



COUNTY OF MAUI
DEPARTMENT OF PLANNING
250 S. HIGH STREET
WAILUKU, HI 96793
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Application packet for
BED AND BREAKFAST HOME
PERMIT RENEWAL
BB1, BB2, BB3, BBLA, BBMO
BBHA, BBKM, BBMP, BBPH, BBWK, BBWM

I. SOURCES OF AUTHORITY

The sources of authority for a **Bed and Breakfast (B&B) Home Permit** are listed below:

- Bed and Breakfast, [Ordinance 3611 Bill 115](#) (2008).
- Maui County Code, [Title 19, Zoning](#), as amended.
- Maui County Code, [Chapter 19.64, Bed and Breakfast Homes](#). (Ord. No. 3611, § 4, 12-19-2008)
(Ord. 2609 § 8 (part), 1997)

Application copies can be obtained at the Planning Department at 250 South High Street, in Wailuku. A PDF fillable version of this application may also be downloaded from the [Planning Department, Permit and Development Applications](#), portion of the County's website at, www.mauicounty.gov.

II. PURPOSE

The purpose of the bed and breakfast home permit renewal is to maintain appropriate restrictions and standards for bed and breakfast homes; allow homeowners who live on the property an opportunity to participate and benefit from tourism; to provide an alternative visitor experience and accommodation to the resort and hotel accommodations currently existing in the County; and to retain the character of the neighborhoods in which any bed and breakfast home is located.

III. APPLICATION CONTENTS

This application contains the following documents.

1. Sources of authority, purpose, application contents, and processing procedures (pg 1)
2. Checklist of Required Submittals (pg 2)
3. Bed and Breakfast Home Permit Renewal Application (pg 3)
4. Notarized Certification of Owners Primary Residence (pg 4)

IV. PROCESSING PROCEDURES

Upon submittal of a completed bed and breakfast home permit renewal application, the Department of Planning (Department) will review to determine whether the required submittals are adequate and may ask for additional documents as needed. The Department will review to ensure that the bed and breakfast operation is in compliance with all the restrictions, standards, and conditions of the existing permit, and all other applicable federal, state, and local laws.

The Department may ask the applicant for additional copies of their renewal application and all submitted content to send to other government agencies for their review and verification of compliance. At least one site visit may be conducted and all rooms in the bed and breakfast home and property shall be available and shown.

When the Department has verified all of the above and all agency comments have been complied with, the bed and breakfast home permit may be renewed for one to five years, depending on the specifics of each bed and breakfast operation.

CHECKLIST OF REQUIRED SUBMITTALS

Bed and Breakfast Permit Renewal

- Any misrepresentation regarding this application may result in a permit denial, permit revocation, and other possible violations and/or fines.
 - The following documents in this application shall be completed and submitted at the time of application submittal. Incomplete applications may be returned or delay their processing.
 - Please number all documents and arrange them in the order they are listed below.
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- 1. A **non-refundable** filing fee, payable to County of Maui, Director of Finance.
(see [Fee Schedule, Table B](#) - Bed and Breakfast Permits, at www.mauicounty.gov)
 - 2. Completed Checklist of Required Submittals, Bed and Breakfast Permit Renewal. (THIS CHECKLIST) (pg 2)
 - 3. Completed Bed and Breakfast Renewal Application. (pg 3)
 - 4. Completed, signed and notarized Certification of Owners/Lesseees Continued Primary Residence, (pg 4).
 - 5. Provide five (5) copies of a detailed **Compliance Report**.

The Compliance Report shall address compliance with the restrictions, standards, and conditions of approval. This Compliance Report shall include the name(s) of the B&B permit holder(s), the name of the B&B, the B&B permit number, the physical address of the B&B, and the property Tax Map Key (TMK) number. This must be followed by writing out each of the restrictions, standards, and conditions word for word, as they are written on the B&B Home Permit. Then immediately after each restriction, standard, and condition, include a response as to how the specific restriction, standard, and condition is being met.
 - 6. Submit continued **Proof of Residency**, showing that the owner(s)/lessee(s) who is/are operating the bed and breakfast home is/are still a resident of the County of Maui. (Examples: Voter Registration, Drivers License, or Income Tax documents.)
 - 7. Submit a copy of the **Real Property Tax Assessment**, showing that there are no real property tax exemptions.
 - 8. Submit a current copy of the **Certificate of Insurance**, naming the County of Maui as an additional named insured. The Certificate of Insurance is provided by your insurance company and the form they usually use is called the *Certificate of Liability Insurance*. In the description of operations section of this form, it shall state that **"The County of Maui is listed as an additional insured under the provisions of the policy for (Name of B&B) Bed and Breakfast, (B&B Permit Number), situated at (Address, City, State, Zip Code), TMK (X) X-X-XXX-XXX-XXXX (replace the X's with all 13 numbers of your Tax Map Key number)"**.
 - 9. Submit the **Menu** of the food items that are being served to guests.
 - 10. Submit a copy of any **Advertising** which shows that the bed and breakfast home permit number is included in the advertising. (Example: print out of website, business cards, brochures)
 - 11. Submit a copy of the current **House Policies**, which are posted in the interior of each guest bedroom.
 - 12. Submit a copy of the **Fire Escape Plans**, which are posted in the interior of each guest bedroom.
 - 13. Submit a copy of the **Smoke Detector Log**, which shall include the date and results of each testing.
 - 14. Submit written **Verification of Tax Payments**. The written verification shall be in the form of a stamped State of Hawaii Department of Taxation, Form A-6, "Tax Clearance Application".
 - 15. Submit additional documents as needed to show compliance with any specific conditions that may be unique to your bed and breakfast operation. List all other submitted documents below.
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
 - (e) _____



COUNTY OF MAUI
 DEPARTMENT OF PLANNING
 250 SOUTH HIGH STREET
 WAILUKU, MAUI, HAWAII 96793

RENEWAL APPLICATION FOR BED AND BREAKFAST USE

INFORMATION ON THE EXISTING BED & BREAKFAST (B&B) AND PROPERTY			
NAME OF EXISTING BED AND BREAKFAST		EXISTING PERMIT NUMBER	EXISTING PERMIT EXPIRATION DATE
PROJECT ADDRESS (ADDRESS OF PROPERTY)		TOTAL NO. OF DWELLINGS ON SITE	TOTAL NO. OF PARKING ON SITE
CITY, STATE, & ZIP CODE		TOTAL NO. OF BEDROOMS ON SITE	NO. OF BEDROOMS IN B&B
TAX MAP KEY NUMBER (TMK)	CPR/HPR NO	NAME OF PARK (IF PROPERTY IS ADJACENT TO A PARK)	
STRUCTURE(S) BEING USED FOR B&B <input type="radio"/> MAIN <input type="radio"/> ACCESSORY or <input type="radio"/> BOTH		NAME OF SCHOOL (IF PROPERTY IS ADJACENT TO A SCHOOL)	
IS THE PROPERTY LOCATED IN A HISTORIC OR LANDMARK DISTRICT? <input type="radio"/> YES <input type="radio"/> NO			
IS THE PROPERTY LISTED ON THE STATE OR NATIONAL REGISTER OF HISTORIC PLACES? <input type="radio"/> YES <input type="radio"/> NO			
DO ALL PROPERTY OWNERS LIVE ON SITE? <input type="radio"/> YES <input type="radio"/> NO IF NO, WHAT OWNERS LIVE ON SITE?			
INFORMATION ON ALL OWNERS		INFORMATION ON PERMIT HOLDER	
NAME(S) OF PROPERTY OWNER(S)		NAME OF PERMIT HOLDER(S)	
NAME(S) OF PROPERTY OWNER(S)		NAME OF PERMIT HOLDER(S)	
ADDRESS		ADDRESS	
CITY, STATE, & ZIP CODE		CITY, STATE, & ZIP CODE	
EMAIL ADDRESS		EMAIL ADDRESS	
RESIDENCE TELEPHONE	BUSINESS TELEPHONE	RESIDENCE TELEPHONE	BUSINESS TELEPHONE
MOBILE TELEPHONE	FAX NUMBER	MOBILE TELEPHONE	FAX NUMBER
OWNERS SIGNATURE	DATE	PERMIT HOLDER(S) SIGNATURE	DATE
OWNERS SIGNATURE	DATE	PERMIT HOLDER(S) SIGNATURE	DATE
LIST ADDITIONAL OWNER INFORMATION, AGENT INFORMATION, AND NOTES HERE, OR ON A SEPARATE SHEET OF PAPER			

