APPENDIX HAWAI'I-3

Building Permit
Hawaii County
Public Works Department
Building Division

Permit Packet Includes:
1. Process Overview
2. Hawaii County Building Permit Worksheet
3. Instructions for completing form
4. Building Permits Frequently Asked Questions
5. Hawaii County Code, Chapter 5 (See Appendix HCC – Chapter 5)
6. Hawaii County Code, Chapter 9 (See Appendix HCC – Chapter 9)

Approval or Permit Required: To erect a new building or structure.

Contact Information: Aupuni Center, 101 Pauahi Street, Suite 7
Hilo, HI 96720-4224
Phone: 808-961-8331

Website
Public Works – Forms & Permit Application:
http://www.hawaiicounty.gov/pw-online-requests-permit-app/#Bldg
Building Permit Worksheets: http://records.co.hawaii.hi.us/Weblink8/Browse.aspx?dbid=1&startid=59838
Form: http://records.co.hawaii.hi.us/Weblink8/1/doc/59840/Page1.aspx
PDF Form (Fillable): http://records.co.hawaii.hi.us/Weblink8/1/doc/59841/Electronic.aspx
APPENDIX HAWAII-3

Building Permit
Hawaii County
Public Works Department
Building Division
Steps

1. Bring three (3) sets of Construction Plans and a complete “Building Permit Worksheet” to be submitted to the permit clerk of the Building Division.

2. You are responsible to obtain approvals (dated signatures) from each agency as indicated on the permit application.

3. After receiving approvals from all agencies, return your submittals to the permit clerk. A detailed review by the plan reviewers of the Building Division will be made. Depending upon the type of work proposed (see Special Inspections lists), you may be required to employ special inspectors for the project. Additional information may be required by the plan reviewers to ascertain code compliance. You will be notified when your submittals have been approved.

4. After your submittals have been approved for issuance of a building permit, a fee will be required. The permit clerk will then issue your BUILDING PERMIT PLACARD, TO BE POSTED AT THE JOBSITE PRIOR TO COMMENCING CONSTRUCTION, together with your approved plans and your copy of the approved building permit application.

(Timeline Not Available)
## BUILDING PERMIT FEES TABLE

<table>
<thead>
<tr>
<th>TOTAL VALUATION FEE</th>
<th>Amount</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $500</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>More than $500, to &amp; including $2,000</td>
<td>($10 for first $500) * Plus $1.50 per $100</td>
<td></td>
</tr>
<tr>
<td>More than $2,000, to &amp; including $25,000</td>
<td>($32.50 for first $2,000) * Plus $7.50 per $1,000</td>
<td></td>
</tr>
<tr>
<td>More than $25,000, to &amp; including $50,000</td>
<td>($205 for first $25,000) * Plus $6 per $1,000</td>
<td></td>
</tr>
<tr>
<td>More than $50,000</td>
<td>($355 for first $50,000) * Plus $3 per $1,000</td>
<td></td>
</tr>
</tbody>
</table>

Total Fees: $10 (minimum) Varies (maximum)