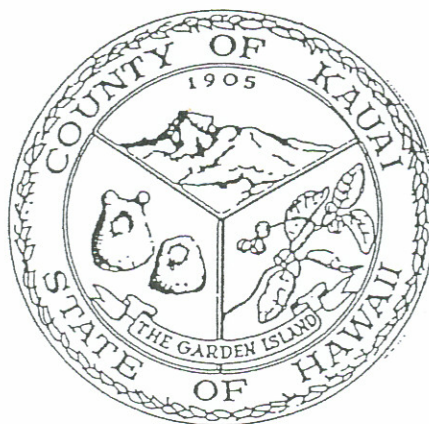


BUILDING PERMIT MINIMUM CHECKLIST REQUIREMENTS

COUNTY OF KAUAI
4444 RICE STREET
LIHUE, KAUAI, HAWAII 96766



REVIEWING GOVERNMENTAL AGENCIES

BUILDING DIVISION
County of Kauai

ENGINEERING DIVISION
County of Kauai

PLANNING DEPARTMENT
County of Kauai

FIRE DEPARTMENT
County of Kauai

DEPARTMENT OF WATER
County of Kauai

DIVISION OF WASTEWATER MANAGEMENT
County of Kauai

ENVIRONMENTAL HEALTH SERVICES
Department of Health
State Of Hawaii

BUILDING PERMIT REQUIREMENTS

BUILDING DIVISION

Department of Public Works, County of Kauai
4444 Rice Street, Suite 175, Lihue, HI 96766
Phone: 808.241.6655 Fax: 808-241.6806

To obtain a building permit, an applicant shall first file an application and [contractor's statement](#) provided by the Building Division with all applicable items on the forms completed. The application and the attached contractor's statement shall be signed by the applicant, his authorized agent, or his successor in interest, which agent or successor may be required to prove such agency or successor.

The plans (traditionally referred to as blueprints) are a graphic representation of the building. Plan, building section and detail drawings should be provided and drawn to scale. Building section and detail drawings need to of an adequate scale to clearly show details. A complete set of plans should include:

1. Plot Plan
2. Floor Plan
3. Foundation Plan
4. Framing Plans:
 - a. Floor Framing Plan
 - b. Roof Framing Plan with Roof Trussed Detail
5. Elevation Plans
 - a. Exterior Elevations of Building
 - b. Interior Elevation of Kitchen and Bathroom
6. Building Sections and Details

EXAMPLES OF THESE ARE SHOWN ON THE SUPPLEMENTAL DRAWINGS

Five (5) complete set of plans shall be submitted for permits. For public, hotel and commercial buildings an additional plan and specification shall be submitted and all sets shall include complete electrical and plumbing drawings, including a commercial DBC check list.

All plans shall be prepared, designed, approved and stamped by a duly registered professional licensed structural engineer or architect as required by [Chapter 464, Hawaii Revised Statutes](#). Commercial plans may require the electrical and mechanical plans to be stamped by a licensed electrical or mechanical engineer when required by their respective codes. A single story wood framed residential plan with an estimated valuation of less than \$50,000.00 or a two story wood framed residential building valuation of less than \$45,000.00 may not require being stamped accordingly.

ALL PLANS SHALL BE REVIEWED AND APPROVED BY THE FOLLOWING COUNTY AGENCIES:

1. [Planning Department](#), 4444 Rice St, Ste. 473, Lihue, HI 96766
2. [Department of Water](#), 4398 Pua Loke, Lihue, HI 96766
3. [Engineering Division](#), 4444 Rice St, Ste. 175, Lihue, HI 96766
4. [Fire Department](#), 4444 Rice St, Ste. 295, Lihue, HI 96766
(Fire Department approval: Commercial Project Only)
5. [Wastewater Management](#), 4444 Rice St., Ste. 200, Lihue, HI 96766
6. [Building Division](#), 4444 Rice St, Ste. 175, Lihue, HI 96766

STATE AGENCY:

1. [Environmental Health Services](#), Department of Health, 3040 Umi St, Lihue, HI 96766

FOR SIMULTANEOUS PLAN REVIEW FOR COMMERCIAL BUILDINGS.
VERIFY REQUIREMENTS WITH THE BUILDING DIVISION

PLANNING DEPARTMENT

County of Kauai 4444 Rice Street, Suite 473
Lihue, HI 96766 Phone: 808-241-6677 Fax: 808-241-6699

As part of the building permit agency review process, It Is the function of the Planning Department to ensure that the following zoning related requirements are complied with:

1. Comprehensive Zoning Ordinance
2. Subdivision Ordinance
3. Community Development Plan Ordinance
4. General Plan Ordinance
5. Special Management Area Rules & Regulations
6. Shoreline Setback Variance Rules & Regulations
7. [Chapter 205, Hawaii Revised Statutes](#)

To address these requirements, a zoning permit application must be submitted (usually concurrently) with the building permit. Zoning related permits are issued prior to the approval of the building permit.

There are different types of zoning related permits which are based on the use (commercial, industrial, residential, etc.), size and nature of the development or construction and the number of units proposed. Some of the development standards that are addressed as part of the permit review process include building height, setback, lot coverage, appropriate use, design, number of parking spaces and applicable mitigate conditions.

For the construction of a typical single family residential structure, all that is generally needed are the building permit requirements set forth on page 1 and a zoning permit application which can be issued administratively by the [Planning Department](#). Other types of more intense construction or uses may require a public hearing and approval from the [Planning Commission](#).

Applicants are encouraged to [contact the Planning Department](#) for more detailed information or to schedule a pre-permit consultation for more complex projects.

DEPARTMENT OF WATER

County of Kauai 4398 Pua Loke Street, Lihue, HI 96766
Phone: 808.245-5400 Fax: 808.245.5813 – www.kauaiwater.org

The Water Department is a semi-autonomous agency and is responsible for the waterworks systems for the County of Kauai and its related properties and facilities.

The following items are an Internal Department's checklist that is required for building permit review and approval:

1. Building permit application is submitted and received by the Department of Water.
2. Plans are reviewed to verify that there are sufficient water system facilities available for domestic uses and fire protections, as required for the proposed development.
3. Plans are reviewed to verify for the requirement of any backflow prevention devices.
4. Plans are reviewed to verify for any Department of Water fees that may be required.
5. The Department will contact and notify *the* building permit applicant for any additional information that may be required.

ENGINEERING DIVISION
Department of Public Works, County of Kauai
4444 Rice Street, Suite 175, Lihue, HI 96766
Phone: 808.241-6619 Fax: 241-6609

For the approval of building permit applications, the [Engineering Division](#) administers the Grading and Flood Ordinances and provides review and approves flood studies to minimize construction of buildings and structures in flood prone areas. Other responsibilities include the assignment of house numbering and review for access and parking.

A [grading permit](#) is required for the following areas:

1. For areas which involve excavation or fill in excess of 100 cubic yards.
2. For areas which the grading work unreasonably alters the existing drainage patterns of abutting properties.
3. For areas which the grading work involves cuts or fills in excess of 5 feet.

A [grubbing permit](#) is required when clearing or grubbing more than one acre of land, or when such work unreasonably affects the drainage pattern of abutting properties. A separate grubbing permit is not required when grubbing activities are performed in conjunction with a validly issued grading permit.

A [stockpiling permit](#) is required when stockpile quantities equal or exceed 500 cubic yards of material

For the review and approval of building permits for buildings or structures located within flood prone areas, the following provisions are required:

Parcels located within the flood fringe:

1. All new-construction and substantial improvement of residential structures shall have its lowest floor elevated to or above the base flood elevation, and noted on the building plans. For non-residential structures its lowest floor must be elevated to or above the base flood elevation, or flood proofed one-foot above the base flood elevation. The lowest floor elevation shall be noted on the building plans.

Parcels located within the floodway:

1. A professional civil engineer is required to conduct a flood study and submit a no-rise certification and calculations, as well as flood mitigation measures.
2. The owner is required to submit a Flood Waiver and Indemnity Agreement and have it recorded with the [Bureau of Conveyance](#).

Parcels located within the coastal high hazard areas:

1. All new construction and substantial improvements to buildings and structures shall have its lowest framing member elevated to or above the base flood elevation, and noted on the building plans.

For all parcels located within the flood fringe, floodway or coastal high hazard areas, an Elevation Certification shall be completed and submitted by either a surveyor or professional civil engineer licensed and registered in the State of Hawaii, to the Division of Engineering, after the lowest floor or framing member is constructed.

All building plans shall be designed and stamped by a professional structural engineer or architect licensed and registered In the State of Hawaii. A structural certification is required by the designer.

FIRE DEPARTMENT

County of Kauai

4444 Rice Street, Suite 295, Lihue, HI 96766

Phone: 808-241-6500 Fax: 808-241-6508

[The Fire Department](#) is responsible for preventing and abating fires and life safety hazards before they cause injury and property damages in the County of Kauai. The Department reviews and approves plans relating to commercial buildings permit applications, provides a program of fire inspections, and enforces regulations of the County Fire Code.

Any element of the plan relative to the installation of required fire protection equipment and systems shall comply with the Fire Code and nationally-recognized standards. Consultation with the Fire Prevention Bureau (FPB) by owners, developers, architects, engineers and contractors regarding these specific requirements should be completed prior to the submittal of building plans for agency approvals.

For the review and approval of plans for a building permit the following are required:

1. Building permit plans shall include six (6) sets of shop drawings and hydraulic calculations for the installation of Automatic Fire Sprinkler Systems; Class I, II, and III Standpipe Systems; Fire Department Connections; Private Fire Hydrants; and other Underground and Aboveground Piping Systems.
2. Building permit plans shall include six (6) sets of shop drawings for Fire-Extinguishing Systems other than those listed above.
3. All equipment and systems shall be approved prior to installation.
4. All shop drawings shall be designed, stamped and signed by a qualified engineer and shall also be reviewed and approved by the [Hawaii Insurance Bureau](#) before submittal.

DIVISION OF WASTEWATER MANAGEMENT

Department of Public Works, County of Kauai
4444 Rice Street, Suite 200, Lihue, HI 96766
Phone: 808-241-6642 Fax: 808-241-6589

The [Division of Wastewater Management](#) is responsible for public wastewater systems in the County of Kauai. The Division reviews, approves and issues permits for sewer line connection into the public wastewater system

To secure a sewer line connection permit, the following are required:

1. Applicant shall obtain a [Sewer Connection permit](#).
2. Applicant shall pay the applicable [Sewer Connection fee](#).
3. Applicant shall pay the applicable [Wastewater Treatment Capacity Assessment fee](#).
4. Property that has public wastewater service available to it shall connect to the public wastewater system and abandon any existing individual wastewater system.

The Division will review for the following items:

1. Air conditioning condensate drains, stone water drains, or any other 'clean' water not requiring treatment shall not be connected to the public sewer system.
2. The disposal of 'non standard' wastes or chemicals shall be specifically approved by the Division, or alternative method of disposal shall be provided.
3. Grease traps shall be provided for any commercial type kitchens.
4. Oil and grit separators shall be provided for vehicle or equipment wash down areas.

ENVIRONMENTAL HEALTH SERVICES

Department of Health, State of Hawaii

3040 Umi Street, Lihue, HI 96766

Phone: 808-241-3323 Fax: 808-241-3566

www.hawaii.gov/health

As part of the County's building permit review process, the Department of Health is responsible for protecting the public health and safety by ensuring the following [Title 11, Hawaii Administration Rules](#) are complied with: .

1. [Chapter 11.11](#), entitled "Sanitation"
2. [Chapter 11.12](#), entitled "Food Establishment Sanitation"
3. [Chapter 11.14](#), entitled "Housing"
4. [Chapter 11.15](#), entitled "Milk"
5. [Chapter 11.22](#), entitled "Mortuaries, Cemeteries, Embalmers, Undertakers, and Mortuary Authorities"
6. [Chapter 11.39](#), entitled "Air Conditioning and Ventilation"
7. [Chapter 11.55](#), entitled "Water Pollution Control"
8. [Chapter 11.59.1](#), entitled "Solid Waste Management Control"
9. [Chapter 11.60.1](#), entitled "Air Pollution Control"
10. [Chapter 11.62](#), entitled "Wastewater System"

The department reviews plans for multi-family dwellings (apartments, motels, hotels, etc.) and other buildings (offices, food establishments, barber shops and beauty parlors, etc.) To determine compliance to any applicable rules mentioned above.

To expedite the review and approval process, the following should be provided:

1. The location of all existing and proposed structures on the plot plan.
2. The location of all existing and proposed wastewater system on the plot plan.
3. A complete design drawing of the wastewater system certified by the design engineer.
4. The type and size of the windows for light and ventilation purposes.
5. A complete mechanical drawing of the air conditioning or ventilating system designed by an architect or a professional engineer especially qualified in the mechanical branch.
6. For air conditioning systems of greater than four and a quarter (4-1/4) tons and ventilating systems of greater than 2000 cfm, a permit to install, alter or operate (Form I, Application for Permit) shall be reviewed and approved by the Noise, Radiation & Indoor Air Quality Branch at 591 Ala Moana Blvd., Honolulu, Hawaii 96713.
7. For food establishments, the following shall be provided:
 - a. A completed "Application for Food Establishment Plan Review".
 - b. A fee amount of \$200.00 for a new construction or conversion or \$150.00 for remodeling.
 - c. A complete set of plans including a list of equipment, plumbing schematic, etc.
(Note: It is recommended that the "Basic Requirements for Preliminary Review of Food Services and Food Establishments" information sheet be obtained from the department. The document contains a list of items that need to be addressed on plans.

To assist the applicants in expediting the building permit review process, waivers for plan review on "Individual Wastewater Disposal Systems" for residential buildings and "Form 1. Air Conditioning and Ventilation Systems" for commercial buildings are available.

THE FOREMENTIONED REQUIREMENTS ARE SUBJECT TO CHANGE. FOR MORE CONCLUSIVE INFORMATION IT IS THE APPLICANT RESPONSIBILITY TO VERIFY WITH ALL REVIEWING AGENCIES FOR ALL AND/OR ANY ADDITIONAL REQUIREMENTS.