

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

**APPLICATION FOR BUILDING PERMIT CHECKLIST  
FOR RESIDENTIAL BUILDINGS**

All items listed on **Part A** are minimum submittals required for building permit processing. Additional agency submittal requirements are listed on **Part B**. Contact each agency directly if you have any questions regarding their review or requirements.

<b>PART A</b>	
<b><u>BUILDING PERMIT SECTION</u></b>	
(808) 270-7250 or <a href="mailto:building.permits@mauicounty.gov">building.permits@mauicounty.gov</a> <a href="http://co.maui.hi.us/1208/Building-Permit">http://co.maui.hi.us/1208/Building-Permit</a>	
Office Hours: 8:00 a.m. to 4:00 p.m., Monday through Friday No new building permit applications will be accepted after 3:30 p.m. The application and plans are distributed concurrently for review and approval.	
1.	Proof of fee ownership if owner on building permit application is not the same with Real Property Tax records. Provide recorded deed. <a href="http://qpublic9.qpublic.net/hi_maui_search.php">http://qpublic9.qpublic.net/hi_maui_search.php</a>
2.	Eight (8) sets of complete plans and two (2) sets of specifications. Plans are limited to 100 sheets per bound set. Plans requiring more than 100 sheets shall be divided into two or more sets. The preferred sheet size is 24" x 36."
3.	Building Plan Review Fee is required based on the value of work. Call (808) 270-7250 for the fee amount.
4.	<b><u>Complete PS-Form A, Application For Building Permit</u></b> Each structure on the plans, including fences and retaining walls, requires a separate building permit application.
5.	<b><u>Complete PS-Form B, Owner's Authorization to Apply For and Obtain a Building Permit</u></b> Complete if the applicant is not the owner and to authorize the lessee, agent, and/or contact to act on their behalf.
6.	<b><u>Complete PS-Form C, Design Professional Authorization to Submit Documents for a Building Permit</u></b> Complete if plans are prepared by an architect or engineer and does not have original stamps and signatures on all sheets, or is not the applicant.
7.	<b><u>Complete PS-Form D, Contractor's Statement or Owner Builder Disclosure Statement</u></b> Required for all commercial building permit applications.
8.	<b><u>Complete PS-Form E, Special Inspections Form</u></b> Required when plans are prepared by an architect or engineer. A <u>separate form</u> is required for each building permit application.
9.	<b><u>Complete EL-Form H, Grading and Grubbing Permit Check Form</u></b>

## PART B

### DSA Building Plans Review

(808) 270-7236 [dsa.plans.examiners@mauicounty.gov](mailto:dsa.plans.examiners@mauicounty.gov)

1. Adopted Codes: 2006 IBC, 2006 IRC, 2006 IECC.  
Amendments: <https://goo.gl/px9nyb>
2. 2006 IECC Energy Conservation Code Compliance  
A certification block shall be located on the first sheet of the pertinent plan, e.g. architectural, electrical, and mechanical plans.
3. Act 204, HRS 196-6.5. As of January 1, 2010, a solar water heater system is required for all new single family dwellings.

### DSA Civil Construction Section

(808) 270-7242 [dsa.engineering@mauicounty.gov](mailto:dsa.engineering@mauicounty.gov)

1. Grading and Grubbing Permit Application
2. Additional three (3) sets of civil drawings only for any grading, sewer, water, roadway, etc. improvements.
3. Two (2) copies of a drainage report for area less than one (1) acre may be required.
4. Two (2) copies of a drainage and soil erosion report for areas greater than one (1) acre.
5. Civil Construction permits are not required for alterations to existing buildings.
6. Application and Permit to Construct or Repair a Driveway apron.
7. Driveway Sight Distance Check Form.
8. Driveway Apron Inspection Request Form for Existing Asphalt or Concrete Aprons Only, if applicable.

### Planning Department

(808) 270-7253 [planning@mauicounty.gov](mailto:planning@mauicounty.gov)

1. Special Management Area permits, Flood Development permits, Agricultural District and other development permits shall be submitted directly to the Planning Dept.
2. Property zoning, permitted land uses and standards.

### Department of Water Supply

(808) 270-7835

1. A [Water Meter Sizing Worksheet for Residential](#) should be included with your application.

### Fire Prevention Bureau

(808) 244-9161

1. Scaled site plan showing fire hydrants location and access roads to the buildings.
2. Scaled site plan showing fire hydrants location and access roads to the buildings. The hydrant location shall be certified by the architect or structural engineer of record or the subdivision plan showing the hydrant location(s).

**Department of Housing and Human Concerns**

(808) 270-7805

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| 1. | All single family dwellings, accessory dwellings, farm dwellings, either new or by conversion. |
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**Parks & Recreation, Planning and Development Section**

(808) 270-7931

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| 1. | Parks assessment fees for four (4) or more residential units.    |
| 2. | Parks assessment fees for conversions of four (4) or more units. |

**State Department of Health**

(808) 984-8232 Wastewater Branch

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| 1. | Individual wastewater systems and cesspools. |
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**State Department of Land and Natural Resources, State Historic Preservation Division (DNLR-SHPD)**

(808) 784-5080

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| 1. | Ground altering activities - Archaeology - Maui Office at (808) 243-5169     |
| 2. | Structures 50 years and older - Architecture - Oahu Office at (808) 692-8015 |

**Demolition Under 50 Years Old**

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| 1. | Provide Items 1, 3, 4, 5, 6, and 7 from <b>PART A</b> of this checklist.   |
| 2. | Six (6) site plans showing all existing structures on the property and noting which structure(s) to be demolished.                           |
| 3. | Completed State Department of Health, <a href="#">Vector Control Branch, Form VC-12</a> .  |
| 4. | Certified Asbestos Inspection, Abatement and Notification to the State Department of Health, Asbestos Office (808) 586-5800 (as applicable). |

**Demolition Over 50 Years Old (Historic District/Historic Property)**

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| 1. | Provide all items listed for Demolition Under 50 Years Old.   |
| 2. | Completed <a href="#">Historic Resources Inventory form</a> .<br>Please call the Department of Land & Natural Resources - State Historic Preservation District at (808) 692-8023 if you have any questions. |
| 3. | Two (2) sets of 4x5 color prints and two (2) CD-ROMS with digital images of the structure to be demolished. Photographic file sizes on CD-ROMS must be no less than 1.90 MB to ensure minimum clarity.      |

**HELPFUL LINKS:**

Maui County Codes	<a href="http://library.municode.com/index.aspx?clientId=16289">http://library.municode.com/index.aspx?clientId=16289</a>
Construction Permits & Applications	<a href="http://www.co.maui.hi.us/index.aspx?nid=1316">http://www.co.maui.hi.us/index.aspx?nid=1316</a>
KIVA Land & Permitting System	<a href="http://kivanet10g.co.maui.hi.us/kivanet/2/index.cfm">http://kivanet10g.co.maui.hi.us/kivanet/2/index.cfm</a>
Request for Service	<a href="http://www.co.maui.hi.us/index.aspx?nid=76">http://www.co.maui.hi.us/index.aspx?nid=76</a>