms or complex system

**Electrical Drawings** - required for residential construction over 200A and commercial construction

**Structural Calculations** - required when designs are outside prescriptive IRC tables

# Digital Submission Standards



## Requirements for All Electronic Submittals:



Plans must be electronic only (no paper accepted).



Sheet Size: 24" x 36" minimum (11" x 17" allowed for PV/electrical-only).



Format: Black & white, landscape orientation, scalable drawings.



Approval Blocks:

6"x6" DPW approval block (bottom right cover only).

3"x3" square box (top right) for digital approval stamp (all sheets).



File Format: Entire plan set must be bundled into one PDF.



File Naming Convention: T01 Title Sheet, A01 Architectural, C01 Civil, E01 Electrical, etc.

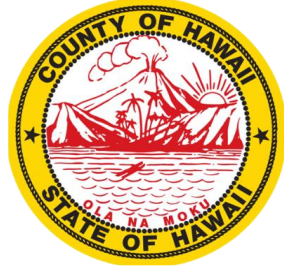


Revisions: Must use Cloud + Delta notation and include a revision narrative.

# Multi-Agency Review



**Agencies  
Involved (as  
applicable):**



**County** – Building Division,  
Engineering (drainage, grading,  
floodplain, ROW), DEM  
Wastewater, Fire Prevention  
Bureau



**State** – DOH Wastewater  
(IWS/cesspools), Food Safety,  
DEQ, etc...

## How It Works:

- Reviews occur simultaneously in EPIC.
- Agencies review only their areas of responsibility.
- Correction requests issued through EPIC → applicant resubmits → reviewed again until cleared.
- Once passed, permit fee invoice is generated.

# Project Declaration & Permit Issuance



**Project Declaration Form**  
(required before issuance):



**Must list:**

**Licensed Plumber**  
**Licensed Electrician**  
**General Contractor (if applicable)**  
**Or property owner as Owner-Builder**

**Permit Issued Once:**

- All reviews are cleared.
- Project Declaration is submitted.
- All fees are paid.

**Applicant Receives:**

- Permit Placard (issued digitally) – must be posted on job site during construction.
- County-stamped drawings are issued digitally – printed copy must be retained on site during construction.

# Challenges We Face



HIGH VOLUME OF  
APPLICATIONS



LIMITED STAFFING  
RESOURCES



REVIEW AND COMPLIANCE  
REQUIREMENTS TAKE TIME



APPLICATIONS AND PLANS  
INCOMPLETE AND/OR POOR  
QUALITY

# Implemented & Ongoing Improvements



**ONE-PERMIT SYSTEM:**  
TRANSITION FROM A 3-PERMIT PROCESS TO A SINGLE PERMIT.



**AUTOMATED NOTIFICATIONS:**  
REMINDERS FOR PENDING FEES, EXPIRATIONS, AND REQUIRED ACTIONS.



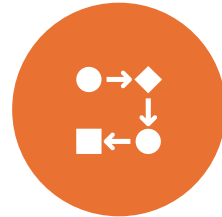
**IMPROVED APPLICANT RESOURCES:**  
EXPANDED FAQs AND CHECKLISTS.



**ENHANCED TRACKING:**  
STRONGER TIMELINE MONITORING WITHIN EPIC.



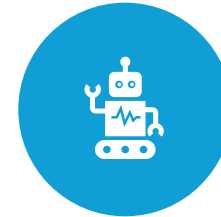
**WORKFLOW REFINEMENT:**  
WEEKLY STAFF REVIEW SESSIONS.



**ONLINE VALIDATION:**  
TOOLS TO REDUCE INCOMPLETE SUBMISSIONS.



**ELECTRONIC SIGNATURES:**  
BROADER ADOPTION.



**AI ASSISTANCE:**  
EXPLORING PLAN CHECK TOOLS TO FLAG ERRORS EARLY.

**MAHALO!**

