

DEPARTMENT OF PLANNING AND PERMITTING  
**CITY AND COUNTY OF HONOLULU**

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JEREMY HARRIS  
MAYOR

RANDALL K. FUJIKI, AIA  
DIRECTOR

LORETTA K.C. CHEE  
DEPUTY DIRECTOR

August 15, 2001

ENGINEERING AND POLICY MEMORANDUM NO. CEB-1-01

TO: ENGINEERS, ARCHITECTS AND DEVELOPERS

FROM: RANDALL K. FUJIKI, AIA, DIRECTOR  
DEPARTMENT OF PLANNING AND PERMITTING

A handwritten signature in black ink, appearing to read "Randall K. Fujiki", is written over the printed name of the director.

SUBJECT: REVISED NOTES FOR CONSTRUCTION AND GRADING PLANS

Effective immediately, the enclosed revised notes shall be included on all construction and grading plans submitted to our department for approval. The revisions are identified by boldface.

If necessary, any supplemental notes required for individual projects should also be included on the plans.

Should there be any questions, please contact the Civil Engineering Branch at 523-4731 or 527-5164.

RKF:ky  
Enclosures

CONSTRUCTION NOTES:

1. All applicable construction work shall be done in accordance with the Standard Specifications for Public Works Construction, September 1986 and Standard Details for Public Works Construction, September 1984, as amended, of the Department of Public Works, City and County of Honolulu and the Counties of Kauai, Maui, and Hawaii.
2. The underground pipes, cables or ductlines known to exist by the engineer from his search of records are indicated on the plans. The Contractor shall verify the locations and depths of the facilities and exercise proper care in excavating in the area. Wherever connections of new utilities to existing utilities are shown on the plans, the Contractor shall expose the existing lines at the proposed connections to verify their locations and depths prior to excavation for the new lines.
3. No Contractor shall perform any construction operation so as to cause falling rocks, soil or debris in any form to fall, slide or flow into existing City drainage systems, or adjoining properties, streets or natural watercourses. Should such violations occur, the Contractor may be cited and the Contractor shall immediately make all remedial actions necessary.
4. The Contractor shall be responsible for conformance with the applicable provisions of the water quality and water pollution control standards contained in Hawaii Administrative Rules, **Title 11, Chapter 54, "Water Quality Standards" and Title 11, Chapter 55, "Water Pollution Control"**, as well as Chapter 14 of the Revised Ordinances of Honolulu 1990, as amended. Best Management Practices shall be employed at all times during construction.
5. The Contractor shall notify the Civil Engineering Branch, D.P.P. at 523-4881 to arrange for inspectional services and submit **four (4) sets** of approved Construction Plans seven (7) days prior to commencement of construction work.
6. Confined Space

For entry by City personnel, including inspectors, into a permit required confined space as defined in 29 CFR Part 1910.146(b), the Contractor shall be responsible for providing:

- I. All safety equipment required by the confined space regulations applicable to all parties other than the construction industry, to include, but not limited to, the following:
    - a. Full body harnesses for up to two personnel.
    - b. Lifeline and associated clips.
    - c. Ingress/egress and fall protection equipment.
    - d. Two-way radios (walkie-talkies) if out of line-of-sight.
    - e. Emergency (escape) respirator (10 minute duration).
    - f. Cellular telephone to call for emergency assistance.
    - g. Continuous gas detector (calibrated) to measure oxygen, hydrogen sulfide, carbon monoxide and flammables (capable of monitoring at a distance at least 20-feet away).
    - h. Personal multi-gas detector to be carried by inspector.
  - II. Continuous forced air ventilation adequate to provide safe entry conditions.
  - III. One attendant/rescue personnel topside (two, if conditions warrant it).
7. **In the event any artifacts or human remains are uncovered during construction operations, the Contractor shall immediately suspend work and notify the Honolulu Police Department, the State Department of Land and Natural Resources-Historic Preservation Division (692-8015), and the Civil Engineering Branch, D.P.P. (523-4881).**
  8. For Bench Mark, see sheet \_\_\_\_.

GRADING NOTES:

1. All grading work shall be done in accordance with Chapter 14, Articles 13, 14, 15, and 16, as related to Grading, Soil Erosion and Sediment Control, of the Revised Ordinances of Honolulu, 1990, as amended, and Soils Report by \_\_\_\_\_ dated \_\_\_\_\_.
2. No Contractor shall perform any grading operation so as to cause falling rocks, soil or debris in any form to fall, slide or flow onto adjoining properties, streets or natural watercourses. Should such violations occur, the Contractor may be cited and the Contractor shall immediately make all remedial actions necessary.
3. The Contractor, at his own expense, shall keep the project area and surrounding area free from dust nuisance. The work shall be in conformance with the air pollution control standards contained in the Hawaii Administrative Rules, Title 11, Chapter 60.1, "Air Pollution Control."
4. The underground pipes, cables or duct lines known to exist by the engineer from his search of records are indicated on the plans. The Contractor shall verify the locations and depths of the facilities and exercise proper care in excavating in the area. Wherever connections of new utilities are shown on the plans, the Contractor shall expose the existing lines at the proposed connections to verify their locations and depths prior to excavation for the new lines.
5. Adequate provisions shall be made to prevent surface waters from damaging the cut face of an excavation or the sloped surfaces of a fill. Furthermore, adequate provisions shall be made to prevent sediment-laden runoff from leaving the site.
6. All slopes and exposed areas shall be sodded or planted as soon as final grades have been established. Planting shall not be delayed until all grading work has been completed. Grading to final grade shall be continuous, and any area within which work has been interrupted or delayed shall be planted.
7. Fills on slopes steeper than 5:1 shall be keyed.
8. The City shall be informed of the location of the borrow/disposal site for the project when the application for a grading permit is made. The borrow/disposal site must also fulfill the requirements of the grading ordinance. **The Department of Planning and Permitting, Site Development Division, Civil Engineering Branch, Permitting and Inspection Section shall be notified of any subsequent changes in the location of borrow/disposal sites (Phone number: 523-4881).**
9. No grading work shall be done on Saturdays, Sundays and holidays at any time without prior notice to the Director, Department of Planning and Permitting, provided such grading work is also in conformance with Hawaii Administrative Rules, Title 11, Chapter 46, "Community Noise Control."
10. The limits of the area to be graded shall be flagged before the commencement of the grading work.
11. All grading operations shall be performed in conformance with the applicable provisions of the water quality and water pollution control standards contained in the Hawaii Administrative Rules, Title 11, Chapter 54, "Water Quality Standards" and Title 11, Chapter 55, "Water Pollution Control" and if applicable, the NPDES permit for the project.
12. Where applicable and feasible the measures to control erosion and other pollutants shall be in place before any earth-moving phase of the grading is initiated.
13. Temporary erosion controls shall not be removed before permanent erosion controls are in-place and established.
14. Temporary Erosion Control Procedures shall be submitted for approval prior to application for grading permit.
15. If the grading work involves contaminated soil and/or hazardous material, then all grading shall be done in conformance with applicable State and Federal requirements. **Contact the Solid and Hazardous Waste Branch of the State Department of Health for more information (Phone number: 586-4226).**
16. Non-compliance to any of the above requirements shall mean immediate suspension of all work, and remedial work shall commence immediately. All costs incurred shall be billed to the permittee. Furthermore, violators shall be subjected to administrative, civil and/or criminal penalties.

17. Building Permit for retaining walls shall be obtained prior to commencement of grading work on site.
18. In the event any artifacts or human remains are uncovered during construction operations, the Contractor shall immediately suspend work and notify the Honolulu Police Department, the State Department of Land and Natural Resources-Historic Preservation Division (692-8015), and the Civil Engineering Branch, D.P.P. (523-4881).
19. For Bench Mark, see sheet \_\_\_\_.

GRUBBING NOTES:

1. All grubbing work shall be done in accordance with Chapter 14, Articles 13, 14, 15, and 16, as related to Grubbing, Soil Erosion and Sediment Control, of the Revised Ordinances of Honolulu, 1990, as amended, and Soils Report by \_\_\_\_\_ dated \_\_\_\_\_.
2. No Contractor shall perform any grubbing operation so as to cause falling rocks, soil or debris in any form to fall, slide or flow onto adjoining properties, streets or natural watercourses. Should such violations occur, the Contractor may be cited and the Contractor shall immediately make all remedial actions necessary.
3. The Contractor, at his own expense, shall keep the project area and surrounding area free from dust nuisance. The work shall be in conformance with the air pollution control standards contained in the Hawaii Administrative Rules, **Title 11, Chapter 60.1, "Air Pollution Control."**
4. Adequate provisions shall be made to prevent surface waters from damaging the cut face of an excavation or the sloped surfaces of a fill. Furthermore, adequate provisions shall be made to prevent sediment-laden runoff from leaving the site.
5. All grubbed areas shall be sodded or planted immediately after the grubbing work has been completed.
6. The City shall be informed of the location of the disposal site for the project when the application for a grubbing permit is made. The disposal site must also fulfill the requirements of the grading ordinance. **The Department of Planning and Permitting, Site Development Division, Civil Engineering Branch, Permitting and Inspection Section shall be notified of any subsequent changes in the location of the disposal site (Phone number: 523-4881).**
7. No grubbing work shall be done on Saturdays, Sundays and holidays at any time without prior notice to the Director, Department of Planning and Permitting, provided such grubbing work is also in conformance with Hawaii Administrative Rules, **Title 11, Chapter 46, "Community Noise Control."**
8. The limits of the area to be grubbed shall be flagged before the commencement of the grubbing work.
9. All grubbing operations shall be performed in conformance with the applicable provisions of the water quality and water pollution control standards contained in the Hawaii Administrative Rules, **Title 11, Chapter 54, "Water Quality Standards"** and **Title 11, Chapter 55, "Water Pollution Control"** and if applicable, the NPDES permit for the project.
10. Where applicable and feasible the measures to control erosion and other pollutants shall be in place before any earth-moving phase of the grubbing is initiated.
11. Temporary erosion controls shall not be removed before permanent erosion controls are in-place and established.
12. Temporary Erosion Control Procedures shall be submitted for approval prior to application for grubbing permit.
13. If the grubbing work involves contaminated soil **and/or hazardous material**, then all grubbing shall be done in conformance with applicable State and Federal requirements. **Contact the Solid and Hazardous Waste Branch of the State Department of Health for more information (Phone #: 586-4226).**
14. Non-compliance to any of the above requirements shall mean immediate suspension of all work, and remedial work should commence immediately. All costs incurred shall be billed to the permittee. Furthermore, violators shall be subjected to administrative, civil and/or criminal penalties.
15. **In the event any artifacts or human remains are uncovered during construction operations, the Contractor shall immediately suspend work and notify the Honolulu Police Department, the State Department of Land and Natural Resources-Historic Preservation Division (692-8015), and the Civil Engineering Branch, D.P.P. (523-4881).**

STOCKPILING NOTES:

1. All stockpiling work shall be done in accordance with Chapter 14, Articles 13, 14, 15, and 16, as related to Stockpiling, Soil Erosion and Sediment Control, of the Revised Ordinances of Honolulu, 1990, as amended, and Soils Report by \_\_\_\_\_ dated \_\_\_\_\_.
2. No Contractor shall perform any stockpiling operation so as to cause falling rocks, soil or debris in any form to fall, slide or flow onto adjoining properties, streets or natural watercourses. Should such violations occur, the Contractor may be cited and the Contractor shall immediately make all remedial actions necessary.
3. The Contractor, at his own expense, shall keep the project area and surrounding area free from dust nuisance. The work shall be in conformance with the air pollution control standards contained in the Hawaii Administrative Rules, Title 11, Chapter 60.1, "Air Pollution Control."
4. The underground pipes, cables or duct lines known to exist by the engineer from his search of records are indicated on the plans. The Contractor shall verify the locations and depths of the facilities and exercise proper care in excavating in the area. Wherever connections of new utilities are shown on the plans, the Contractor shall expose the existing lines at the proposed connections to verify their locations and depths prior to excavation for the new lines.
5. Adequate provisions shall be made to prevent surface waters from damaging the cut face of an excavation or the sloped surfaces of a fill. Furthermore, adequate provisions shall be made to prevent sediment-laden runoff from leaving the site.
6. All slopes and exposed areas shall be sodded or planted as soon as final grades have been established. Planting shall not be delayed until all stockpiling work has been completed. Stockpiling to final grade shall be continuous, and any area within which work has been interrupted or delayed shall be planted.
7. Fills on slopes steeper than 5:1 shall be keyed.
8. The City shall be informed of the location of the borrow/disposal site for the project when the application for a stockpiling permit is made. The borrow/disposal site must also fulfill the requirements of the grading ordinance. **The Department of Planning and Permitting, Site Development Division, Civil Engineering Branch, Permitting and Inspection Section shall be notified of any subsequent changes in the location of borrow/disposal sites (Phone number: 523-4881).**
9. No stockpiling work shall be done on Saturdays, Sundays and holidays at any time without prior notice to the Director, Department of Planning and Permitting, provided such stockpiling work is also in conformance with Hawaii Administrative Rules, Title 11, Chapter 46, "Community Noise Control."
10. The limits of the area to be stockpiled shall be flagged before the commencement of the stockpiling work.
11. All stockpiling operations shall be performed in conformance with the applicable provisions of the water quality and water pollution control standards contained in the Hawaii Administrative Rules, Title 11, Chapter 54, "Water Quality Standards" and Title 11, Chapter 55, "Water Pollution Control" and if applicable, the NPDES permit for the project.
12. Where applicable and feasible the measures to control erosion and other pollutants shall be in place before any earth-moving phase of the stockpiling is initiated.
13. Temporary erosion controls shall not be removed before permanent erosion controls are in-place and established.
14. Temporary Erosion Control Procedures shall be submitted for approval prior to application for stockpiling permit.
15. If the stockpiling work involves contaminated soil and/or hazardous material, then all stockpiling work shall be done in conformance with applicable State and Federal requirements. **Contact the Solid and Hazardous Waste Branch of the State Department of Health for more information (Phone #: 586-4226).**
16. Non-compliance to any of the above requirements shall mean immediate suspension of all work, and remedial work should commence immediately. All costs incurred shall be billed to the permittee. Furthermore, violators shall be subjected to administrative, civil and/or criminal penalties.

7. In the event any artifacts or human remains are uncovered during construction operations, the Contractor shall immediately suspend work and notify the Honolulu Police Department, the State Department of Land and Natural Resources-Historic Preservation Division (692-8015), and the Civil Engineering Branch, D.P.P. (523-4881).

18. Life of the stockpile shall be \_\_\_\_\_.

19. For Bench Mark, see sheet \_\_\_\_\_.