


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

Checklist - Commercial Alteration

(Rev. June 2016)

The following are required by the reviewing agencies for processing a building permit for alterations to an existing commercial building. If adding exterior square footage, use checklist for New Commercial Building and Addition. Contact each agency directly if you have any questions regarding their review. Submit all to the Building Permits Office - the required submittals will be routed to the applicable reviewing agency.

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

1. Building Permits Office - (808) 270-7250 or 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, electrical and plumbing plans (if applicable).

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 fee owner is not the same according to Real Property Tax office records.
 - d. Notarized letter of authorization from the fee owner, authorizing the scope of work improvements.
 - e. 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
 - a. [Code Search Form](#) (Not necessary for Tenant Improvements with no change of use).
 - 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 unit or space within a 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 unit or space within the building to be issued the certificate of occupancy.

3. Planning Department - (808) 270-7253 or 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.

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4. 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.

5. Department of Water Supply - (808) 270-7835
 - 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.

6. 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 per attached fee schedule), payable to COUNTY OF MAUI.

7. Department of Housing and Human Concerns - (808) 270-7805
Alterations or renovation of existing apartments, including conversion to a residential unit.

8. Parks & Recreation, Planning and Development Section - (808) 270-7931
Conversions of four or more residential units, parks assessment fees.

9. 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.

10. State Department of Education - (808) 784-5080
Conversions to residential units.

11. 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, email us at 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 Section at (808) 270-7375. Their office hours are 6:45 a.m. - 3:30 p.m., Monday through Friday.