

APPENDIX HAWAII-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>

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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)

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| Fees | Amount | Maximum |
|--|--|---------------------|
| BUILDING PERMIT FEES TABLE | | |
| TOTAL VALUATION FEE | | |
| Up to \$500 | \$10 | |
| More than \$500, to & including \$2,000..... | (\$10 for first \$500) * Plus \$1.50 per \$100 | |
| More than \$2,000, to & including \$25,000..... | (\$32.50 for first \$2,000) * Plus \$7.50 per \$1,000 | |
| More than \$25,000, to & including \$50,000..... | (\$205 for first \$25,000) * Plus \$6 per \$1,000 | |
| More than \$50,000 | (\$355 for first \$50,000) * Plus \$3 per \$1,000 | |
| Total Fees: | \$ 10 (minimum) | Varies (maximum) |