

## APPENDIX HONOLULU-6

**Building Permit  
City and County of Honolulu  
Department of Planning and Permitting (DPP)  
Building Division**

---

**Permit Packet Includes:**

1. Process Overview
2. DPP Building Division Building Permit Worksheet
3. Building Permit Information – Links and Instructions
4. Building Permit Frequently Asked Questions
5. Demolition Affidavit
6. Demolition Notice to Contractors
7. Supplemental Information sheet
8. Revised Ordinances of Honolulu – Chapter 16 – Building Codes (See **Appendix ROH – Chapter 16**)
9. Revised Ordinances of Honolulu – Chapter 18 – Fees (See **Appendix ROH – Chapter 18**)

**Approval or Permit Required:** To consolidate the building, electrical and plumbing permits, including permits for the construction of sidewalks, curbs and driveways, into a single permit and to assess fees based on the value of the work to be performed.

**Contact Information:** City and County of Honolulu  
Department of Planning and Permitting  
Building Division  
650 South King Street  
Honolulu, HI 96813

**Website:**

To download forms go to “Application & Forms” for DPP, City and County of Honolulu”:

<http://www.honoluluapp.org/ApplicationsForms.aspx>

Building Permit Forms: <http://www.honoluluapp.org/ApplicationsForms/BuildingPermits.aspx>

Building Permit: <http://www.honoluluapp.org/Portals/0/pdfs/construction/Refund.pdf>

---

# APPENDIX HONOLULU-6

**Building Permit  
City and County of Honolulu  
Department of Planning and Permitting (DPP)  
Building Division**

## Steps

## Time

1. Complete and submit a "BUILDING PERMIT WORKSHEET" as well as the "SUPPLEMENTAL INFORMATION FOR BUILDING OWNER, PERMIT APPLICANT AND CONTRACTOR".

- Each application should include three sets of plans, specifications, calculations, construction inspection requirements, and other data.
- One set of plans should be submitted to Hawaii Department of Health (DOH).
- Construction inspection requirements are defined in ROH Chapter 18, Section 4.6.
- Include plan review fee, which is 50% of the estimated tentative building permit fee as described on the following page. Plan review fee will not exceed \$2,500.



2. Building Division reviews the permit application materials. Time limits for initial review for each agency/branch for projects that qualify for the Automatic Approval process are as follows:

- Category 1 Permits Two (2) full working days: Single-family dwelling and two-family dwelling; Structures accessory to residential dwellings; Retaining walls
- Category 2 Permits 14 calendar days: Projects with valuation below \$50,000
- Category 3 Permits 28 calendar days: Projects with valuation between \$50,000 and \$999,999
- Category 4 Permits 42 calendar days: Projects with valuation between \$1,000,000 and \$9,999,999
- Category 5 Permits 70 calendar days: Projects with valuation above \$10,000,000



3. The application is denied, accepted, or accepted with modification.

---

**Total Time Period: 70 days  
(maximum)**

## APPENDIX HONOLULU-6

**Building Permit  
City and County of Honolulu  
Department of Planning and Permitting (DPP)  
Building Division**

**NOTE:** Permit fees are calculated by the building official, and are based on the total value of all construction work for which the permit is issued, as well as all finish work (including painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent work or permanent equipment).

<b>Total Estimated Valuation of Work</b>	<b>Fee Amount</b>
From \$.01 to \$500.00	\$18.00
From \$500.01 to \$1,000.00	\$6.00 + \$2.50 per \$100.00 or fraction thereof of the total estimated valuation of work
From \$1,000.01 to \$20,000.00	\$11.00 + \$2.00 per \$100.00 or fraction thereof of the total estimated valuation of work
From \$20,000.01 to \$50,000.00	\$60.00 + \$17.00 per \$1,000.00 or fraction thereof of the total estimated valuation of work
From \$50,000.01 to \$100,000.00	\$260.00 + \$13.00 per \$1,000.00 or fraction thereof of the total estimated valuation of work
From \$100,000.01 to \$500,000.00	\$660.00 + \$9.00 per \$1,000.00 or fraction thereof of the total estimated valuation of work
From \$500,000.01 to \$2,000,000.00	\$2,915.00 + \$4.50 per \$1,000.00 or fraction thereof of the total estimated valuation of work
From \$2,000,000.01 and above	\$3,915.00 + \$4.00 per \$1,000.00 or fraction thereof of the total estimated valuation of work
<b>Total Fees:</b>	<b>Varies</b>