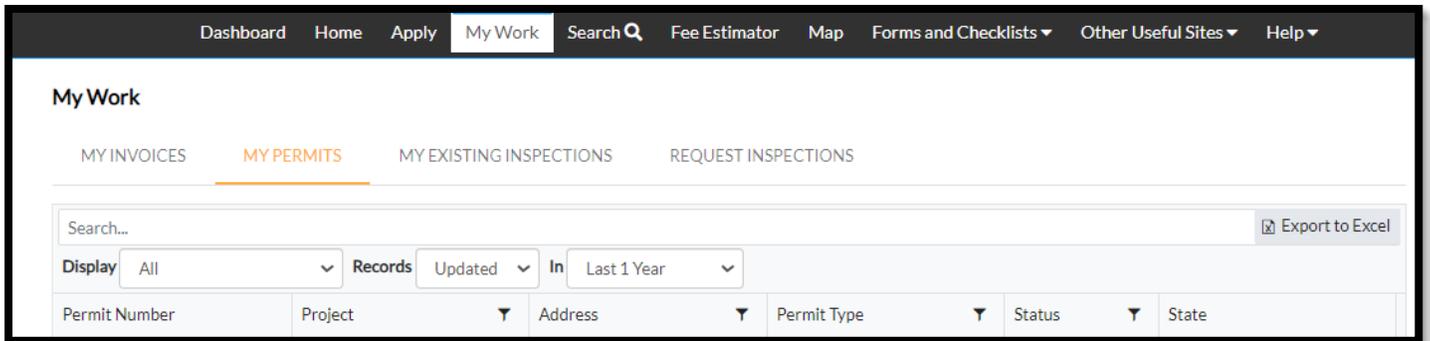


# How to Resolve Permit Conditions

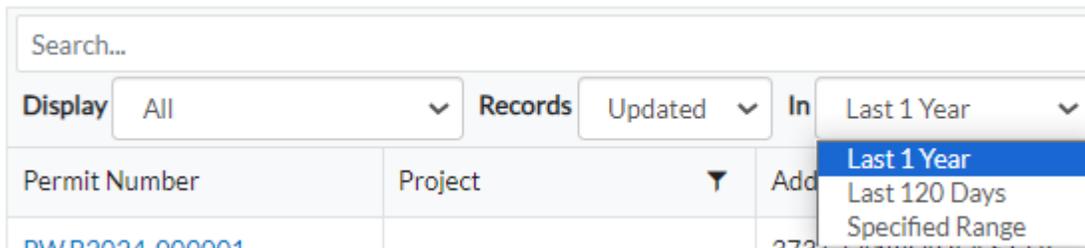
Last Updated: 1/25/2024

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:

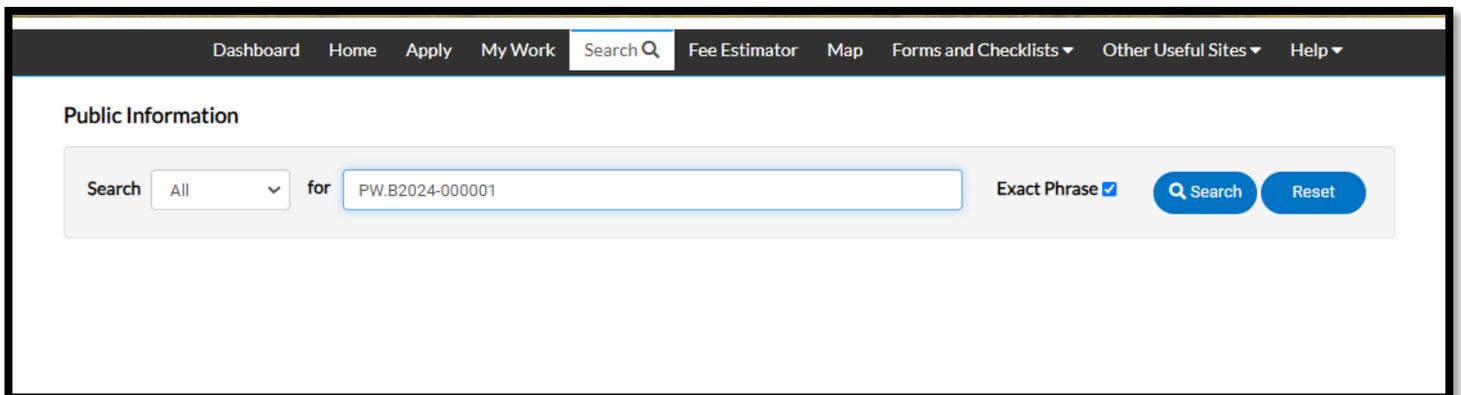
- 1) Access [County of Hawai'i's Electronic Processing and Information Center \(EPIC\)](#).
  - a) Log in to your account on EPIC.
  - b) Navigate to your permit by opening it from the "My Work | My Permits" list.



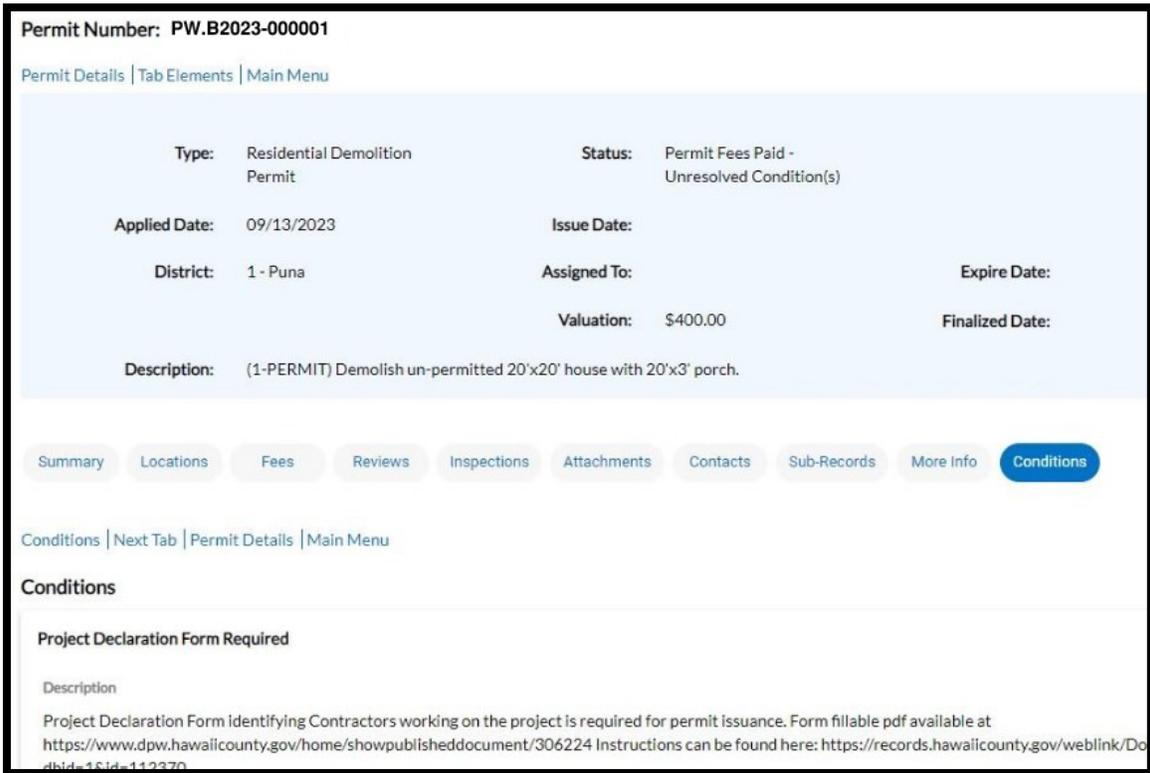
- i) If your permit is not listed, either adjust the Display filters;



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



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



3) Identifying Required Documents:

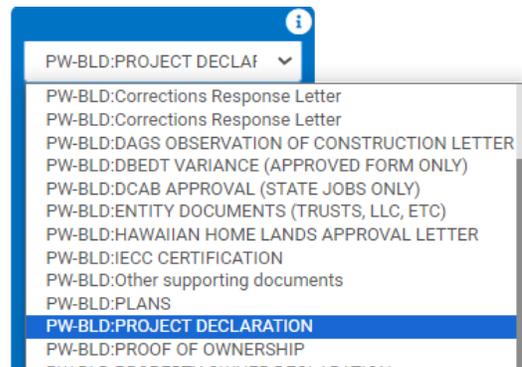
If the outstanding condition is a required document (e.g., Project Declaration form), take note of the specific document needed.

4) Uploading Documents:

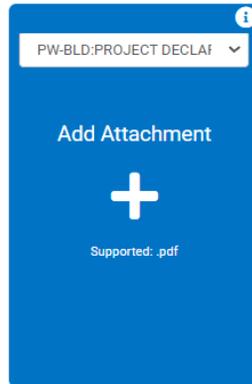
a) Go to the Attachments tab.



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”)



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](#).