

TMK 101

“Lesson on how to fill in the first section-(I. LOCATION OF BUILDING) on your application for Building Permit”

1. Review your tax key number from the tax office
2. Please observe what each number stands for:
 - a. Division
 - b. Zone
 - c. Section (Sec)
 - d. Plat
 - e. Parcel
 - f. Lot No.
 - g. CPR/HPR No.
3. When filling out your building permit application you **DO NOT** need to include the division number which is (4) or “Fourth Division”-which means your property is on the island of “Kaua`i” (not Oahu, Hawai`i, or Maui)
 - a. When applying for a building permit here at our office, it is understood you will be applying for the permit on the island of Kaua`i.
4. Fill in numbers of your Zone, Section, Plat, Parcel and Lot No. (If you have a CPR, cross off the word “Lot” and replace with “CPR”).
 - a. If your unit is an alphabet, it should follow the rule of thumb being:
 - i. Unit A= CPR1, Unit B= CPR2, Unit C= CPR3, etc.