

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

**STANDARD PROCEDURES AND CONDITIONS FOR
EMERGENCY RESIDENTIAL BUILDING, ELECTRICAL, AND PLUMBING PERMIT**

1. Applicability: Any existing dwelling and its accessory structures that were legally erected and that have been damaged in a disaster or civil defense emergency, recognized by the governor's proclamation, pursuant to chapters 127 or 128, Hawaii Revised Statutes.

To qualify, a structure must be registered as having been damaged during a disaster or civil defense emergency by the Maui Emergency Management Agency (MEMA). Please contact MEMA at (808) 270-7285 prior to submittal to verify if the structure has been registered.

<https://www.mauicounty.gov/70/Emergency-Management-Agency>

2. Building Permit Application: Complete [PS-FORM A-Emergency](#) and the following applicable forms:
 - a. [PS-FORM B](#) Owner's Authorization To Apply For And Obtain A Building Permit
 - b. [PS-FORM C](#) Design Professional – Authorization To Submit Documents for A Building Permit
 - c. [PS-FORM D](#) Contractor's Statement Or Owner Builder Disclosure Statement
 - d. [PS-FORM E](#) Special Inspections Form

If you have any questions, please contact the Development Services Administration (DSA) Building Permit Section at (808) 270-7250.

The emergency application will be reviewed and approved by the Development Services Administration and the Department of Planning **prior** to the issuance of the permit. **Please be aware that all other applicable County and State agencies will not be required to review and approve the emergency building permit.** These County and State agencies shall be responsible for enforcing their requirements independently **after** issuance of the emergency building permit. It is the permittee's responsibility to work directly with these agencies to ensure full compliance with their requirements.

• **DSA Civil Construction Section** (808) 270-7242 dsa.engineering@mauicounty.gov
(Contact if grading, grubbing, driveway, roadway, or other site construction proposed.)

• **Planning Department** (808) 270-7253 planning@mauicounty.gov

• **Department of Water Supply** (808) 270-7835

• **Fire Prevention Bureau** (808) 870-4690

• **Parks & Recreation, Planning and Development Section** (808) 270-7931

• **Wastewater Reclamation Division** (808) 270-7417

• **State Department of Health** (808) 984-8232 Wastewater Branch

• **State Department of Land and Natural Resources, State Historic Preservation Division (DNLR-SHPD)** (808) 784-5080

3. Electrical and Plumbing Permits: The electrical and/or plumbing permit will be issued as part of this emergency building permit. Page 2 of PS-FORM A-Emergency requires the names, license nos., and signatures of the licensed electrical contractor and/or plumbing contractor **and** the licensed electrician and/or plumber. If you have any questions, please contact the DSA Electrical Section at (808) 270-7255 and the DSA Plumbing Section at (808) 270-7368.

4. Construction Drawings: Applicant shall submit 3 sets of construction drawings showing the location and scope of repair work, prepared and stamped by a Hawaii licensed architect or structural engineer. Energy code certification block shall be added to the first sheet of the plan. If you have any questions, please contact the DSA Building Plans Examiners at (808) 270-7236.

5. Permit Fees: All building plan review and building permit fees are required. The Building Official **may defer** the building plan review and building permit fees upon written request by the applicant. If granted, the fees shall be paid in full prior to the conducting of the final building inspection.

An emergency electrical permit fee of \$100 and emergency plumbing permit fee of \$115 shall be paid in full prior to issuance of the emergency building permit.

6. Permit Issuance: Copies of the approved emergency building permit and construction drawings will be distributed to the applicable County and State agencies immediately after issuance of the permit.

7. Building, Electrical, and Plumbing Inspections: All inspections mandated by the Maui County Code are required. If you have any questions, please contact:

- **DSA Building Inspection Section: (808) 270-7375**
- **DSA Electrical Section: (808) 270-7255**
- **DSA Plumbing Section: (808) 270-7368**

8. Time Extensions: Building, electrical, and plumbing permits issued under this emergency permit may be extended in accordance with the applicable provisions of the Maui County Code.

9. Approval By Default: If the building official does not take action by either approving, approving with conditions, or denying the emergency permit application within 7 calendar days after submittal of all information required by the building official, then the application shall be deemed approved.

The time period for the emergency permit application for repair of a nonconforming building or structure that is subject to Section 19.500.110 of the Maui County Code, shall be 10 calendar days.

10. Illegal Construction: Permits issued under this section shall not be interpreted to be an approval of any violation of federal, state, or county statutes, ordinances, or rules. The issuance of a permit shall not relieve the owner(s) from complying with any applicable statutes, ordinances, or rules. Structures or portions thereof that were illegally constructed shall not be repaired under the emergency permit.

Other permits or approvals may be required to do the work proposed, and it is the responsibility of the owner and permittee to obtain all appropriate permits and approvals prior to the start of work.

11. Helpful Links:

- KIVA Land & Permitting System (to check building permit application status)
<http://kivanet10g.co.maui.hi.us/kivanet/2/index.cfm>
- Maui County Codes <http://library.municode.com/index.aspx?clientId=16289>
- Construction Permits and Applications <http://www.co.maui.hi.us/index.aspx?nid=1316>
- Request for Service <http://www.co.maui.hi.us/index.aspx?nid=76>