



John S. Rabi, Principal Broker, ABR, CM, CRB, FHS, PB



Lunapule Professional Plaza
75-127 Lunapule Street, Suite 3
Kailua-Kona, HI 96740
808.327-3185 Direct
1.866.293.5920 Fax

Now that you've found the perfect lot in a great neighborhood, you probably think that you've got it all handled. Not quite, you've actually just begun what can be one of the most rewarding, frustrating, fulfilling and challenging times of your life - building your dream home. Here in the islands, this process can sometimes lapse into lingering delays or "Hawaiian Time." Part of this can be avoided by knowing what to look out for ahead of time. Many people choose to hire an experienced building contractor from the very start. In Hawai'i, contractors are licensed to provide many critical services, from plumbing to electrical to the general contractor who oversees the entire project.

You should interview two or three different contractors prior to getting bids on construction. You may also call the State Office of Consumer Protection, (808) 243-5387, to review the complaint history of a particular contractor. Some people may wish to save money by finishing parts of the construction themselves, but that usually comes later on down the line in the sanding, staining and hanging the mirrors phase. Your general contractor can work with you to make sure that you get off on the right foot.

To get things started, **either a licensed architect or structural engineer must stamp all plans**. Five copies of your building plans are then submitted to the **County buildings Department** for review and approval before you can even break ground. West Hawai'i Building Department is located at 74-5706 Kuakini Hwy. Ste. 109. For more information call **(808) 327-3520**. For residential permits, the Building Department requires a four-step review process.

The County Building Permit Process

Where to Apply:

Building Division of the Department of Public Works, County of Hawai'i located in the Hanama building at 75-5706 Kuakini Highway, Suite 109, Kailua-Kona. The office hours are 7:45 a.m. to 4:30 p.m., Monday thru Friday (except holidays).

What to Bring:

Two (2) sets of construction plans for residential type structures. Three (3) sets of construction plans for all other structures. (Exception: Plans and specifications need not be submitted for small and unimportant work when authorized by the Building Official. Specifications shall be submitted when requested by the plan reviewers).

Either a licensed architect or structural engineer must stamp all plans

Basic Requirements (but not limited to):

Plans shall be drawn to scale and be blueprinted or drawn clearly and legibly on paper. Plans must be of sufficient clarity to indicate the nature and extent of the work proposed, as well as compliance to all construction regulations.

- A plot plan showing location of the proposed building and all existing buildings, distances of building or buildings from each other and from property lines, and the sewer system (cesspool, septic tank, etc.) location.

Plot plan shall be drawn to scale with all measurements of the property noted and properly identified by tax map key number. The street name, address where available, and name of legal owner, and /or lessee, tenants, shall be indicated.

- A foundation plan showing the layout and dimensions of the foundations. Details of piers, footings, post, sills, joists, and concrete slabs, etc. shall be shown.
- Framing plans for each floor level should show the following: layout, dimensions and member sizes.
- Floor plan (for each floor level) should show the layout and dimensions of all rooms, doors, windows, cabinets, built-ins, electrical installations, plumbing and heating fixtures, attic access, smoke detectors, etc. The use or occupancy of each room or space shall be indicated.
- Regardless of valuation, when the principal structural members of a building consist of reinforced concrete, concrete masonry or structural steel of when a wooden structure is on a post and pier foundation. (Structural Engineer or Architect)
- Regardless of valuation, when truss spans for roofs exceeds 30'-0". (Structural Engineer or Architect)
- Retaining walls and swimming pools more than 6 feet in height or depth. (Architect, Structural or Civil Engineer)
- Energy calculations. (Engineer or Architect qualified in the respective field)
- Structures located in flood areas (Refers to County Flood Regulations and Engineering Divisions for surveying and engineering requirements)

PROCEDURES FOR OBTAINING APPROVALS:

- Plans shall be presented to the permit clerk at the Building Division to assure that submittals are complete. Submittals may be rejected for incompleteness or when information is unclear or illegible.
- Obtain a BUILDING PERMIT APPLICATION from the clerk and fill in applicable information requested. A separate application is required for each building or structure. (EXCEPTION: One permit may be obtained for a dwelling and its accessories, such as fences, retaining walls, pools, and garages. Electrical and plumbing permit applications shall accompany building permit applications for solar installations and structures located in flood areas.
- Present the completed application and plans to the clerk. After review of submittals, the clerk will indicate on the permit application the required agencies necessary to review and approve your project.
- YOU are responsible to obtain approvals (dated signatures) from each agency as indicated on the permit application as described in Item C above.
- After receiving approvals from all agencies, return your submittals to the permit clerk. A detailed review by the plan reviewers of the Building Division will be made. Depending upon the type of work proposed (see Special Inspections list), you may be required to employ special inspectors for the plan reviewers to ascertain code compliance. You will be notified when your submittals have been approved.
- After your submittals have been approved for issuance of a building permit, a fee will be required. The permit clerk will then issue your BUILDING PERMIT PLACARD, TO BE POSTED AT THE JOBSITE PRIOR TO COMMENCING CONSTRUCTION, together with your approved plans and your copy of the approved building permit application.

EXPIRATION OF BUILDING PERMIT:

Under the provision of the Uniform Building Code, a permit shall expire by limitation and become null and void when the work authorized is suspended or abandoned at any time after the work has commenced for a period of 120 days.

Phone Numbers of Review Agencies

Planning Department	327-3510
Building Division	327-3520
Engineering Division	327-3530
Water Department	322-0600
Fire Department	961-8297
Department of Health	974-6001

BUILDING IN A NATIVE ENVIRONMENT:

Hawaii is a home of many native and endangered plants, flowers, trees and wildlife. The following link will help you how to build in this environment. <http://volcanocommunity.org/page3.html>