

## APPENDIX MAUI-20

**Certificate of Occupancy Permit  
County of Maui  
Department of Public Works  
Development Services Administration Division (DSA)**

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**Permit Packet Includes:**

1. Process Overview
2. Certificate of Occupancy Application & instructions
3. Certificate of Occupancy Checklist
4. Certificate of Occupancy Fax Approval Form

**Resources:**

- Maui County Code, Title 16.26

**Approval or Permit Required:** To use, occupy or change existing occupancy classification of a building, structure or portion thereof.

**Contact Information:** Public Works Department  
Development Services Administration Division (DSA)  
Building Permit Office  
250 South High Street  
Wailuku, HI 96793  
Phone: 808-270-7250

**Website:** <http://www.co.maui.hi.us/index.aspx?nid=1221>

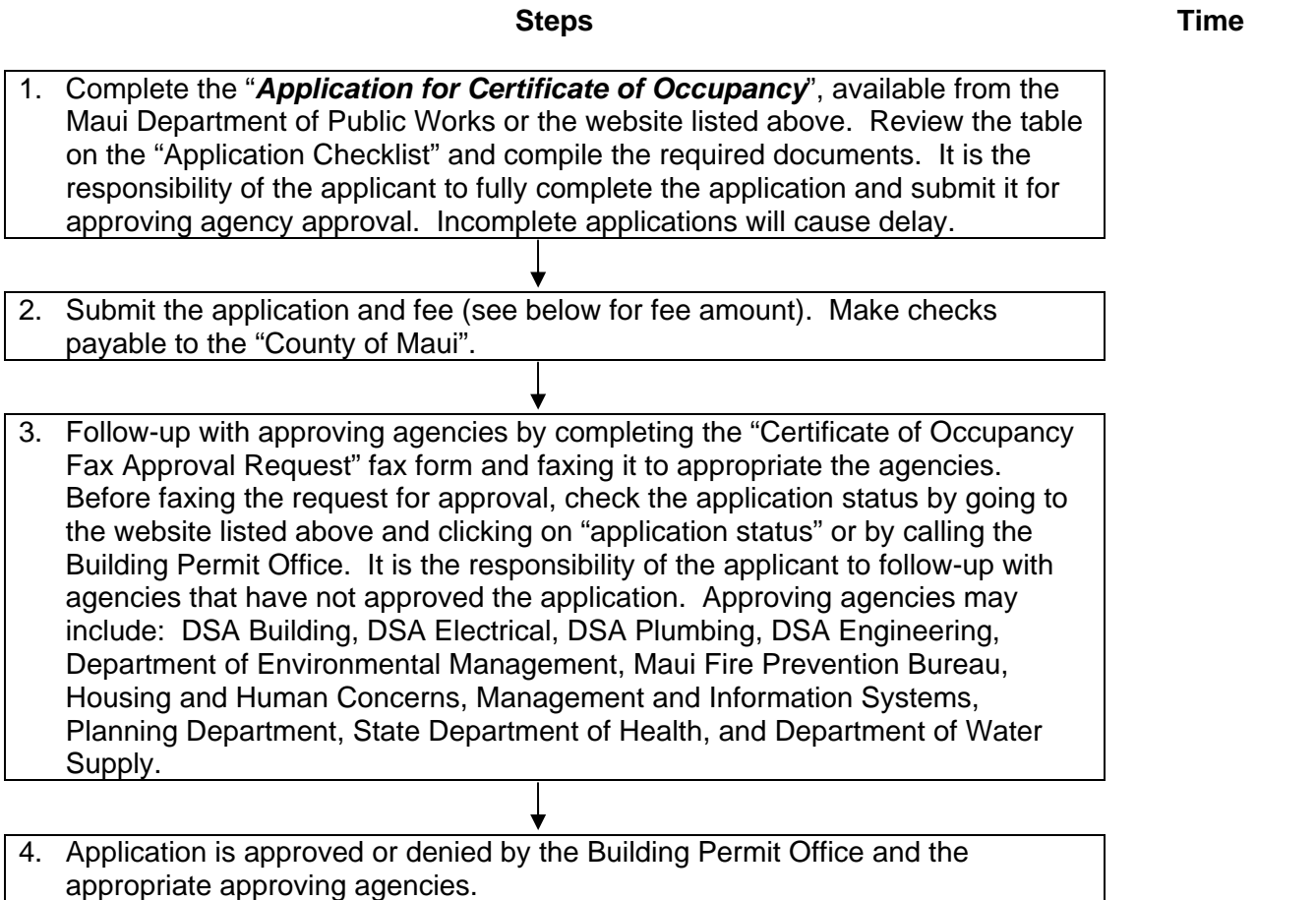
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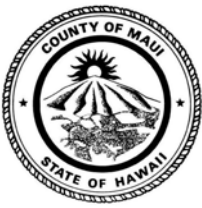
NOTE:

- This permit is usually referred to as a "CO".



**Total Time Period:      TBD**

Fees	Amount	Maximum
Issuance fee.	\$50	\$50
Total Fees:	\$50 (minimum)	\$50 (maximum)



**COUNTY OF MAUI**  
**DEPARTMENT OF PUBLIC WORKS • DEVELOPMENT SERVICES ADMINISTRATION**  
**250 SOUTH HIGH STREET • WAILUKU, HAWAII 96793**  
**(808) 270-7250 • FAX (808) 270-7972**

**APPLICATION FOR CERTIFICATE OF OCCUPANCY**

**I. Certificate of Occupancy Information**

TYPE OR PRINT LEGIBLY

PROJECT NAME						
BUILDING NAME (COMMERCIAL PROJECTS ONLY)						
BUILDING ADDRESS						
For (check all that apply): <input type="checkbox"/> New Building <input type="checkbox"/> Addition/ Alteration/Re-Model/Repair <input type="checkbox"/> Existing <input type="checkbox"/> Plan Review Waiver Building Permit <input type="checkbox"/> Other <input type="checkbox"/> Miscellaneous Inspections Requested		TO BE OCCUPIED AS *see instructions  <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">UNIT #, OR DESCRIPTION OF AREA IN STRUCTURE</td> <td style="width:30%;">FLOOR AREA (SQ FT)</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	UNIT #, OR DESCRIPTION OF AREA IN STRUCTURE	FLOOR AREA (SQ FT)		
UNIT #, OR DESCRIPTION OF AREA IN STRUCTURE	FLOOR AREA (SQ FT)					

**II. Property Information**

TAX MAP KEY	PROPERTY ADDRESS	CITY
PROPERTY OWNER		
OWNER'S ADDRESS		

**III. Permit Information if applicable**

BUILDING PERMIT #	ISSUE DATE	FINAL INSPECTION DATE	CONTRACTOR	APPLICATION #

**IV. Plan Review Waiver Building Permit**

ARCHITECT/ ENGINEER
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**V. Applicant Information**

Select One: <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/ Engineer <input type="checkbox"/> Tenant/ Business Owner <input type="checkbox"/> Other/ Agent	
APPLICANT NAME	PHONE #
ADDRESS	EMAIL ADDRESS

**VI. Contact Information if other than Applicant**

CONTACT NAME	PHONE #
CONTACT ADDRESS	EMAIL ADDRESS

**For Official Use Only:**

Requesting:     CO     CO-L Release Ltr    Misc Inspections:  No     Yes    Ltr Authz/ Lease Agmt req'd:  No     Yes  
 Replacement:  No     Yes, to replace CO # \_\_\_\_\_ Date Issued \_\_\_\_\_  
 Space previously occupied by: \_\_\_\_\_

\*\*\*\*\*  
 Approvals:     DSA Building     DSA Engineering     Environmental Mgt     Health     MIS     Water  
 (Check all that apply)     DSA Electrical     DSA Plumbing     Fire     Housing     Planning  
 \*\*\*\*\*

At Issuance:    Construction Type \_\_\_\_\_    Unauthorized Occupancy:  No     Yes, \$ \_\_\_\_\_ fine.  
                   Occupancy Group \_\_\_\_\_    Temporary to expire : \_\_\_\_\_,  
                   Occupant Load \_\_\_\_\_    \_\_\_\_\_,  
 (Day Care Only)

REMARKS:

Application Date	Application Number
Issue Date	Permit Number

**INSTRUCTIONS FOR COMPLETING THE  
APPLICATION FOR CERTIFICATE OF OCCUPANCY**

**Type or print legibly.** Incomplete applications will not be processed.

**I. Certificate of Occupancy Information**

- Project Name: Name of business. For residential release letter, name of owner on building permit.  
Building Name: Name of building when applicable, e.g. Aloha Building. Can be name of shopping mall.  
Building Address: Address of building. \*For address information, call DSA Engineering at (808) 270-7242.  
Check all that apply: Check all criteria that apply to the project.  
**To Be Occupied As: Enter use as approved on the building permit. If application for certificate of occupancy is by miscellaneous inspection, please consult with the Building Permit Office at (808) 270-7250.**  
Unit #, or Description: If applicable, enter unit or room number, or describe area within structure to be occupied.  
Floor Area: Enter square footage of floor area to be occupied.

**II. Property Information**

- Tax Map Key: Enter the current Tax Map Key (TMK) for the property.  
Property Address: County assigned address for the property. \*For address information, call (808) 270-7242.  
Property Owner: Property owner name as filed with Real Property Tax Division, or submit copy of recorded deed.  
Owner's Address: Mailing address of property owner.

**III. Permit Information:** Complete only if the information on a building permit was issued for this application.

**IV. Plan Review Waiver Permit:** If applicable, name of architect or engineer who certified the County's plan review waiver building permit.

**V. Applicant Information:** Select type of applicant, then complete the applicant's information.

**VI. Contact Information:** Complete contact person's information. All correspondence will be directed to the contact person.

The following agencies may be required to review and approve the application. However, it is the responsibility of the applicant to follow up with agencies that have not approved.

Development Services Administration (DSA)

(INSP-BLDG)	Building Inspection*	(808) 270-7375	Fax (808) 270-5520
(INSP-ELEC)	Electrical Inspection*	(808) 270-7255	Fax (808) 270-5520
(INSP-PLB)	Plumbing/Gas Inspection*	(808) 270-7368	Fax (808) 270-5520
(EL)	Driveway/Grading/Drainage Inspections*	(808) 270-7242	Fax (808) 270-7972
(EM)	Department of Environmental Management - Wastewater Reclamation Division*	(808) 270-7417	Fax (808) 270-7425
(FD)	Fire Department - Fire Prevention Bureau*	(808) 244-9161	Fax (808) 244-1363
(HD)	State Department of Health* Commercial Residential	(808) 984-8230, (808) 984-8232,	Fax (808) 984-8237 Fax (808) 984-8237
(HHC)	Department of Housing and Human Concerns*	(808) 270-7805	Fax (808) 270-7165
(MIS)	Management Information Systems (County Projects Only)	(808) 270-7842	Fax (808) 244-2660
(PD)	Planning Department, Zoning and Enforcement Division*	(808) 270-7253	Fax (808) 270-7634
(WD)	Department of Water Supply*	(808) 270-7835	Fax (808) 270-7833

\*Fax request only to request approvals when applicable - separate fax form required for each request date.

Status of the application can be obtained online at the County of Maui's website at [www.mauicounty.gov](http://www.mauicounty.gov), or by calling the Building Permit Office at (808) 270-7250.



**COUNTY OF MAUI**  
**Department of Public Works**  
**Development Services Administration**  
**250 South High Street • Wailuku, Hawaii 96793**

**CERTIFICATE OF OCCUPANCY**

Pursuant to §16.26.109.1 Use and Occupancy of the Maui County Code, “No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided herein. Exception: Group R, Division 3 and Group U Occupancies.” Also, a certificate of occupancy will not be issued to structures approved and constructed as building shells.

Pursuant to §16.26.109.7 Violations of the Maui County Code, “If any portion of a structure is occupied prior to obtaining a certificate of occupancy when a certificate of occupancy is required, the building official shall collect a \$1,000 fine prior to issuing the certificate.”

Pursuant to §16.26.106.4.1(b) Issuance of the Maui County Code, as it pertains to plan review waiver building permits, “. . . If the structure is occupied prior to obtaining a release from the non-occupancy agreement, the building permit applicant shall pay a \$1,000 fine prior to the building official issuing a release from the agreement.” **Release letters** will be issued for plan review waiver building permits for repairs to commercial buildings, and for structures with Group R, Division 3 and Group U Occupancies, while certificates of occupancy will be issued for most plan review waiver building permits for commercial projects.

Pursuant to §16.26.109.3 Certificate Issued of the Maui County Code, “A fee as set forth in the annual budget shall be paid prior to issuance of any certificate of occupancy.” The issuance fee for a certificate of occupancy is \$50, effective July 1, 2008, and is to be made payable to COUNTY OF MAUI.

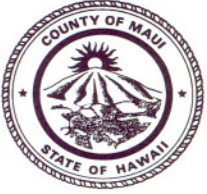
A certificate of occupancy may be obtained upon compliance with building and associated permit requirements, or code compliance verified by miscellaneous inspections if a building permit is not required. The certificate of occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

**Checklist for applying for a Certificate of Occupancy:**

1. Completed Application for Certificate of Occupancy.
2. A location map on 8 ½ “ x 11” size paper. *\*When the application is approved and the certificate of occupancy issued, the location map will be copied onto the back of the certificate.*  

For a new building:	The map shall include the current Tax Map Key and placement of all existing and proposed structure(s) on the property with the subject building clearly identified.
For a unit or space within a building:	Same as above, except the unit or space within the building is to be clearly identified.
3. For a Certificate of Occupancy by miscellaneous inspections, include the following:
  - A. a floor plan of the entire building and unit or space within the building, in addition to the above.
  - B. A notarized letter of authorization from the fee owner or property management, or a copy of the executed lease agreement.
  - C. \$180 miscellaneous inspection fee, payable to COUNTY OF MAUI.

For further information, please contact the Building Permit Office at (808) 270-7250, or by email at [Building.permits@mauicounty.gov](mailto:Building.permits@mauicounty.gov) . Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, (HST).



# CERTIFICATE OF OCCUPANCY APPROVAL REQUEST FAX TRANSMITTAL

Before faxing a request for approval, please check application status online at the County of Maui's website, or call the Building Permit Office at (808) 270-7250. It is the responsibility of the applicant to follow up with agencies that have not approved the application.

- Instructions:
1. Enter the requested date.
  2. Complete the Project Name, Address, etc. Print clearly.
  3. Provide the CO application number below.
  4. Followup and new requests require a separate fax form.

Date \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_

TMK \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Check all boxes for CO approvals being requested on this date:

- |  |                    |   |
|--|--------------------|---|
| <input type="checkbox"/> DSA BUILDING      | FAX (808) 270-5520 | *If a Building Permit has been issued, do not request until the Final Inspection has passed.  |
| <input type="checkbox"/> DSA ELECTRICAL    | FAX (808) 270-5520 | *If an Electrical Permit has been issued, do not request until the Final Inspection has passed.   |
| <input type="checkbox"/> DSA PLUMBING      | FAX (808) 270-5520 | *If a Plumbing/Gas permit has been issued, do not request until the Final Inspection has passed.  |
| <input type="checkbox"/> DSA ENGINEERING   | FAX (808) 270-7972 | *Do not request until after the Building Final Inspection has passed.   |
| <input type="checkbox"/> ENVIRONMENTAL MGT | FAX (808) 270-7425 | *Do not request until all Wastewater Division requirements (inspections, etc.) have been met, including after the DSA Plumbing Final Inspection has passed. |
| <input type="checkbox"/> FIRE              | FAX (808) 244-1363 |   |
| <input type="checkbox"/> HEALTH            | FAX (808) 984-8237 | *Do not request until after the Building Final Inspection has passed.   |
| <input type="checkbox"/> HOUSING           | FAX (808) 270-7165 |   |
| <input type="checkbox"/> PLANNING          | FAX (808) 270-7634 | *Do not request until all Planning requirements have been completed.  |
| <input type="checkbox"/> WATER             | FAX (808) 270-7833 | *Do not request until all Water Department requirements have been completed.  |