

# How to Resolve Permit Conditions

Last Updated: 1/25/2024

Permit Conditions are requirements that must be addressed to either obtain the issuance of your permit application or finalize your existing permit. To assist you in this process, follow the steps outlined below:

- 1) Access [County of Hawai'i's Electronic Processing and Information Center \(EPIC\)](#).
  - a) Log in to your account on EPIC.
  - b) Navigate to your permit by opening it from the "My Work | My Permits" list.

Dashboard Home Apply **My Work** Search Fee Estimator Map Forms and Checklists Other Useful Sites Help

**My Work**

MY INVOICES **MY PERMITS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search...

Display All Records Updated In Last 1 Year

Permit Number	Project	Address	Permit Type	Status	State
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- i) If your permit is not listed, either adjust the Display filters;

Search...

Display All Records Updated In Last 1 Year

Permit Number Project Address

PW.B2024-000001 272

Last 1 Year  
Last 120 Days  
Specified Range

- ii) Or use the Search menu to search for your permit.

Dashboard Home Apply My Work **Search** Fee Estimator Map Forms and Checklists Other Useful Sites Help

**Public Information**

Search All for PW.B2024-000001 Exact Phrase ☒

- 2) Viewing Permit Conditions:  
Click on the permit's conditions tab to access information about unresolved condition(s).

**Permit Number: PW.B2023-000001**

Permit Details | Tab Elements | Main Menu

<b>Type:</b>	Residential Demolition Permit	<b>Status:</b>	Permit Fees Paid - Unresolved Condition(s)
<b>Applied Date:</b>	09/13/2023	<b>Issue Date:</b>	
<b>District:</b>	1 - Puna	<b>Assigned To:</b>	
		<b>Valuation:</b>	\$400.00
<b>Description:</b>	(1-PERMIT) Demolish un-permitted 20'x20' house with 20'x3' porch.		
		<b>Expire Date:</b>	
		<b>Finalized Date:</b>	

Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records More Info **Conditions**

Conditions | Next Tab | Permit Details | Main Menu

**Conditions**

**Project Declaration Form Required**

Description

Project Declaration Form Identifying Contractors working on the project is required for permit issuance. Form fillable pdf available at <https://www.dpw.hawaii.gov/home/showpublisheddocument/306224> Instructions can be found here: <https://records.hawaii.gov/webink/DocumentId=1514-112270>

### 3) Identifying Required Documents:

If the outstanding condition is a required document (e.g., Project Declaration form), take note of the specific document needed.

### 4) Uploading Documents:

a) Go to the Attachments tab.

Summary Locations Fees Reviews Inspections **Attachments** Contacts Sub-Records More Info Conditions

b) On the “Add Attachments” card, select the Type that best describes the attachment from the dropdown (e.g., “PW-BLD:PROJECT DECLARATION”). Then on the Add Attachment card, specify what attachment is being uploaded by clicking on the dropdown to select the Type that best describes the attachment from the list. (Ex: “PW-BLD:PROJECT DECLARATION”)

Select Type ▼

**Add Attachment**

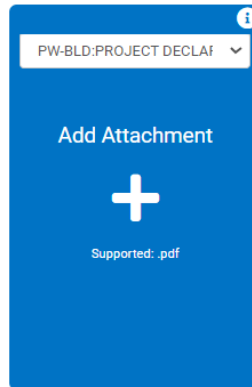
+

Supported: .jpg, .jpeg, .pdf

PW-BLD:PROJECT DECLAI ▼

- PW-BLD:Corrections Response Letter
- PW-BLD:Corrections Response Letter
- PW-BLD:DAGS OBSERVATION OF CONSTRUCTION LETTER
- PW-BLD:DBEDT VARIANCE (APPROVED FORM ONLY)
- PW-BLD:DCAB APPROVAL (STATE JOBS ONLY)
- PW-BLD:ENTITY DOCUMENTS (TRUSTS, LLC, ETC)
- PW-BLD:HAWAIIAN HOME LANDS APPROVAL LETTER
- PW-BLD:IECC CERTIFICATION
- PW-BLD:Other supporting documents
- PW-BLD:PLANS
- PW-BLD:PROJECT DECLARATION**
- PW-BLD:PROOF OF OWNERSHIP
- PW-BLD:PROPERTY OWNER DECLARATION

- c) Click on the Attachment card to open Windows Explorer.



- d) NOTE: If the Attachment Card is not available for you to upload a document, utilize our [Request for Assistance form](#) to have attachments opened.

5) Adding Attachments:

- a) Insert or drag your file into the Add Attachment card.  
(NOTE: Documents saved on iCloud or OneDrive often encounter issues. Save the document to your desktop then upload the desktop copy via the Add Attachment card.)
- b) If multiple documents are required, repeat the process for each attachment.
- c) Click the submit button when you have added all necessary attachments.



6) Confirmation:

Ensure that you receive a confirmation message indicating successful submission.

7) Seeking Assistance:

If you encounter any difficulties or have any questions, utilize our [Request for Assistance form](#).  
Our team is ready to provide further guidance and address any concerns you may have.

By following these steps, you can efficiently view permit conditions and upload required documents through [County of Hawai'i's EPIC](#).