

COUNTY OF MAUI  
DEVELOPMENT SERVICES ADMINISTRATION (DSA)  
250 SOUTH HIGH STREET  
WAILUKU, HAWAII 96793

**Checklist - New Commercial Buildings and Additions**

(Rev. June 2016)

2006 International Building Code, Section 105.1 Permits Required.

***“Except as specified in §105.2 Work Exempt from Permit, no building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained from the building official.”***

The following items, when applicable, are required for processing a building permit by the reviewing agencies for a new commercial building, or an addition to a commercial building. Contact each agency directly if you have any questions regarding their review or requirement. Submittals are to be made to the Building Permits Office when applying for the building permit.

***\*\*Each detailed structure on the plans, including fences and retaining walls, requires a separate building permit application and plan review fee.***

***\*\*No new permit applications will be accepted after 3:30 p.m.***

1. Building Permits Office - (808) 270-7250 or [building.permits@mauicounty.gov](mailto:building.permits@mauicounty.gov)
  - a. Completed [Building Permit Application](#).
  - b. Eight (8) sets of complete plans, to include but not be limited to, plot plan, floor plan, foundation plan, floor framing, roof framing, cross/wall sections, elevations, landscape and irrigation plans, civil plans, parking plan.  
  
One set to have original professional stamps and signatures, or [architect letter of authorization in lieu](#) of original stamps/ signatures. This is not required if the design professional signs as the building permit applicant.
  - c. Proof of fee ownership, if owner on application is not the same with Real Property Tax records.
  - d. Notarized letter of authorization from the fee owner, authorizing the scope of work.
  - e. One set specifications, calculations.
  - f. Building [plan review fee](#) as set forth in the annual budget ordinance, payable to COUNTY OF MAUI.
  
2. Building Plans Review - (808) 270-7236 or [dsa.plans.examiners@mauicounty.gov](mailto:dsa.plans.examiners@mauicounty.gov)
  - a. [Code Search Form](#).
  - b. [Special Inspections Form](#).
  - c. Maui County Code 16.16A, 2006 IECC Energy Code Compliance. A [certification block](#) shall be located on the first sheet of the pertinent plan, e.g. architectural, electrical, and mechanical if plans are required to be stamped.
  - d. Hawaii Revised Statutes (H.R.S.) 103-50 [Compliance Disclosure Form](#) (State or County funds).
  - e. State or County funds (H.R.S. 103-50) - A Document review letter from the State of Hawaii, Disability and Communication Access Board (Americans with Disabilities Act Accessibility Guidelines).
  - f. [Chapter 11 Accessibility Statement](#).
  - g. IF A [CERTIFICATE OF OCCUPANCY](#) IS REQUIRED:  
Submit a location map on 8 ½" x 11" size paper. *\*When the application is approved and the certificate of occupancy issued, the map will be copied onto the back of the certificate.*

For a new building: The map shall include the Project Name, Tax Map Key, Project Address, Building Identification Number, placement of all existing and proposed structure(s) on the property, clearly identifying the subject building to be issued the certificate of occupancy.



3. DSA Civil Construction Section - (808) 270-7242 or [dsa\\_engineering@mauicounty.gov](mailto:dsa_engineering@mauicounty.gov)
  - a. [Grading and Grubbing Permit Check Form](#).
  - b. [Grading and Grubbing Permit Application](#).
  - c. [Driveway permit application](#) for all repairs, reconstruction, and new driveways with access from a County roadway.
  - d. [Sight Distance Analysis](#) and [Driveway Inspection Request](#) for an existing driveway from a County roadway.
  - e. Additional three (3) sets civil drawings only for any grading, sewer, water, roadway, etc, improvements.
  - f. Two (2) copies of the Drainage report for area less than one acre may be required.
  - g. Two (2) copies of the Drainage and soil erosion report for areas greater than one acre.
4. Planning Department - (808) 270-7253 or [planning@mauicounty.gov](mailto:planning@mauicounty.gov)
  - a. Comprehensive parking analysis.
  - b. Floor area ratio and lot coverage analysis for new or additions to hotels and apartments.
  - c. Two (2) Landscaping and irrigation plans for new parking areas.
5. Wastewater Reclamation Division - (808) 270-7417 [List of detailed requirements](#)
  - a. Scaled site plan showing building/project location, TMK numbers and street names.
  - b. Utilities plumbing plan showing all drain lines, equipment, fixtures, grease interceptors, service manholes, etc.
  - c. Mechanical plan showing all air conditioning condensate or similar drain lines.
  - d. Sewage flow calculations for any new or additional wastewater. (2 copies)
  - e. Grease Trap/Interceptor sizing calculations for all projects which include any type of food service.
6. Department of Water Supply - (808) 270-7417
  - a. Please review the [Initial Submittal Requirements for the Review of a residential or Commercial Application for Building Permit](#) before submitting your application.
  - b. If applicable, a [Proposed Fixture Quantity Worksheet](#) should be included with your application.
  - c. If applicable, a [Zero Water Use Certificate](#) should be included with your application.
  - d. Be aware of any past permit/property requirements and consider them in your application.
  - e. Include information on any and all water meters serving your property such as: meter size, account number, etc.
  - f. Include most recent test data on any backflow prevention devices such as: reduced pressure backflow preventers, double check detector assemblies or others as required.
  - g. Applicant should verify their meter box cover meets current DWS standards.
7. Fire Prevention Bureau - (808) 244-9161
  - a. Scaled site plan showing fire hydrants location and access roads to the buildings.
  - b. Fire plan review fee (12.5% of the building permit fee) as set forth in the annual budget ordinance, payable to COUNTY OF MAUI.
8. Department of Housing and Human Concerns - (808) 270-7805  
New residential units only.
9. Parks & Recreation, Planning and Development Section - (808) 270-7931  
Parks assessment fees for four (4) or more residential units.
10. State Department of Health - (808) 984-8232 (Contact Health Department for forms)
  - a. Form 1 application needed for A/C systems 2100 CFM or greater and must be submitted to: Indoor & Radiological Health (IRH) Branch, 591 Ala Moana Blvd., Honolulu, Hawaii 96813.
  - b. For Restaurants and Swimming Pools - Complete a Plan Review Application. New projects \$200.00, Renovations \$150.00 and submit to: State Department of Health, Environmental Health Services Branch, 54 High Street Room #300, Wailuku, Hawaii 96793.

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11. State Department of Education - (808) 784-5080  
New residential units only.
12. State Department of Land and Natural Resources, State Historic Preservation Division (DLNR-SHPD)
  - a. Ground altering activities - Archaeology - Maui Office at (808) 243-5169
  - b. Structures 50 years and older - Architecture - Oahu Office at (808) 692-8015

Please call the **Building Permit Section at (808) 270-7250** if you have any questions regarding the building permit process. Office hours are 8:00 a.m. - 4:00 p.m., Monday through Friday. Or, you can email us at [building.permits@mauicounty.gov](mailto:building.permits@mauicounty.gov). **No new permit applications will be accepted after 3:30 p.m.**

If you have any questions regarding building inspections, please contact the Building Inspection Office at (808) 270-7375. Their office hours are 6:45 a.m. - 3:30 p.m., Monday through Friday.