



COUNTY OF MAUI  
DEPARTMENT OF PLANNING  
2200 MAIN STREET, SUITE 619  
WAILUKU, HI 96793  
(808) 270-8205  
[currentdivision@mauicounty.gov](mailto:currentdivision@mauicounty.gov)

Application packet for the  
**BED AND BREAKFAST HOME**  
**PERMIT RENEWAL**  
BBLA, BBMO, BBHA, BBKM, BBMP, BBPH, BBWK, BBWM

## I. SOURCES OF AUTHORITY

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The sources of authority for a **Bed and Breakfast (B&B) Home Permit** are:

- Maui County Code (MCC), [Title 19, Zoning](#), as amended.
- MCC, [Chapter 19.64, Bed and Breakfast Homes](#). (Ord. No. 2609, 1997)(Ord. No. 3611, 2008)(Ord. No. 4865, 2018)  
(Ord. No. 5011, 2019)(Ord. No. 5262, 2021)(Ord. No. 5300, 2021)

## II. PURPOSE

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The purpose of the B&B Home Permit renewal is to maintain appropriate restrictions and standards for B&B homes; allow homeowners who live on the property an opportunity to participate and benefit from tourism; to provide an alternative visitor experience to the resort and hotel accommodations in the County, while retaining the character of residential neighborhoods; and implement land use policies consistent with the County of Maui's General Plan and State of Hawaii law.

## III. APPLICATION CONTENTS

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This application contains the following documents.

1. Sources of authority, purpose, application contents, notice regarding submitting false or misleading information, and processing procedures (pg 1)
2. Checklist of Required Submittals (pg 2)
3. B&B Home Permit Renewal Application (pg 3)
4. Notarized Certification of Owners Primary Residence (pg 4)

## IV. PROCESSING PROCEDURES

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**As of March 28, 2022, at 4 pm The County of Maui will no longer accept paper applications. This application and all supporting documents must be submitted to [currentdivision@mauicounty.gov](mailto:currentdivision@mauicounty.gov)**

Upon submittal of a completed B&B Home Permit Renewal Application, the Department will review the application to determine whether the required submittals are adequate and may request additional documents as needed. The Department will review to ensure that the B&B operation is in compliance with all the restrictions, standards, and conditions of the existing permit, and all other applicable federal, state, and local laws.

A site visit may be conducted and all rooms in the B&B home and property shall be available and shown upon request. Per Section 19.64.060(D), MCC, permit holders must allow compliance inspections within one hour of notice. Refusal to allow access may result in permit revocation.

When the Department has verified all of the above, and determines that there are no recorded complaints or open issues that must be resolved, the B&B permit may be renewed for one to five years, subject to Director/Planning Commission approval.

Pursuant to Section 19.64.060(B), MCC, permit renewal applications must be submitted to the department no later than 60 days prior to the expiration of the permit, after which the department must not accept any renewal application.

## V. NOTICE REGARDING SUBMITTING FALSE OR MISLEADING INFORMATION

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In addition to any enforcement action pursuant to MCC, Section 19.530.030, MCC, any misrepresentation(s) on this application or throughout the application process shall result in a denial or revocation of a B&B permit and prohibit reapplication within two years from the date of denial or revocation.

## ***B&B Permit Renewal Application Checklist***

**As of March 28, 2022, at 4 pm The County of Maui will no longer accept paper applications. This application and all supporting documents must be submitted to [currentdivision@mauicounty.gov](mailto:currentdivision@mauicounty.gov)**

- This application and all supporting documents must be attached to one email and submitted together. Incomplete applications may not be accepted or result in a delay in processing.
  - This application and all supporting documents must be submitted in PDF format. Please follow naming convention provided for each checklist item below.
  - You may choose to sign this application electronically.
  - All permit fees shall be assessed as set forth in the [annual budget ordinance](#). Applicant will be notified when payment is due.
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1. A registered user account in **Maui's Automated Planning & Permitting (MAPPS) Customer Self Service (CSS) portal**. For instructions please visit <https://hi-mauicountymapps.civicplus.com>
  2. A completed and signed **Bed and Breakfast Permit Renewal Application** (pg 3)
  3. A completed **B&B Permit Renewal Checklist** (this page, pg 2)
  4. A completed, signed and **Notarized Certification of Owners/Lesseees Continued Primary Residence** (pg 4)
  5. **Proof of Residency** showing that the owner(s)/lessee(s) who is/are operating the B&B is/are still living on property (Examples: Voter registration, driver's license, income tax documents, etc.) Start the file name with "ProofofResidency"
  6. All **Certificates of Insurance** issued since last approval. Please consolidate all COIs in to one PDF and start the file name with "COIs"
  7. A copy of the **Real Property Tax Assessment**, showing that there are no real property tax exemptions. Start file name with "RPTA"
  8. Written **Verification of Tax Payments**. The written verification shall be the State of Hawaii Department of Taxation, Form A-6, "Tax Clearance Application." Start the file name with "A-6"
  9. A detailed **Compliance Report** with each approval condition listed, along with a response on how each condition has been fulfilled as per Section 19.64.060, MCC. Start the file name with "ComplianceReport"

**Additional documents required if property is located within the State Land Use Agricultural District and a State Land Use Commission Special Use Permit was also granted for the B&B operation.**

10. A letter which included the permit number requesting a renewal of the SUP2 Permit for the same time period as your B&B renewal (from one to five years). Start the file name with "SUP2RenewalRequest"
11. Photos of agriculture verifying that the farm plan continues to be implemented. If the onsite agriculture has changes, the Farm Plan will need to be amended. Start the file name with "PhotosofAgriculture"
12. A completed application for a re-verification of onsite agriculture. The application can be accessed here: <https://www.mauicounty.gov/DocumentCenter/View/118412/Farm-Plan-Review>

**IMPORTANT NOTE: Please keep a copy of all submitted items for your records.**

## **BED AND BREAKFAST (B&B) PERMIT RENEWAL APPLICATION**

<b>B&amp;B &amp; PROPERTY INFORMATION</b>		
B&B Name <i>(include all other previous names):</i>	Permit No.:	Existing Permit Expiration Date:
Physical Address/Location of Project:		
Tax Map Key:	# Dwellings on property:	# Bedrooms on property:
	# Dwellings for B&B:	# Bedrooms for B&B:
Structure(s) Being Used for B&B (check appropriate box):		
<input type="checkbox"/> Main <input type="checkbox"/> Accessory <input type="checkbox"/> Both Main & Accessory		
Additional Location Information:		
<b>PROJECT CONTACT INFORMATION</b>		
PERMIT HOLDER INFORMATION		
Permit Holder's Name:	CSS Username:	
Mailing Address:	Email:	
Phone Number(s):	(bus)	(home)
Signature:		Date:
PERMIT HOLDER INFORMATION		
Permit Holder's Name:	CSS Username:	
Mailing Address:	Email:	
Phone Number(s):	(bus)	(home)
Signature:		Date:
OWNER INFORMATION		
Owner's Name:	CSS Username:	
Mailing Address:	Email:	
Phone Number(s):	(bus)	(home)
Signature:		Date:
CONSULTANT INFORMATION		
Consultant's Name:	CSS Username:	
Mailing Address:	Email:	
Phone Number(s):	(bus)	(home)
Signature:		Date:

**Notarized Certification of Owners/Lessees Continued Primary Residence**

I/We \_\_\_\_\_ as the \_\_\_\_\_ of the property located at  
(Name of applicants(s)) (Owner or Lessee)

\_\_\_\_\_, Tax Map Key No: \_\_\_\_\_  
(Address of property) (TMK)

certify that my/our primary residence within the County of Maui has been at the above-referenced location for the duration of our existing bed and breakfast home permit, that I/we will continue to operate the bed and breakfast home, and continue to live on the same property as the single-family dwelling unit(s) used as the bed and breakfast home, for as long as the bed and breakfast is in operation.

\_\_\_\_\_  
(Signature of Applicant(s))

\_\_\_\_\_  
(Printed Name of Applicant(s))

STATE OF HAWAII )  
 ) SS.  
COUNTY OF )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, to me personally known, who, being by me duly sworn or affirmed, did say that such person(s) executed the foregoing instrument as the free act and deed of such person(s), and if applicable in the capacities shown, having been duly authorized to execute such instrument in such capacities.

\_\_\_\_\_  
Notary Public, State of Hawaii.  
Print Name \_\_\_\_\_  
My commission expires: \_\_\_\_\_

Notary Public Certification  
Doc. Date: \_\_\_\_\_ # Pages: \_\_\_\_\_  
Notary Name: \_\_\_\_\_ Judicial Circuit: \_\_\_\_\_  
Doc. Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[Stamp or Seal]  
Notary Signature: \_\_\_\_\_  
Date: \_\_\_\_\_