



County of Kaua'i  
Department of Public Works, Building Division  
4444 Rice St., #175, Lihue, HI 96766  
Tel: (808) 241-4854

**Commercial Permit Application Checklist**  
**Check One:**  Paper  Electronic  
**"As-Built" Structure?**  Yes  No

**Plans shall comply with the 2018 IBC, 2018 IEBC and 2018 IECC as adopted by the State of Hawai'i pursuant to HRS Section 107-28. 2018 UPC and 2017 NEC as adopted by the County of Kaua'i.**

**E-PLAN SUBMISSION:**

- Plan orientation is landscape (horizontal) for reading from left to right.
- All plans to follow prescribed naming standards (see EPR Applicant User Guide).
- Each sheet to be uploaded into EPR as a separate PDF or DWF.
- Leave a 3-inch x 3-inch blank area, on all pages, in the upper right hand corner for the APPROVED – JOB SITE COPY stamp to be inserted later.
- Supporting document files will be uploaded into EPR as a multi-page file.
- Bring completed permit application and this checklist to BD office to start the permit process.
- Refer to the county website [www.kauai.gov](http://www.kauai.gov) under Licenses and Permits, Electronic Plan Review for additional information.

**BUILDING CODE SUMMARY:** This information should be incorporated into the title sheet for easy reference.

- Occupancy type with square footage. If mixed occupancy, list the square footage for each occupancy type.
- Calculated design occupant load as per 2018 IBC Table 1004.1.2.
- Fire resistive requirements and fire, life and safety code analysis layout. Specify if design is to NFPA 13 or NFPA 13R and if required.
- Means of Egress.  Type Construction.  Interior Finishes.

**APPLICABLE CODES:**

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| - 2018 International Residential Code | - 2018 International Building Code |
| - 2017 National Electrical Code       | - 2018 Uniform Plumbing Code       |
| - 2012 NFPA 1 with Amendments         | - 2018 IECC (Energy Code)          |

**GENERAL:** Check each box to verify requirements are met.

- A building permit application (multi-carbon) and Contractor's Statement may be obtained at BD office with all applicable items on the forms completed. The application and Contractor's Statement shall be signed by the permittee, his/her authorized agent, or his/her successor in interest, of which agent or successor may be required to prove such agency or successor.
- If the owner of record is not applying for permit, a letter of authorization from the owner must be submitted with the building permit application.
- If the Tax Map Key (TMK) cannot be verified, the applicant must go to Real Property Assessment Division to obtain the correct TMK.
- All building plans shall be designed, approved and stamped by a professional structural engineer or architect licensed and registered in the State of Hawai'i as required by Chapter 464, Hawai'i Revised Statutes.
- The completed building permit application and this checklist must be submitted by e-plan or by paper with six (6) sets to BD office. At least one set of paper plans must have the original wet stamp and signature of the design professional as per HAR 16-115-8 & 9. (Paper plans are accepted only at the discretion of the building official.)
- Electrical and Plumbing permit applications must be filled out (contractor information not required) and submitted for plan review.
- Be sure to include an INDEX PAGE for easy reference. The Tax Map Key (TMK) must be listed on all plan pages.
- The Energy Code Statement must be signed by the design professional and placed on the first page of the plans, or submitted separately in letter to the Building Official including the identification of the building.
- Any engineering packet provided must contain a current engineer signed stamp and designed criteria.
- Identify basic wind speed and exposure category for location. Wind-borne debris regions require additional opening protections.

**SITE PLAN:**

- Must be legible, including North arrow and drawn to scale (i.e., 1" = 20'-0"). Provide a graphic scale for all drawings.
- Orientation of footprint matches floor plan.
- Show property line locations and existing easements with dimensions.
- Show location of proposed utilities (water, sewer, power, gas, phone, cable/broadband) with dimensions to property line and surrounding items.
- Show all adjacent street names.
- Show outline of existing and proposed structures with distances to property lines and between structures; setbacks (as determined by Planning Dept.) shall be identified with written dimensions and drawn to scale. Include any cantilevers and eaves.
- Indicate height of all structures inclusive of roof ridgelines.
- Show building and garage entrances, driveway and access from street.

- Indicate and show breakdown of building surface coverage calculations (square footage of lot, building footprint and percentage of lot coverage). Include floor area ratio (FAR). Planning Dept. determines maximum lot coverage based on zoning.
- If property is on cesspool or septic system, identify the location on the site plan. Otherwise, specify if county or private sewer system.
- Show proposed finished grade based on spot elevations.
- Show site drainage using arrows to indicate direction of flow. Show gutters w/down-spout locations if applicable.
- Show location of all easements (utility, driveway, etc.).
- For additions/remodels, indicate area on footprint to be altered.

**BUILDING PLANS:**

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- Plans must be legible and drawn to scale (i.e., 1/4" – 1'-0"). Plans must include the following:
  - Foundation plan showing all structural elements, including hold-down locations and type of fasteners.
  - Exterior elevations accurately representing building site and grading (1 for each side of building).
  - Detailed floor plans with square footage and systems layout. Identify & label use of each room, space or area.
  - Floor framing: all floor framing sheets, details and beams must match.
  - Roof framing showing location, spacing, and sizes of rafters and beams, required solid blocking, and header sizes for door & window locations. If using roof trusses provide stamped engineered details of all trusses to be used, including a layout indicating the placement of each truss. Include engineered drag trusses and truss bracing details. (NOTE: Engineered truss details may be submitted to BD office after permit is issued. However, truss details must be submitted for review and approval prior to calling for Load/Uplift Ties inspection.)
  - Typical building cross sections showing all foundation & framing components including but not limited to: floors, walls & ceiling, main structural members, sheathing, siding, roofing and bracing. Include window and door schedules. Multiple story structures require a complete stair section indicating stair rise & run, headroom clearance, framing & support members and handrail/guardrail details. Also include interior elevations.
  - Lateral bracing details.
  - Electrical layout showing room lighting, outlets, fans, exhaust vents, etc. Be sure to include one-line diagram(s), panel schedule(s), and wiring methods.
  - System layout of all plumbing, heating & air conditioning, mechanical equipment, etc. (indicate electric or gas) with isometric diagrams. Air conditioning systems over 60,000 BTU/Hr. will require a State of Hawai'i Dept. of Health Form 1 to be submitted and approved.
  - Specify Complete Load Path and Uplift Ties design with type and location of all fasteners.
  - Statement of Special Inspections: The construction drawings shall include a complete list of special inspections required in 2018 IBC Sections 1704, 1707 and 1708. The permit applicant shall submit a statement of special inspections prepared by the registered licensed engineer or architect of record as a condition for permit issuance. The statement shall include a complete list of special inspections required by this section and the qualified person who will conduct the special inspection.

**DEMOLITION:**

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- A separate Demolition application must be submitted if you wish to demo prior to permit approval of the project.

**FLOOD FRINGE, FLOODWAY, or COASTAL HIGH HAZARD AREAS:**

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- Additional information will be required for permit approval. Check with Engineering Division for further details.

By signing I acknowledge that all information contained in this checklist is true to the best of my knowledge.

**Agent (I certify that I sign this checklist personally on my own behalf and as agent for the landowner.)**

**or OWNER**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name and Relationship to Project (i.e., Agent, Contractor, Architect, Designer, Permit Processor, etc.)

\_\_\_\_\_  
Printed Name