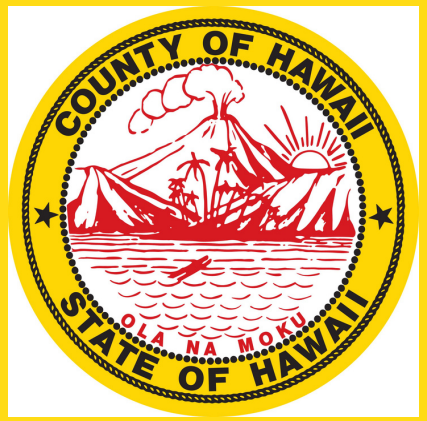
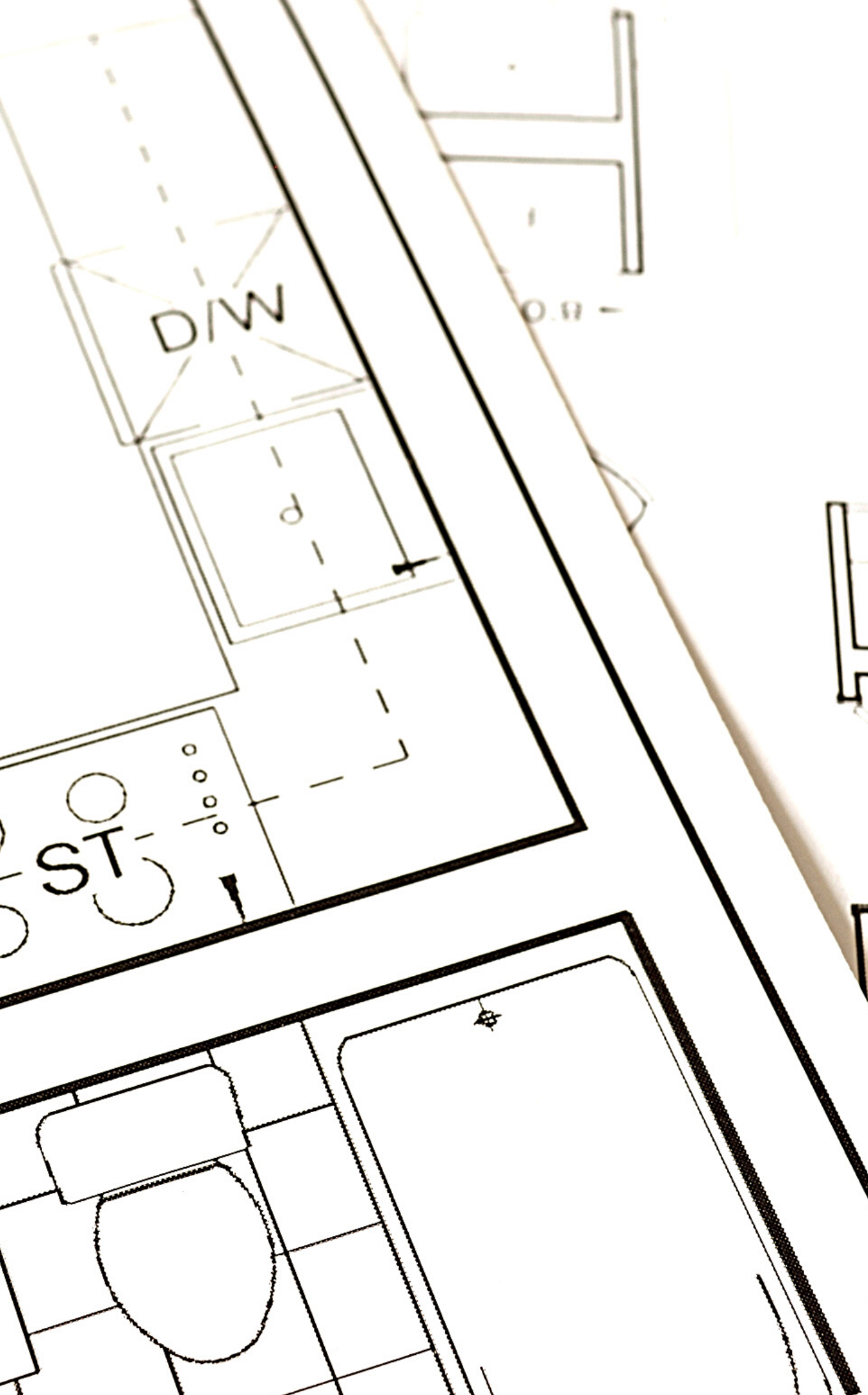


COUNTY OF HAWAII
DEPARTMENT OF PUBLIC WORKS
BUILDING DIVISION



EPIC UPDATE

NOVEMBER 2021



A GUIDE TO

EPIC Application Process

1



SUBMIT

2



INTAKE

3



REVIEW

4



OUT
PROCESSING

5



ISSUANCE

APPLICATION REVIEW PROCESS-RESIDENTIAL

INTAKE REQUIREMENTS

- Property Owner Declaration Form
- Plan Review Fees
 - Non-refundable
 - 20% of the permit fee, minimum of \$50
- Resubmittal Fees (HCC 5-7-1(b))
 - 2nd submittal = \$0
 - 3rd submittal = \$250
 - 4th submittal = \$500
 - 5th+ submittal = \$1000
- Revision Fees (HCC 5-7-1 (c))
 - 20% of original permit fee or \$50, whichever is greater.

PROPERTY OWNER DECLARATION FORM



County of Hawai'i
DEPARTMENT OF PUBLIC WORKS

PROPERTY OWNER DECLARATION FORM

INSTRUCTIONS

COMPLETE THE SECTIONS BELOW. AN EMAIL ADDRESS IS REQUIRED FOR ALL CONTACTS – ALL COMMUNICATION REGARDING YOUR APPLICATION WILL BE EMAILED.

LOCATION INFORMATION [\(CLICK HERE TO VERIFY LOCATION INFORMATION\)](#)

PARCEL NUMBER	
LOCATION ADDRESS	

PROPERTY OWNER INFORMATION *(Owner contact information is required)*

[\(CLICK HERE TO VERIFY PROPERTY OWNERSHIP\)](#)

IF PROPERTY OWNER(S) NAMED BELOW DOES/DO NOT MATCH THE COUNTY'S REAL PROPERTY TAX OFFICE RECORD, PLEASE SUBMIT A COPY OF THE CURRENT OWNER'S PROOF OF OWNERSHIP.

OWNER NAME	
MAILING ADDRESS	
PHONE NUMBER	
EMAIL	

OWNER NAME	
MAILING ADDRESS	
PHONE NUMBER	
EMAIL	

OWNER NAME	
MAILING ADDRESS	
PHONE NUMBER	
EMAIL	

LESSEE/TENANT INFORMATION

LESSEE/TENANT NAME	
MAILING ADDRESS	
PHONE NUMBER	
EMAIL	

LESSEE/TENANT NAME	
MAILING ADDRESS	
PHONE NUMBER	
EMAIL	

Hawai'i County is an equal opportunity provider and employer



County of Hawai'i
DEPARTMENT OF PUBLIC WORKS

ADDITIONAL CONTACT INFORMATION (LIMIT 2)

AGENT NAME	
MAILING ADDRESS	
PHONE NUMBER	
EMAIL	

AGENT NAME	
MAILING ADDRESS	
PHONE NUMBER	
EMAIL	

I hereby certify that I am the primary owner of the property listed above and all information provided is accurate and complete. I understand that all contacts listed above will receive communication regarding my permit application and plans.

CHECK HERE IF
PROPERTY OWNER
INFORMATION ABOVE
MATCHES RPT'S DATA. If
no, proof of ownership is
required.
[CLICK HERE TO VERIFY
PROPERTY OWNERSHIP](#)

☐

PROPERTY OWNER (PRINT)

PROPERTY OWNER (SIGNATURE)

Date

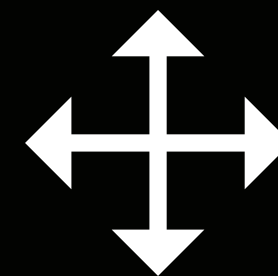
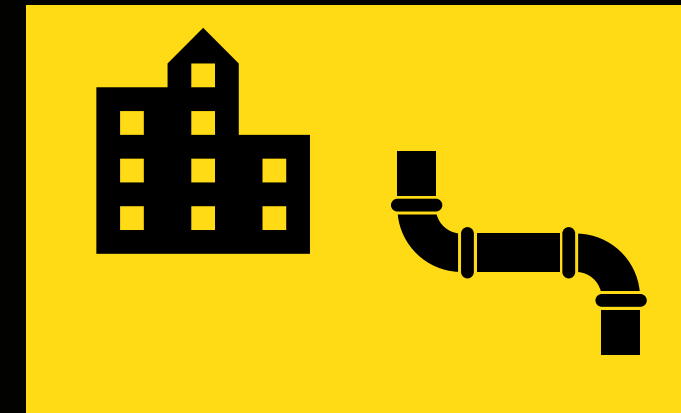
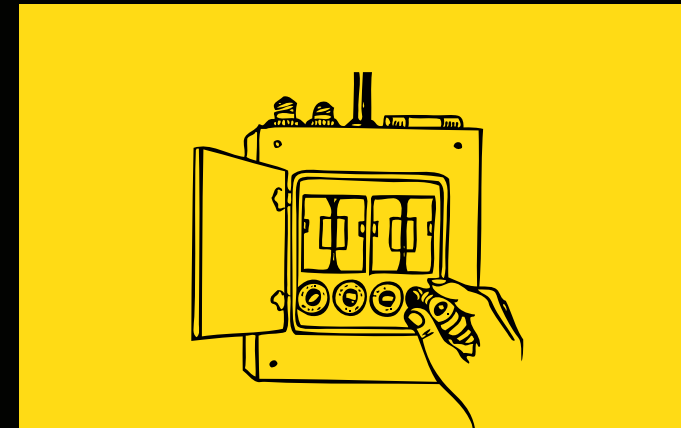
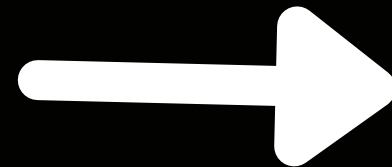
Hawai'i County is an equal opportunity provider and employer

APPLICATION REVIEW PROCESS- RESIDENTIAL REVIEWS

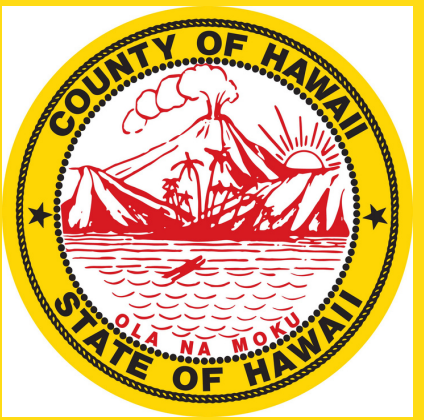
- **Land Use**
- **Building, Engineering, Electrical, Plumbing, DEM/DOH, Structural (As required)**



LAND USE



APPLICATION REVIEW PROCESS - RESIDENTIAL OUT-PROCESSING



- PROJECT DECLARATION
- PERMIT FEES
- ISSUANCE

PROJECT DECLARATION FORM

- REQUIRED PRIOR TO ISSUANCE
- CAN BE COMPLETED AT APPLICATION SUBMITTAL

Project Declaration			
			Last Updated: 9/3/2021
TMK	Project Location	Application# may be provided later	
Project Includes: (NOTE: Electrical drawings required for residential work involving > 200 Amp Service)			
<input type="checkbox"/> Building Work	<input type="checkbox"/> Plumbing Work	<input type="checkbox"/> Electrical Work	
	<input type="checkbox"/> 4 bathrooms or more	<input type="checkbox"/> >200 Amp service	
Valuation of Building Work	Valuation of Plumbing Work	Valuation of Electrical Work	
STATEMENT ACCOMPANYING PERMIT APPLICATION PURSUANT TO CHAPTER 444, H.R.S. (RELATING TO CONTRACTORS)			
(SEC 444- HRS) (Select Contractor or Owner-Builder)			
<input type="checkbox"/> CONTRACTOR I declare that I am licensed under the provisions of Chapter 444, HRS, of the Department of Commerce & Consumer Affairs, State of Hawaii. My license# is in full force and in effect.			
Signature of RME		Date	
NOTE: RME (Responsible Managing Employee) only to sign. Notarized authorization from RME required for designated agents.			
Building Contractor Name	License #	Lic. Expiration Date	Phone#
Address			
RME1 Full Name		RME2 Full Name	
RME1 Work Phone	RME1 Cell Phone	RME2 Work Phone	RME2 Cell Phone
RME1 Email Address		RME2 Email Address	
<input type="checkbox"/> OWNER-BUILDER Section 5-1-5 Definition "Owner-builder" means owners or lessees of property who build or improve structures on their property for their own use, or for use by their immediate family. This definition shall not preempt owner-builder by exemption as defined by section 444-2.5, Hawaii Revised Statutes			
I declare an exemption under Sec. 444-2(7) for the following reasons:			
1) This exemption allows me, as the owner or lessee of the property, to act as my own general contractor without possessing a license			
2) To supervise the construction myself			
3) To hire licensed subcontractors			
4) The building is for my personal use and not for the use or occupancy by the general public			
5) Building will not be built for sale or lease within one (1) year after construction is complete.			
Section 5-4 Definition "Owner-builder" means owners or lessees of property who build or improve structures on their property for their own use, or for use by their immediate family. This definition shall not preempt owner-builder by exemption as defined by section 444-2.5, Hawaii Revised Statutes			
Property Owner Owner Name		Owner Signature	Date

Hawaii County is an equal opportunity provider and employer

TMK	Owner Name	Application# may be provided later	
Where electrical or plumbing is included, applicant must identify all phases of such work to be covered and the contractor completing the phase. Refer to back side of this form and mark all phases of electrical and/or plumbing work to be included.			
Contractor Name		License #	Lic. Expiration Date
Work Phone	Cell Phone	Phase(s)	
RME1 Full Name		RME2 Full Name	
RME1 Work Phone	RME1 Cell Phone	RME2 Work Phone	RME2 Cell Phone
RME1 Email Address		RME2 Email Address	
Signature of RME		Date	
Contractor Name		License #	Lic. Expiration Date
Work Phone	Cell Phone	Phase(s)	
RME1 Full Name		RME2 Full Name	
RME1 Work Phone	RME1 Cell Phone	RME2 Work Phone	RME2 Cell Phone
RME1 Email Address		RME2 Email Address	
Signature of RME		Date	
Contractor Name		License #	Lic. Expiration Date
Work Phone	Cell Phone	Phase(s)	
RME1 Full Name		RME2 Full Name	
RME1 Work Phone	RME1 Cell Phone	RME2 Work Phone	RME2 Cell Phone
RME1 Email Address		RME2 Email Address	
Signature of RME		Date	
Contractor Name		License #	Lic. Expiration Date
Work Phone	Cell Phone	Phase(s)	
RME1 Full Name		RME2 Full Name	
RME1 Work Phone	RME1 Cell Phone	RME2 Work Phone	RME2 Cell Phone
RME1 Email Address		RME2 Email Address	
Signature of RME		Date	

Hawaii County is an equal opportunity provider and employer

ELECTRICAL PHASES	
<input type="checkbox"/> E1	Temporary Installations
<input type="checkbox"/> E2	Service Equipment <input type="checkbox"/> HELCO
<input type="checkbox"/> E3	Feeder Wiring
<input type="checkbox"/> E4	Branch Circuit Wiring
<input type="checkbox"/> E5	Electrical Equipment Installation
<input type="checkbox"/> E6	Device and Fixture Installation
<input type="checkbox"/> E7	Fire Alarm System
<input type="checkbox"/> E8	Swimming Pool Wiring
<input type="checkbox"/> E9	Solar Water Heater Wiring
<input type="checkbox"/> E10	Landscape Lighting and Sprinkler Wiring
<input type="checkbox"/> E11	Sign Installation Connection
<input type="checkbox"/> E12	Alt. Energy Installation (PV/Wind/Generator)
<input type="checkbox"/> E13	Low Voltage Wiring/Audio Visual/Data Communication/Computer Wiring
<input type="checkbox"/> E14	Air Conditioning/Refrigeration Control Wiring
<input type="checkbox"/> E15	Motor Installation
<input type="checkbox"/> E16	Street Lighting/Traffic Signal Installation
<input type="checkbox"/> E17	Empty Conduit Installation
<input type="checkbox"/> E18	Site Work Utilities Installation
<input type="checkbox"/> E19	As Built/Work Started Without Permits
<input type="checkbox"/> E20	Demolition Work

PLUMBING PHASES	
<input type="checkbox"/> P1	Temporary Water
<input type="checkbox"/> P2	Plumbing Fixtures, Equipment
<input type="checkbox"/> P3a	Sanitary Piping System (Interior)
<input type="checkbox"/> P3b	Sanitary Piping System (Exterior)
<input type="checkbox"/> P3c	Grey Water Waste System
<input type="checkbox"/> P3d	Sewer Lateral Connection (Including Interceptors, Clarifiers)
<input type="checkbox"/> P3e	Private Individual Waste System (Including Interceptors, Clarifiers)
<input type="checkbox"/> P3f	Private Wastewater Treatment Plants
<input type="checkbox"/> P4a	Water Distribution System (Interior)
<input type="checkbox"/> P4b	Building Supply (Outside Water Piping)
<input type="checkbox"/> P4c	Water Distribution Main (Subdivision, piping)
<input type="checkbox"/> P4d	Water Equipment – Backflow Preventer, Pressure Regulator
<input type="checkbox"/> P4e	Water Tank – (Pump/Filter/Water Treatment)
<input type="checkbox"/> P4f	Non Potable Water Distribution
<input type="checkbox"/> P5a	Automatic Fire Sprinkler System (except water supply)
<input type="checkbox"/> P5b	Water Supply for Fire Sprinkler System (Cross Contamination)
<input type="checkbox"/> P5c	Standpipes
<input type="checkbox"/> P6a	Fuel Gas Piping System and fittings
<input type="checkbox"/> P6b	Gas Appliance
<input type="checkbox"/> P7a	Solar Water Heating System (Except Water Supply)
<input type="checkbox"/> P7b	Solar Water Heater – Water Supply
<input type="checkbox"/> P8	Irrigation Sprinkler System (Cross Contamination)
<input type="checkbox"/> P9	Swimming Pool – Potable Water Supply, Sanitary Drainage, Backflow
<input type="checkbox"/> P10	Air Conditioning – Water Supply, Including Backflow Preventer
<input type="checkbox"/> P11	Alt. Energy (Heat Pumps, PV Hot Water)
<input type="checkbox"/> P12	Medical Gas System
<input type="checkbox"/> P13	Gas Station Piping
<input type="checkbox"/> P14	As-Built

PERMIT FEE

GENERAL CONSTRUCTION

VALUATION

\$0 to \$500

\$501 to \$2,000

\$2,001 to \$25,000

\$25,001 to \$50,000

\$50,001 and up

Carport, garages, porches, patios or lanais
and detached U structures

FEES

\$10

\$10 for the first \$500 plus \$1.50 for each additional \$100 or fraction thereof, to and including \$2,000.

\$32.50 for the first \$2,000 plus \$7.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.

\$205 for the first \$25,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$50,000.

\$355 for the first \$50,000 plus \$3 for each additional \$1,000 or fraction thereof.

\$10 per 100 sq. ft or fraction thereof.

◦ Valuation determined per HCC 5-7-3 (c) based upon the most recent building valuation data published by the International Code Council, Inc.

RESIDENTIAL



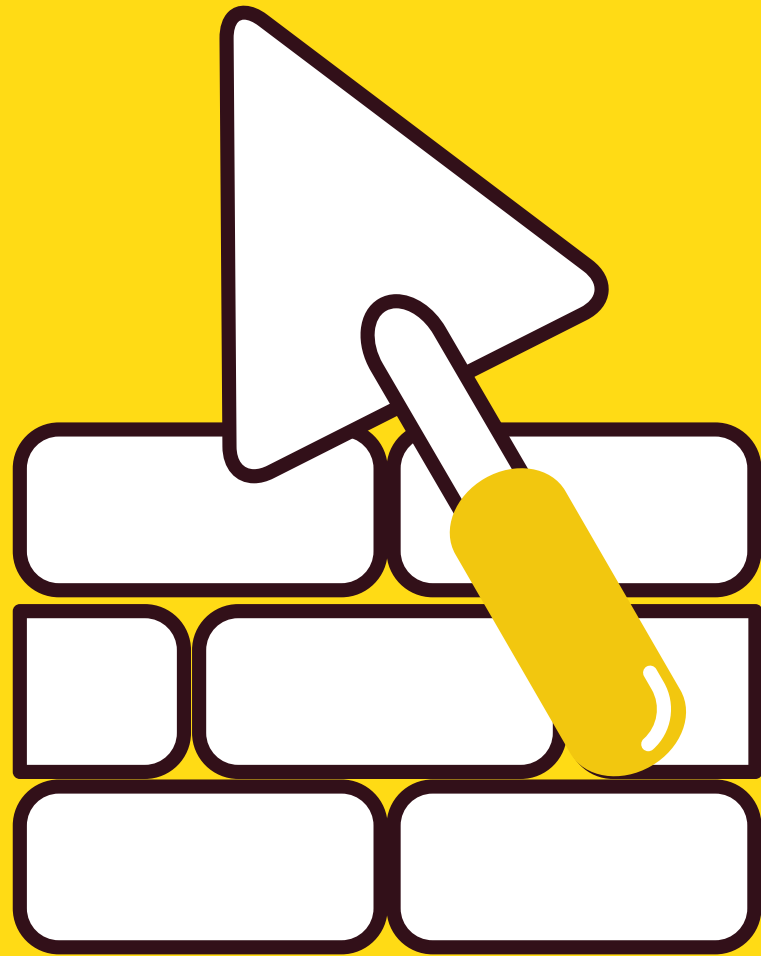
- DPW will be expediting review of all Residential Building Permit Applications submitted prior to October 1, 2021, which contain the proper certification of a licensed Professional AND for which construction will be performed by a licensed Contractor.
- Proper Owner Declaration forms and Project Declaration forms for these permit applications shall be accurately completed and submitted prior to issuance of a permit in compliance with HCC 5-4-1(a)(7) and HCC 5-4-4, respectively. All applicable plan review fees and permit fees shall be paid in full prior to issuance of permits per HCC Chapter 5, Article 7.

EXPEDITED PROCESS

RESIDENTIAL

- Residential Building Permits applied prior to October 1, 2021 by owner-builders wishing to transfer to contractor are not eligible for this expedited review.
- Residential Building Permits applied prior to October 1, 2021 by licensed Contractors that have been returned for corrections are not eligible for this expedited review.
- Residential Building Permits issued through this expedited process and subsequently transferred to owner-builder will result in a suspension of the permit until completing a typical review.

APPLICATION REVIEW PROCESS NONRESIDENTIAL INTAKE



PROPERTY OWNER DECLARATION FORM

PLAN REVIEW FEES

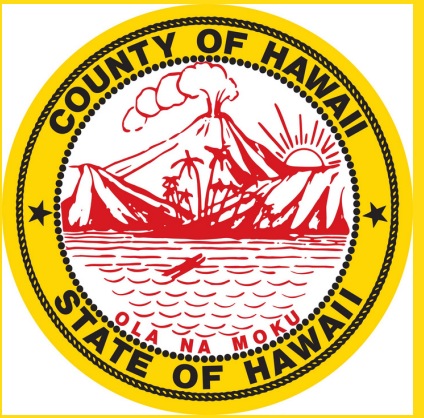
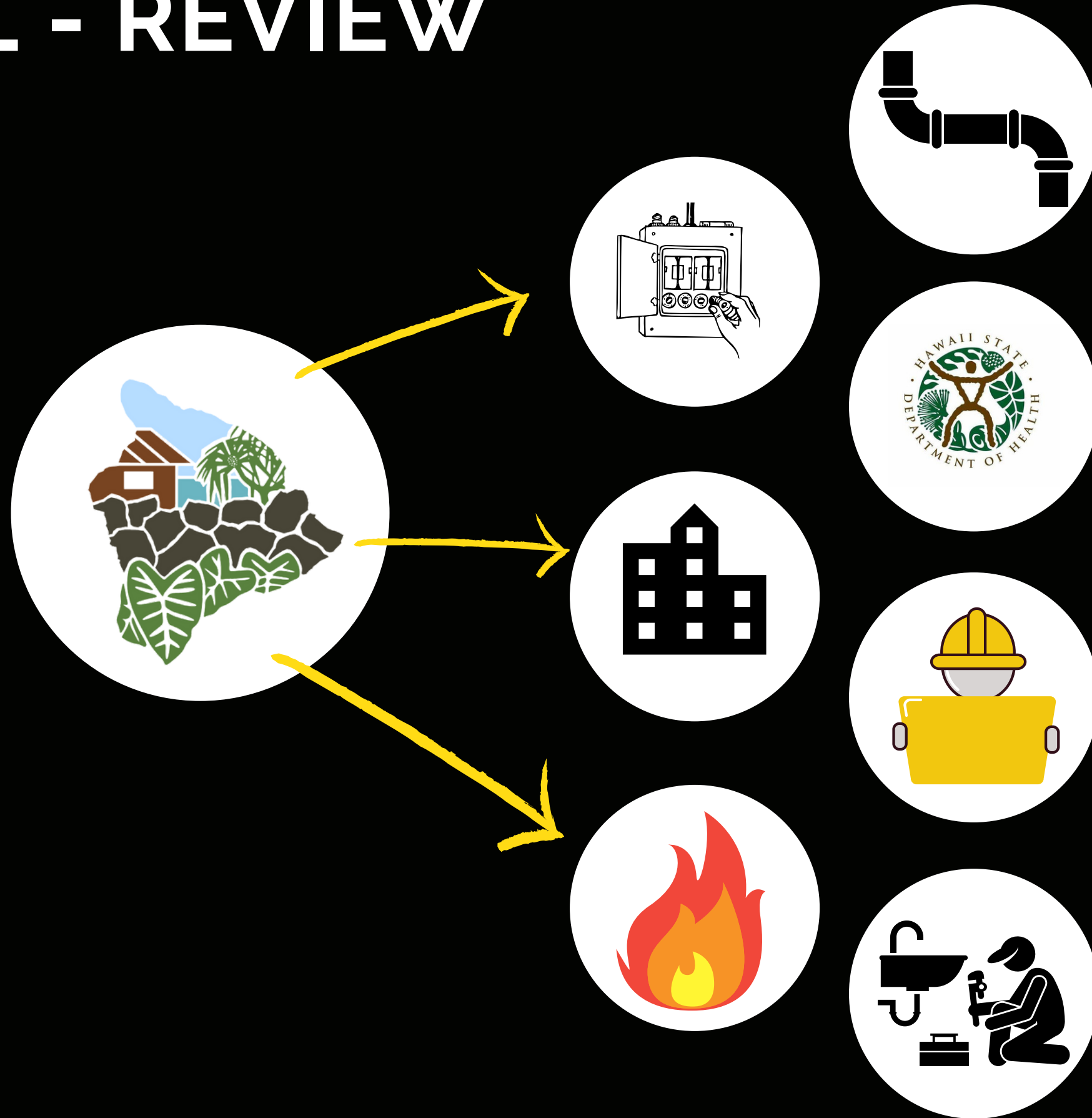
APPLICATION REVIEW PROCESS- NONRESIDENTIAL - REVIEW

LAND USE

- PLAN APPROVAL/SMA
PRIOR TO APPLICATION
(INQUIRE AT PLANNING)

PLAN REVIEW

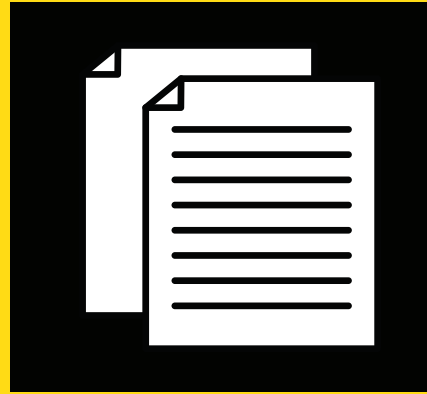
- BUILDING,
ENGINEERING
ELECTRICAL,
PLUMBING, FIRE,
STRUCTURAL, DEM/DOH
(AS REQUIRED)



APPLICATION REVIEW PROCESS

NONRESIDENTIAL

OUT-PROCESSING



PROJECT
DECLARATION
FORM



ISSUANCE



PERMIT FEES



INSPECTIONS



HOW TO REQUEST AN INSPECTION

- REQUEST VIA EPIC SYSTEM
- CALL THE BUILDING DIVISION
- EMAIL YOUR AREA INSPECTOR

WORK BEGUN WITHOUT PERMIT HCC 5-7-3 (D)

- \$1,000 plus the fees specified by code or double the fees specified by code, whichever is greater
- Does not apply to emergency work per HCC 5-3-25

EXTRA INSPECTIONS HCC 5-7-5

- A fee of \$100 shall be assess upon the permit holder for each extra inspection made
- Extra inspection = An inspection needed because work to be inspected was not complete or ready for inspection during a previous inspection

EXPIRATIONS

- HCC 5-5-4
- For permits issued to contractors - three years after date of issuance;
- For permits issued to owner-builders – five years after date of issuance;
- 180 consecutive days after the date of issuance, if the work authorized by the permit is not commenced by such date; or,
- If the work authorized by a permit is suspended or abandoned for a period of 180 consecutive days or more at any time after the date of issuance.

FEES (New Permit after expiration) HCC 5-7-3(e)

- 50% of the valuation of work remaining to be done provided
 - 1.No change has been made or will be made in the original plans and specifications for such work
 - 2.That immediately prior to applying for this permit the work on the property has not been abandoned or suspended for a period of more than one year
 - 3.No refund has been made under provisions of section 5-7-8

AMNESTY September 7, 2021

1. Current permits that are valid and have not yet expired may continue, transfer, or request an extension prior to the expiration date pursuant to Hawaii County Code.
2. Permits that have already expired as of September 7, 2021, will be granted an automatic 180-day extension until March 7, 2022, to allow completion of projects.
3. Any further extensions for unexpired permit must be requested from the Department pursuant to the Hawaii County Code, Chapter 5, Section 5-5-5
4. All holders of permits that expire will be required to re-apply for a new permit, in EPIC, to complete any balance of work
 - i. Work not yet inspected should be included in the application
 - ii. Work that has been inspected and approved will be honored under the code it was permitted

EPIC REQUEST ASSISTANCE

Request Assistance | Hawaii County, HI Public Works

WHEN TO REQUEST



- ADDING A CONTACT
- ISSUES WITH SIGNING IN
- ASSISTANCE WITH UPLOADING DOCUMENTS
- STATUS UPDATES
- ALL EPIC QUESTIONS ARE WELCOMED. REQUEST ARE REFERRED TO A SME(SUBJECT MATTER EXPERT) IN THE BUILDING DIVISION

WHO CAN REQUEST



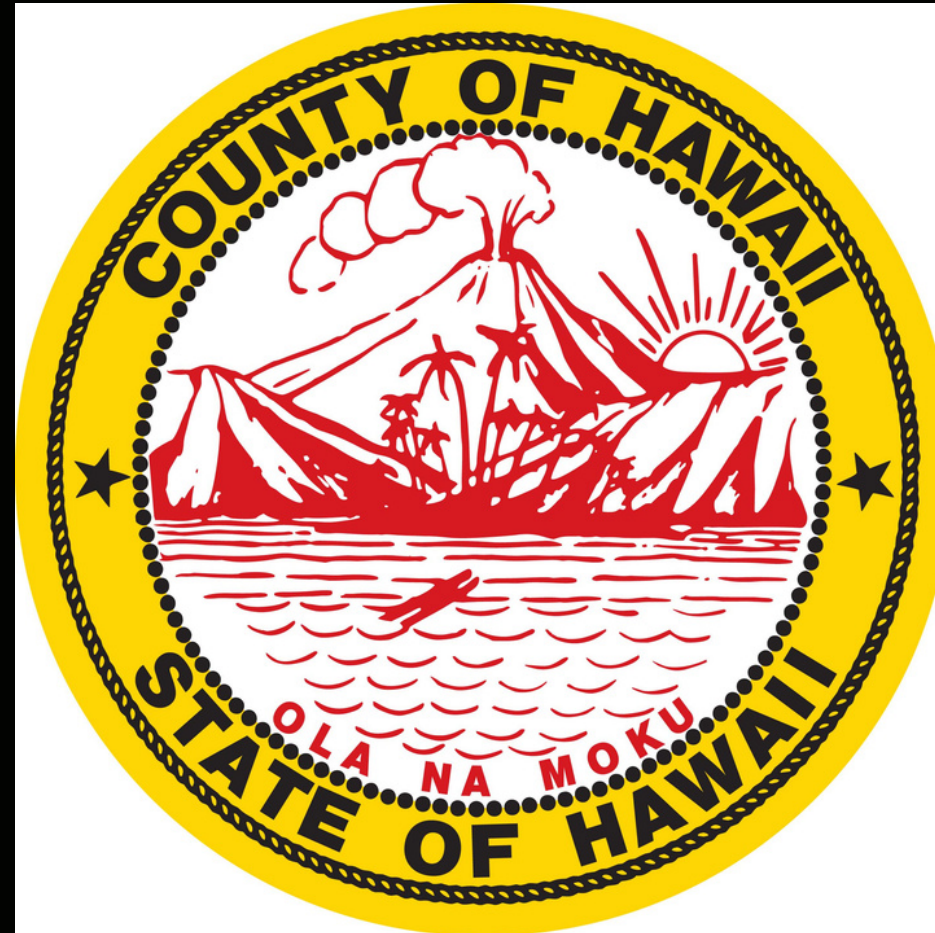
**ANY
COMMUNITY
MEMBER**

RESPONSE TIME



**WITHIN TWO
BUSINESS DAYS**

KIOSK ASSISTANCE IS AVAILABLE



MAHALO!