



Message from the Mayor

Whether you're replacing a faucet, remodeling the bedroom, or building your dream home, there's nothing more gratifying than doing-it-yourself. But just as you may need advice and instructions for that hands-on project, you'll also need guidance on the building rules that must be followed. This handy guide will help you find your way through our City permit process, and you'll quickly discover that studying this information and doing a bit of planning will help in your application review and enable you to reach your dreams all the sooner.

Mayor Mufi Hannemann
City and County of Honolulu

BUILDING PERMITS ARE REQUIRED:

1. To erect, construct, alter, remove, or demolish any building or structure (including fences, retaining walls and swimming pools).
2. For any electrical or plumbing work.
3. To construct or alter any sidewalk, curb or driveway in public rights-of-way.

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.

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.

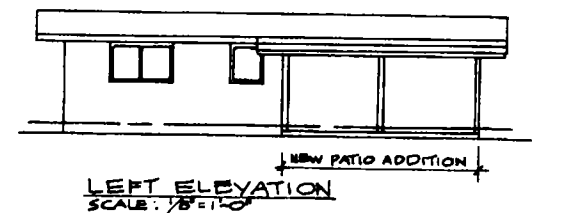
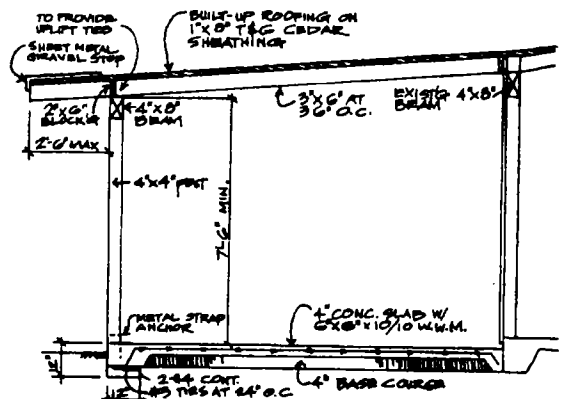
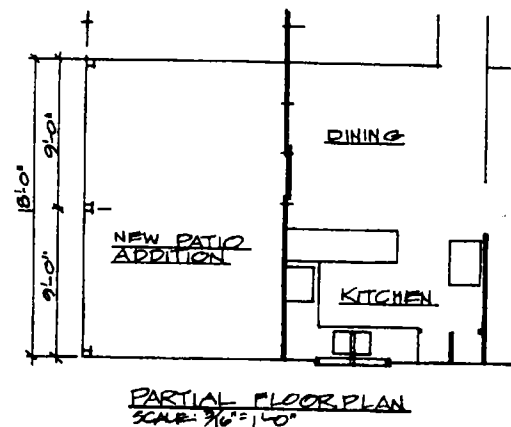
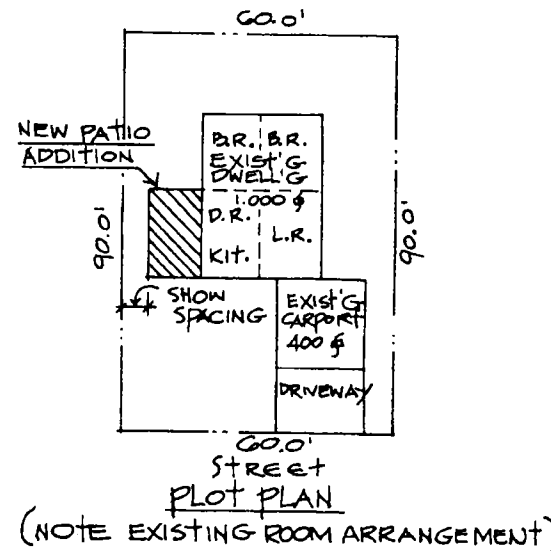
Refer to section 18-3.1, Chapter 18, Revised Ordinances of Honolulu, 1990, for complete listing of items not requiring permits.

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.

Plans should be drawn preferably to scale with sufficient information and details to clearly show the nature and extent of work.

2. 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.



SAMPLE ONLY

NEW PATIO ADDITION FOR
MR. & MRS. JOHN A. DOE
123 MAIN ST. HONOLULU, HI.
TAX MAP KEY: 1-2-3-4

WHERE TO APPLY:

Building Permit Center
Honolulu Municipal Building (HMB)
650 South King Street (ground floor)
Phone: 523-4505

Building Permit Center - Kapolei Hale
1000 Uluohia Street (ground floor)
Phone: 692-5000

OFFICE HOURS: 7:45 a.m. - 4:30 p.m.,
Monday thru Friday (except holidays).

WHAT TO BRING:

Four (4) sets of plans.

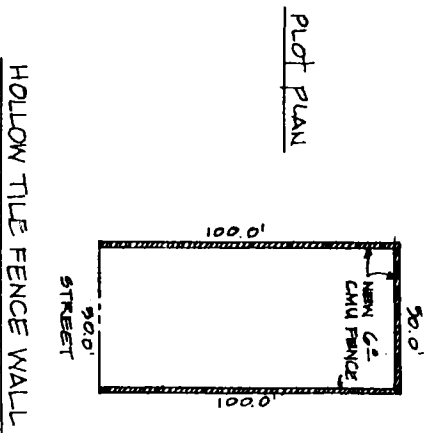
PERMIT FEE:

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

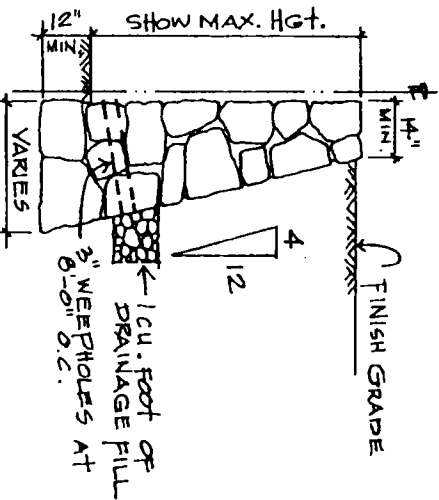
ARCHITECT'S OR ENGINEER'S SEAL:

Plans must be properly stamped and signed by an architect or structural engineer when (1) work on one storied buildings exceed

EXAMPLES OF TYPICAL FENCES AND RETAINING WALL

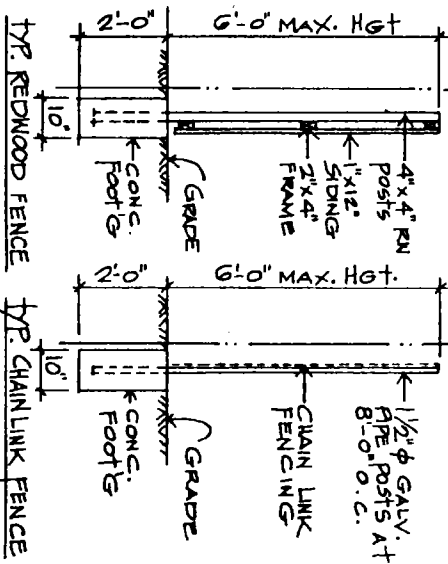
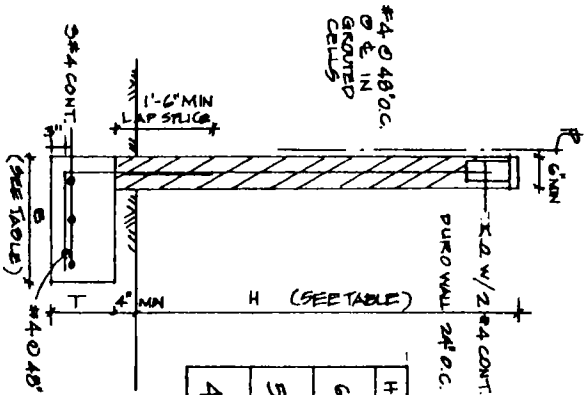


HOLLOW TILE FENCE WALL



TYPICAL CRM RETAINING WALL

| | | |
|----|-------|----|
| H | B | T |
| 4' | 1'-4" | 8" |



\$40,000, (2) work on two-storied buildings exceed \$35,000, or (3) the principal structural members are of reinforced concrete or structural steel. Plans for retaining walls five feet or more in height must be properly stamped and signed by an architect, structural engineer, or civil engineer. See Chapter 464 of the Hawaii Revised Statutes for additional data.

FURTHER INFORMATION:

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

- a. **Civil Engineering Branch** (Ph: 523-4922)
Review involves drainage, grading and projects adjacent to streams and drainage easements.
- b. **Wastewater Branch** (Ph: 523-4429)
Review for sewer availability and adequacy and for projects adjacent to existing sewer easements.
- c. **Zoning Plan Review Branch** (Ph: 523-4131)
Information for specific zoning regulations.
- d. **Board of Water Supply** (Ph: 748-5460)
Review for water use and adequacy.

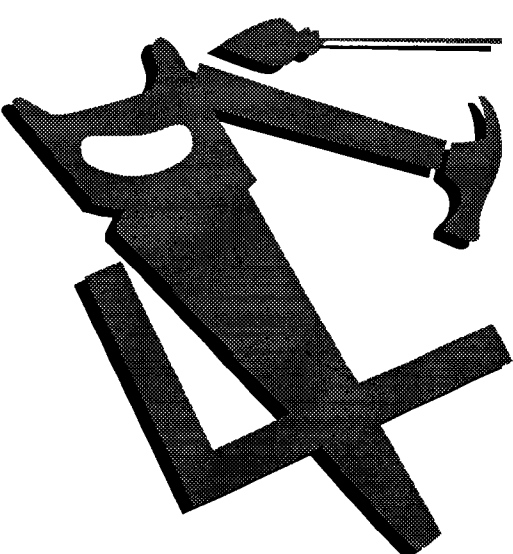
Owner-builders should contact the State Department of Commerce and Consumer Affairs at 586-2700 for further information.

Additional information is available at the Department of Planning and Permitting website: www.honoluludpp.org

A word of caution: since this booklet is a general guide and necessarily brief, please consult each agency for additional details and for the latest amendments and changes.



DO YOU NEED A BUILDING PERMIT?



DEPARTMENT OF
PLANNING AND PERMITTING

Henry Eng, FAICP
Director



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