

County Revocable Right of Way Checklist:	DATE	INITIAL
1) Permit completely filled out		
2) Permit signed		
3) Is permit period (if longer than one night) for less than one year (can only issue county permits for one year max)		
4) Question No. 3 requirements		
a. Schematic/Layout		
b. Equipment Diagram (if any)		
c. Vendors (#/location)		
d. Restrooms		
e. Parking		
f. Safety Measures (barricades, signs, security)		
5) Is there a road closure? If so, copy of KPD permit required.		
6) Is Public Notice required? If so, have they attached the notice and any responses/answers to responses and mailing list?		
7) Insurance Certificate:		
a. Is it signed?		
b. Is it for the correct liability amounts?		
c. Is it completely filled out?		
d. Is the insurer an insurer licensed to do business in Hawaii?		
e. Does the policy period cover the event period?		
f. Correct wording in Description of Operations, etc.		
g. Correct Certificate Holder name (OED)		
ISSUE PERMIT NUMBER		
ROUTE TO ALL PARTIES WITH DEADLINE TO RESPOND		
NOTIFY/SEND PERMIT BACK TO PERMITTEE		