

# Tips For a Successful Permit Application Intake

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Ready to fast-track those permit dreams? Grab that backstage pass called the [Permit Applicant Check List](#) – it's the golden ticket to the permit party. Remember, accuracy is our secret sauce, so let's sprinkle a bit of perfection on those checkboxes!

Oh, and just for fun, we've tossed in a few tips for you. Consider it a bonus slice of humor to add a little chuckle to your permit journey. Enjoy the read!

Thanks for making permits a breeze!

## [Property Owner Declaration Form](#)

1. Please use the updated [Property Owner Declaration Form](#) which simply requires that the owner(s) listed matches what is/are listed on the [Real Property Tax \(RPT\) website](#).

But, if you like a challenge and decide to use the older Property Owner Declaration Form, please include proof that the person signing it for the entity (Trust, Corporation, or other) has the authority. We highly recommend using the new Property Owner Declaration Form for a smoother process.

If the person doing the autograph on the Property Owner Declaration Form is a new face or a switcheroo from the owner listed on the Real Property Tax (RPT) website, we'd love a little proof of ownership magic from you. It's like being the star of your own property show – just show us the deeds! Thanks a bunch!

2. If your property owner happens to be the **Department of Hawaiian Home Lands (DHHL)**, just slide that DHHL Approval letter our way. It's like the golden ticket, giving lessees the power to snag a construction permit and represent the owner in this permitting adventure. We're counting on your superhero-level cooperation!
3. Just a quick heads-up – when diving into the exciting world of permits, make sure your Owners and design professionals (those cool architects and engineers licensed in the State of Hawaii) are listed as contacts. To get on this VIP list, they need to be EPIC-registered with a legit email address. It's like getting backstage passes, but for your building dreams.

Thanks a bunch for making the paperwork dance a little smoother.

4. Friendly reminder – make sure to put your John Hancock on that Property Owner Declaration Form. If not, it's like missing the "I agree" checkbox on an online form – we'll have to send it back to you, and your application will be doing the classic "back of the line" shuffle. Let's keep things moving smoothly!

## [Project Declaration Form](#) is Required

If you don't have menehunes on your team, the [Project Declaration Form](#) is required to ensure that licensed contractors will be performing the work. For the following types of permits:

- Residential and Non-Residential Electrical Only
- Residential and Non-Residential Plumbing Only
- Residential and Non-Residential PV
- Residential Solar Water Heater

we will need the form to be uploaded with your application.

For all other types of building permits, like, Residential New Construction and NonResidential Alterations, feel free to send the form later when you have selected your contractors. Just know though that the form will be required prior to issuance.

## Plans

### Title Sheet or First Sheet

1. Please double-check that the Tax Map Key (TMK) number is printed on the sheet and is correct. If the TMK is wrong, you'll make the owner of that TMK very happy that you will be building something for them for free!
2. Along those lines, double-check that the Property Owner's name is correct (spelling counts) and matches the information provided on your Property Owner Declaration Form.
3. Quick favor: make sure those structures on your land are as accurately drawn as your favorite doodles. We're like the art critics here, comparing it to our previous notes, public records, and even some property paparazzi shots. Yep, we do give those plans a good look.

Thanks for helping us keep everything picture-perfect!

### Plan Set Requirements

1. To keep us on the same page (literally), here's the hit list of plans we need, depending on your grand project:
  - a. Site plan (the MVP, required for all scopes of work)
  - b. Labeled floor plan (for that bird's eye view)
  - c. Foundation plan (because every great structure needs solid ground to stand on)
  - d. Roof plan (to keep things covered, literally)
  - e. Building sections (show us those cross-sections like a boss)
  - f. Wall sections (we want to see the details!)
  - g. Exterior elevations (let your project strut its stuff)
  - h. Building Code data (the unsung hero of the bunch)
  - i. International Energy Conservation Code Information (it's all about that energy!)
  - j. Electrical Plans (required for work 200 amps or more, because we're sparking interest)
  - k. Plumbing Plans (if you're going big with 4 or more bathrooms)

It's like your project's playlist – the right mix sets the stage. Thanks for jamming with us.

2. We're all about the official stamp of approval here. So, make sure those plans get the VIP treatment – authenticated, stamped, and signed by a design pro with a Hawaii license. They've got to declare:
  - a. "Yep, I or my superhero team of licensed engineers or architects whipped up these plans."

- b. "We'll keep a watchful eye on the construction. Like design superheroes with hard hats."
- c. "If I'm wearing both hats (designer and construction supervisor), I've got a nifty 'two-part' statement ready."
- d. Need a cheat sheet? Check out the examples at [HAR 16-115\(c\)](#).

It's like giving your plans a red-carpet entrance. Thanks for making it all official and glamorous!

- 3. If you're going for the "As-Built Permit" because you dove into the project before getting the official nod (we get it), send us a love letter.

Well, not exactly a love letter, but a letter from a Hawaii-licensed design pro will do the trick. It should have a slick "two-part" statement – think of it as the coolest duo in your construction playlist.

Thanks for bringing the good vibes to your as-built adventure!

- 4. If you're installing or replacing your water heater, a couple of notes to keep things flowing smoothly:
  - a. Tell us the water heater type and where it's set to make those cold mornings a little warmer.
  - b. If your water heater isn't rocking the solar vibes, toss in a Solar Water Heater Variance. Your design pro friend will know the drill, and it's like giving your heater a VIP pass.

Thanks for keeping your plumbing plans as warm and fuzzy as your morning shower!

- 5. Let's keep things breezy and easy with a Cloud + Delta format for all your revisions and resubmittals. It's like the cool kid's way of saying, "Here's what changed, here's what's new." Clouds for where the changes were made, and Deltas for the details of what changed – easy peasy, right?
- 6. When sending in those **resubmittals**, don't forget to include your **Corrections Response Letter** – it's like your note to us saying, "I've got this!".

And for those cool **revisions**, add in a **Revision Narrative**. It's the story behind the changes, and who doesn't love a good plot twist?

Thanks for making the paperwork adventure a page-turner!

## And Finally...

We totally get it – you want to secure that prime spot in line. But, pretty please, let's play fair:

- Double-check your documents. Uploading blanks is like sending an invitation to tumbleweeds.

- No shortcuts! A screenshot of your property ownership won't cut it for the Property Owner Declaration Form. We're looking for the real deal.

Remember, we're all in this document dance together. Let's keep those pipes flowing smoothly!

Be the superhero of your own permit application? Check the [Permit Applicant Check List](#) and brush up on these common intake errors – it's like giving your paperwork a magic touch! Your cooperation in nailing these steps will speed up the whole process.

Thanks for being the detailed legend we all need!