

**Kauai-DPW-1
Building Permit
Department of Public Works, Building Division
County of Kauai**

Reason for Approval/Permit: To construct, alter, equip, move, demolish, repair, or use a building or structure (including the design and construction of certain energy systems); or, to install, alter, or repair plumbing and drainage systems

* Per Section 105.1, Kauai County Code, a Building Permit may not be required for certain solar energy system work by an electrical utility or serving agency operating under a franchise or charter granted by the State of Hawaii

** For rooftop photovoltaic (PV) systems, see the *Rooftop PV Systems* checklist on page 2

References: Kauai County Code, Chapter 12 (Building Code), Chapter 12-6 (Energy Code), Chapter 14 (Plumbing Code); Kauai County Ordinances 733, 890 (Energy Code), 929 (Building Code), 951 (Plumbing Code)

Fees: Fees shall be payable to "Director of Finance"

(1) Building Permit Fee: based on a preliminary estimation of the building evaluation; see Kauai County *Residential Building Valuation Policy* for details on unit costs per square foot for different classes of residential and accessory buildings

(2) Plan Review Fee: Fifteen percent (15%) of the building permit fee, rounded off to the nearest dollar (fee is required for all building permit applications as directed by Kauai County Ordinance 733)

Prerequisite Permits and Approvals: County of Kauai Zoning Permit (may be submitted concurrently)

Website:

County of Kauai: <http://www.kauai.gov/Kamaaina/tabid/36/Default.aspx>

Must pick up Building Permit at the Building Division.

For more information go to Government/Departments/Public Works/Building Division:

<http://www.kauai.gov/Government/Departments/PublicWorks/BuildingDivision/tabid/64/Default.aspx>

Checklist	Estimated Time
1. Complete and file an application and Contractor's Statement provided by the Building Division with all applicable items on the forms completed. <ul style="list-style-type: none"> • Applications must be signed by the applicant, authorized agent, or applicant's successor in interest. 	--
2. Prior to or concurrently with the Building Permit application, submit an application for a Zoning Permit (if applicable). <ul style="list-style-type: none"> • Zoning related permits are issued prior to the approval of the Building Permit. 	--
3. With Building Permit application, submit five (5) complete sets of plans as required by the Building Division. <ul style="list-style-type: none"> • Plans must be prepared, designed, approved, and stamped by a registered professional licensed engineer or architect per Chapter 464, Hawaii Revised Statutes. • <u>Commercial Projects:</u> Additional requirements apply. For simultaneous plan review, verify requirements with the Building Division. 	--
4. Plans for Building Permits must be reviewed and approved by the following County of Kauai agencies: <ul style="list-style-type: none"> • Planning Department, 4444 Rice St, Ste. 473, Lihue, HI 96766 • Department of Water, 4398 Pua Loke, Lihue, HI 96766 • Engineering Division, 4444 Rice St, Ste. 175, Lihue, HI 96766 • Fire Department, 4444 Rice St, Ste. 295, Lihue, HI 96766 • (Fire Department approval: Commercial Project Only) • Wastewater Management, 4444 Rice St., Ste. 200, Lihue, HI 96766 • Building Division, 4444 Rice St, Ste. 175, Lihue, HI 96766 Plans are also reviewed and approved by the following State of Hawaii agency: <ul style="list-style-type: none"> • Environmental Health Services, Department of Health, 3040 Umi St, Lihue, HI 96766 	--
5. Applicant is notified of acceptance, acceptance with modification, or rejection/denial of the Building Permit application.	--

6. Submitted Building Permits can be tracked at: http://www.kauai.gov/BuildingPermits	--
Total Estimated Time from Application Acceptance	TBD

October 2013 Permit Briefs are for guidance only. Confirm procedures with the appropriate agency.



Rooftop PV Systems

Kauai County

Current Practice

1. A 10-page *Plan Review Checklist for Photovoltaic System Installation* is available at our front counter to guide applicants through PV permit process
2. Applicant submits electrical and building applications
Three sets of plans (minimum 8" x 14", maximum 30" x 42") are submitted along with the above applications. Plans shall include:
 - A plot plan
 - A roof plan showing the array rooftop layout
 - A one-line electrical diagram showing all electrical information
 - The plan must also show all raceway runs, cable runs, combiner boxes, junction boxes, disconnects, inverters, subpanels, utility electrical service, grounding, and the overall height of the installation referenced from grade level. A clear distance of at least 36 inches between all panels and the sides and bottom edges of the roof must be shown. This distance provides an adequate walkway around the panels for maintenance purposes, and for firemen who might need to be on the roof during an emergency. Plans must also include the photovoltaic equipment manufacturer's specification sheets showing different AC/DC voltages and currents for the inverter and photovoltaic modules
 - Residential plans usually do not require an engineer's stamp unless the system exceeds 10 KVA; all commercial plans will require an engineer's stamp
3. The permit information is inputted into the County's permit tracking system
4. Plans are routed to the electrical plans examiner for approval
5. After electrical review, plans are forwarded to the building plans examiner for approval
6. If either the electrical and/or building plans examiners have correction, the plan will be sent back to the applicant for revisions. Revised drawings will be returned to the Building Division and rechecked for code approval. Once both the electrical and building plan examiner have approved the drawings, they are cleared for issuance of a permit in the County's permit tracking system
7. The approved plans will be sent to the front counter to be stamped "Approved"
8. The applicant will be notified that the plans have been approved and are ready to issue.
9. Applicant will come back to the Building Division and pay the fees:
 - Residential: \$115
 - Commercial: \$575
10. The permit is issued to a licensed electrical contractor
11. Contractor will install the PV system per the approved set of plans
12. Inspections are required:
 - rough-in electrical
 - rough-in building
 - final electrical
 - final building