COUNTY OF MAUI
DEVELOPMENT SERVICES ADMINISTRATION (DSA)
250 SOUTH HIGH STREET
WAILUKU, HAWAII 96793

RESIDENTIAL BUILDING PERMIT CHECKLIST

(Rev. January 2011)

ALL of the following, if applicable, are required for processing a building permit for a new residential building, or an addition/alteration to an existing residential building. Submission of the application and related documents are to be made at the Building Permits Office. Note: **If the property is landlocked, legal access must be determined PRIOR to submitting for building permit.** A copy of the Warranty Deed, or other documents must be submitted for review.

1. Completed Building permit application.

2. Eight (8) sets of plans drawn to scale to include, but not be limited to, site plan, floor plan, foundation plan, roof framing plan, cross/wall section, and elevations. **Effective August 1, 2005, bound sets of plans shall be limited to 100 sheets per bound set. Project plans requiring more than 100 sheets must be divided into two or more bound sets. This limitation is being instituted to reduce the risk of injury when routing and handling of bulky plans.**

   IF the plans are stamped, the Architect or Structural Engineer licensed in the State of Hawaii shall: (1) sign the building permit application; **or** (2) submit a letter authorizing the applicant to file an application for a permit using documents prepared by the Architect or Structural Engineer; **or** (3) seal or wet stamp every sheet of plans submitted for the building permit application.

   IF the plans are **REQUIRED** to be stamped, we will also require:
   a. Completed Special Inspection Requirements form.
   b. Maui County Code 16.16A, 2006 IECC Energy Code Compliance. A certification block shall be located on the first sheet of the pertinent plan, e.g. architectural, electrical, and mechanical.

3. Copy of the recorded deed **if** property ownership is not already filed with the County of Maui's Real Property Tax Division, **or**, a notarized letter of authorization from the current fee owner.

4. Building plan review fee, as per attached fee schedule.

5. Site work:
   a. Completed grading and grubbing permit check for all new foundation and ground work.
   b. Completed Driveway Permit Application **and** site distance analysis for all repairs, reconstruction, and new driveways with access from a County roadway, **or**
   c. Completed Sight distance analysis **and** driveway inspection request for existing driveway with access from a County roadway, when applicable.

6. Private water areas:
   a. Notate on site plan the location of a fire hydrant within 500 feet driving distance to the new structure. This hydrant location needs to be certified by the architect or structural engineer of record, or the subdivision plan showing hydrant location(s).

7. Act 204, HRS 196-6.5. As of January 1, 2010, a solar water heater system is required for all new single family dwellings.

NOTE: Each detailed structure on the plans, including fences and retaining walls not considered a part of the structure, requires a separate building permit application and plan review fee.

Please call the **Building Permit Section at (808) 270-7250** if you have any questions regarding the building permit process. Office hours are 8:00 a.m. - 4:00 p.m., Monday through Friday. No new permit applications will be accepted after 3:45 p.m.

If you have any questions regarding building inspections, please contact the Building Inspection Office at (808) 270-7375. Their office hours are 6:45 a.m. - 3:30 p.m., Monday through Friday.

The application and plans for residential projects are distributed concurrently for review and approval, when applicable, to the following agencies. Contact each agency directly if you have any questions regarding their review.

Department of Water Supply - (808) 270-7835
County water service areas.

State Department of Health - (808) 984-8232
Individual wastewater system and cesspools.

Fire Prevention Bureau - (808) 244-9161
Private water systems.
Scaled site plan showing fire hydrants location and access roads to the buildings.

Planning Department - (808) 270-7253
Flood areas, agricultural districts, special management area boundaries, permitted uses.
Planning Permits may be required and will need to be submitted directly to that agency before they will approve your application for building permit.

Department of Housing and Human Concerns - (808) 270-7805
All single family dwellings, accessory dwellings, farm dwellings, either new or by conversion. Alteration or renovation of existing apartments.

State Department of Education - (808) 377-8301
All single family dwellings, accessory dwellings, farm dwellings, either new or by conversion.

Department of Public Works - Development Services Administration

Engineering Section- (808) 270-7242
Site work - including grade check determination, driveways from county roadways.

Building Plans Review - (808) 270-7236
Building and housing codes reviews, including energy code compliance and special inspection requirements.