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.