



DEPARTMENT OF PUBLIC WORKS

<http://www.co.maui.hi.us>.

DEVELOPMENT SERVICES ADMINISTRATION

250 SOUTH HIGH STREET - WAILUKU - HAWAII - 96793

Design Registration Guidelines/Instructions

1. Sheet Size: 24" X 36"
2. Minimum Scale: 1/4" = 1' - 0"
3. Graphic scale on every sheet and/or drawing.
4. Provide the breakdown of the total floor area.
5. Provide a blank space (2" X 4" in size) for DSA's signature block at the upper right-hand corner next to the Title Block. See the sample below.



6. Submit one complete set of drawings for each model.
7. Complete an Application for Design Registration form for each model. (Note: Models with options enlarging the square footage of the dwelling, requires a separate application for each option.)
8. Permitted options to Design Registration Models shall be clearly organized and detailed on all applicable plans.
9. Submit a completed Special Inspections Form for each model.
10. Submit a certification for compliance to the Hawaii Model Energy Code.
11. The Design Registration Fee is \$500.00 for each model. (Make your check payable to: County of Maui).

Mail submittals to: Attention: Design Registration Desk
Department of Public Works
Development Services Administration
County of Maui
250 South High Street, Room #100
Wailuku, Hawaii 96793

Direct your questions to: Design Registration Desk
Building Plans Review Section
Phone: (808) 270-7236



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APPLICATION FOR DESIGN REGISTRATION

(A Request for pre-approval for Building, Housing, & Model Energy Code Compliance only.)

Model Name/Number _____

To be occupied as: _____

Overall Dimensions: _____

Foundation	<input type="checkbox"/> Post & Pier	<input type="checkbox"/> Concrete	Other <input type="checkbox"/>	_____
Floors	<input type="checkbox"/> Concrete	<input type="checkbox"/> Plywood	<input type="checkbox"/>	_____
Walls	<input type="checkbox"/> 2x4 Studs	<input type="checkbox"/> Metal Studs	<input type="checkbox"/>	_____
Partitions	<input type="checkbox"/> 2x4 Studs	<input type="checkbox"/> Metal Studs	<input type="checkbox"/>	_____
Ceiling	<input type="checkbox"/> Gypsum	<input type="checkbox"/> Open Beam	<input type="checkbox"/>	_____
Roof Covering	<input type="checkbox"/> Fiberglass Shingles	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roof Overhang	_____ feet/inches			_____

Living Area	_____ s.f.	Estimated Value \$	_____
Garage/Storage	_____ s.f.		
Entry/Lanais	_____ s.f.	# Bathrooms	_____
Open Decks	_____ s.f.	# Bedrooms	_____
Other	_____ s.f.	# Half-Bath	_____
Total Floor Area	_____ s.f.	# Stories	_____
Remarks:	_____		

Applicant Information:

Name _____ License No. _____
(Hawaii Licensed Architect or Structural Engineer)

Address _____ Phone: _____
(Signature) _____ (Date)
City/State _____ Fax: _____

Design Registration Fee \$500.00 (Payable to: County of Maui)

For Official Use (RS 06) Single Family (RS01) Accessory Dwelling (RS17) Single Family w/Accessory Dwelling

Application Number: DSGN T20 _____ / _____ Date Received: _____

Reviewed by: _____ Accepted Valuation: \$ _____

DESIGN REGISTRATION NUMBER
Date Issued: _____ DSGN 20