

**COUNTY OF MAUI**  
**DEPARTMENT OF PUBLIC WORKS**  
**DEVELOPMENT SERVICES ADMINISTRATION**  
**110 ALA'IHI STREET, SUITE 214**  
**KAHULUI, HAWAII 96732**

**APPLICATION FOR BUILDING PERMIT CHECKLIST**  
**FOR COMMERCIAL 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>BUILDING PERMIT SECTION</b>	
(808) 270-7250 <a href="mailto:building.permits@mauicounty.gov">building.permits@mauicounty.gov</a>	
Website: <a href="https://www.mauicounty.gov/1208/Building-Permit">https://www.mauicounty.gov/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.	Complete PS-Forms A thru H (forms available on the website). Each structure on the plans, including fences and retaining walls, requires a separate building permit application.
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.	Proof of fee ownership if owner on building permit application is not the same with Real Property Tax records. Provide recorded deed. Real Property Tax website: <a href="https://qpublic.schneidercorp.com/Application.aspx?App=MauiCountyHI&amp;PageType=Search">https://qpublic.schneidercorp.com/Application.aspx?App=MauiCountyHI&amp;PageType=Search</a>
4.	Building Plan Review Fee and Fire Plan Review Fee is required and based on the value of work. Check payable to the County of Maui. Call (808) 270-7250 for the fee amounts.
<b>PART B</b>	
<b>DSA Building Plans Review</b>	
(808) 270-7236 <a href="mailto:dsa.plansreview@mauicounty.gov">dsa.plansreview@mauicounty.gov</a>	
1.	Visit website for list of codes enforced. <a href="https://www.mauicounty.gov/1308/Building-Plan-Review-Section">https://www.mauicounty.gov/1308/Building-Plan-Review-Section</a>
2.	IBC Code Search Form Required for all new buildings, additions, and major alterations to existing buildings.
<b>DSA Civil Construction Section</b>	
(808) 270-7242 <a href="mailto:dsa.engineering@mauicounty.gov">dsa.engineering@mauicounty.gov</a>	
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 each Existing Asphalt or Concrete Aprons Only, if applicable.

**Department of Planning – Zoning Administration and Enforcement Division**

(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.
3.	Floor area ratio and lot coverage analysis for new or additions to hotels and apartments.
4.	Comprehensive parking analysis.
5.	Two (2) copies of landscaping and irrigation plans for new parking areas.

**Department of Environmental Management – Wastewater Reclamation Division**

(808) 270-7417

For list of detailed requirements: <https://www.mauicounty.gov/DocumentView.asp?DID=99853>

1.	Scaled site plan showing buildings/project location on the property. Include project name, TMK numbers, property address and street names.
2.	Detailed utilities plumbing plan showing all drain lines, equipment, fixtures, grease interceptors, service manholes, etc. All condensate, pool, rainwater and non-contact water discharges are not allowed in the sewer system and discharge locations must be shown.
3.	Detailed floor plans showing business/furniture/equipment layout.
4.	Sewage flow calculations detailing a comparison between the existing and estimated wastewater discharges resulting from this project. (1 copy, signed and stamped by a State of Hawaii licensed engineer)
5.	Grease Trap/Interceptor sizing calculations for all projects which include any type of food service. (1 copy, signed and stamped by a State of Hawaii licensed engineer)
6.	New Commercial Building and Additions Construction plans for a property sewer service manhole for (i) all new commercial buildings and (ii) for additions if a grease trap/interceptor is existing or required on the property.  Commercial Alterations Construction plans for a property sewer service manhole if a grease trap/interceptor is existing or required on the property.

**Department of Water Supply – Engineering Division**

(808) 270-7835

1.	A <a href="#">Water Meter Sizing Worksheet – Non-Residential</a> should be included with your application.
2.	Be aware of any past permit/property requirements and consider them in your application.
3.	Include information on any and all water meters serving your property such as: meter size, account number, etc.
4.	If applicable, include most recent test data on any backflow prevention devices such as: reduced pressure backflow preventers, double check detector assemblies or others as required.

5.	Applicant should verify their meter box cover meets current DWS standards.
<b>Department of Fire &amp; Public Safety – Fire Prevention Bureau</b> (808) 876-4690. Fire plan review fee (12.5% of the building permit fee). Additional plan review fee (\$30 per hour) where plans are incomplete or are changed. As set forth in the annual budget ordinance, payable to County of Maui.	
1.	Scaled site plan.
2.	Fire Hydrant: indicate nearest existing fire hydrant located on plan with details to determine distance to structure along approved fire department access route.
3.	Water Supply: indicate Public (Dept. of Water Supply) or Private Water system.
4.	Access road: details shall include the route from the nearest public road to the structure, width, grade and surface materials.
5.	Fire Protection System: any existing or proposed system shall be indicated on plan. Fire Sprinkler or Fire Alarm plans shall be approved by a qualified, Hawaii licensed, Engineer.
<b>Department of Housing and Human Concerns</b> (808) 270-7805	
1.	New residential units only.
2.	Alteration or renovation of existing apartments, including conversion to a residential unit.
<b>Department of Parks &amp; Recreation – Planning and Development Division</b> (808) 270-7931	
1.	Parks assessment fees for four (4) or more residential units.
2.	Parks assessment fees for conversions of four (4) or more units.
<b>State Department of Health – Sanitation Branch</b> (808) 984-8230 (Contact Health Department for forms)	
1.	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.
2.	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.
<b>State Department of Health</b> (808) 984-8232 Wastewater Branch	
1.	Individual wastewater systems and cesspools.
<b>State Department of Education</b> (808) 784-5080	
1.	New or conversion to residential units.

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

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**

1. Provide PS-Forms A thru D, Items 3 and 4 from **PART A** 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, [Vector Control Branch, Form VC-12](#).
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**

1. Provide all items listed for Demolition Under 50 Years Old.
2. Completed [Historic Resources Inventory form](#).  
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.

**DSA BUILDING PERMIT SECTION  
CERTIFICATE OF OCCUPANCY (CO)**

Website: <https://www.mauicounty.gov/1221/Certificate-of-Occupancy-Permit>

1. Upon issuance of a building permit, the Building Permit Section will create a CO application (CO-T) if required.
2. It is the responsibility of the applicant to obtain a certificate of occupancy prior to occupancy of the building or space.
3. After receiving all agency approvals, the Building Permit Section will contact the applicant.
4. Issuance fee of \$50. A \$1,000 penalty for occupying without a CO.
5. Provide a location map and floor plan showing the building/unit floor plan and unit number on a 8-1/2" x 11" size paper. For a new building: The map shall include the Project Name, TMK, Project Address, Building Identification No., placement of all existing and proposed structure(s) on the property, clearly identifying the subject building to be issued the certificate of occupancy.

**HELPFUL LINKS:**

Maui County Codes	<a href="https://library.municode.com/hi/county_of_mau/codes">https://library.municode.com/hi/county_of_mau/codes</a>
Construction Permits & Applications	<a href="https://www.mauicounty.gov/1316/Construction-Permits-Applications">https://www.mauicounty.gov/1316/Construction-Permits-Applications</a>
KIVA Land & Permitting System	<a href="http://kivanet10g.co.maui.hi.us/kivanet/2/permit/index.cfm">http://kivanet10g.co.maui.hi.us/kivanet/2/permit/index.cfm</a>
Request for Service	<a href="https://www.mauicounty.gov/76/Request-for-Service">https://www.mauicounty.gov/76/Request-for-Service</a>
Maui County Public Documents	<a href="https://publicweb1.co.maui.hi.us/PublicSearch/Maui.aspx">https://publicweb1.co.maui.hi.us/PublicSearch/Maui.aspx</a>