

HONOLULU FIRE DEPARTMENT  
**CITY AND COUNTY OF HONOLULU**

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**Honolulu Fire Department (HFD) Permit Requirements**

Effective March 2, 2012, the National Fire Protection Association 1, Uniform Fire Code™, 2006 Edition was adopted as the Fire Code of the City and County of Honolulu (City) to reflect the following permits issued by the HFD and their applicable permit fees.

A permit or license shall be obtained from the HFD's Fire Prevention Bureau or designated agency prior to engaging in the following activities, operations, practices, or functions: (Section 1.12.20, as amended)

1. Places of Assembly: With occupant loads of 300 or more persons, such as restaurants, nightclubs, and dancing and drinking establishments (Section 20.1.1, as amended)

Annual Permit Fee: \$200

2. Tents and Canopies: To erect or operate a tent or canopy having an area in excess of 2,100 square feet

Tents and canopies shall be used for a period of not more than 180 days within a 12-month period on a single premise (Section 25.2)

Permit Fee: \$200

3. Application of Flammable Finishes: Spraying or dipping operations utilizing flammable or combustible materials, or the application of combustible powders regulated under Chapter 43 (Section 43.1, as amended)

Annual Permit Fee: \$200

4. Flammable and Combustible Liquid Tank Installation: To install or operate equipment in connection with the storage, handling, use, or sale of flammable or combustible liquids regulated under Chapter 66 (Section 66.1.5, as amended)

One-Time Permit Fee:

\$150 for a tank capacity of 61 to 4,999 gallons  
\$200 for a tank capacity of 5,000 gallons or greater

5. Liquefied Petroleum Gas (LPG) Container (Tank) Installation: A permit is required to install or dispense LPG or to maintain an LPG container (tank) (Section 69.1.2.1, as amended)

One-Time Permit Fee:

\$200 for a single container or the aggregate of interconnected containers of a 125-gallon water capacity or more

A permit is required to install or dispense LPG or to maintain an LPG container (tank).

Exception: A permit is not required to install or maintain a portable container or the aggregate of interconnected containers of less than a 125-gallon water capacity. (Section 69.1.2.1, as amended)

Permits shall not be transferable and any change in use, occupancy, operation, ownership, vendor, or capacity shall require a new permit. Distributors shall not fill an LPG container for which a permit is required unless a permit for installation has been issued for that location by the Authority Having Jurisdiction (AHJ). (Section 69.1.2.1, as amended)

Where a single container or the aggregate of interconnected containers is of a 125-gallon water capacity or more, the installer shall submit plans to the AHJ. (Section 69.1.2.1, as amended)

LPG installations requiring a permit shall have the permit on site and available for inspection by the AHJ. (Section 69.1.2.1, as amended)

No fuel supplier shall fill or cause to be filled an unpermitted storage tank. It is the supplier's responsibility to request and be presented with a copy of the approved permit issued by the AHJ. (Section 69.4.2.2.14)

Installers shall maintain a record of installations for permits not required by Section 1.12.20, and such record shall be available for inspection by the AHJ. (Section 69.1.1.3.1, as amended)

Exception: Installation of gas-burning appliances and replacement of portable cylinders

Permits shall be obtained prior to occupancy, use, or installation. The following procedures shall be adhered to when applying for a permit:

1. Places of Assembly

At the time of applying for a permit, the applicant shall submit to the AHJ two copies of the establishment's floor plan indicating the square footage (gross), seating arrangements (if more than one seating configuration is used by the establishment), occupancy load, aisle widths, exits and access ways to exits, and compliance with other fire code requirements in accordance with Chapter 20 of this code. See also amended Section 1.12.20. (Section 20.1.1.1, as amended)

2. Tents and Canopies

A permit is required to erect or operate a tank or canopy having an area in excess of 2,100 square feet. At the time of application, two copies of the plot plan shall be submitted to the AHJ indicating distances to property lines, buildings, other tents and canopies, parked vehicles, or internal combustion engines. Refer to amended Section 1.12.20. (Section 25.1.2.1, as amended)

Exception: Permits are not required for private parties on private property. (Section 25.1.2.1, as amended)

3. Application of Flammable Finishes

At the time of applying for a permit, the applicant shall submit to the AHJ two copies of the spraying or dipping installation plan with distances from the storage of flammable or combustible liquids. The plan shall indicate the location of exits from the spraying or dipping area, an approved fixed extinguishing system installed in the permitted area, and other fire code requirements in accordance with Chapter 43 of this code. See also amended Section 1.12.20. (Section 43.1.1.4, as amended)

4. Flammable and Combustible Liquid Tank Installation

At the time of application, two copies of the plot and cross-sectional plans indicating distances from property lines, buildings, other fuel tanks located on the premises, dispensers, emergency electrical shutoff, vent lines and

diameter, piping, location of fire extinguisher, and necessary signage and placards shall be submitted to the AHJ. (Section 66.1.5.1, as amended)

Tank installations within the jurisdiction of the City shall be approved by the Department of Planning and Permitting's (DPP) Zoning Division prior to submitting an application for the HFD's Flammable and Combustible Liquid Tank Installation Permit. For installations in State conservation-zoned areas, tank installations shall be reviewed and approved by the State Department of Land and Natural Resources (DLNR). Refer to amended Section 1.12.20. (Section 66.1.5.1, as amended)

All appurtenances and installations shall be in accordance with Chapter 66.

5. LPG Tank Installation

At the time of application for a permit, the installer shall submit to the AHJ two copies of the plot and cross-sectional plans indicating distances from property lines, buildings, other fuel tanks located on the premises, dispensers, emergency electrical shutoff, vent lines and diameter piping, location of fire extinguisher(s), and necessary signage and placards. (Section 69.1.2.1)

Container installations within the jurisdiction of the City shall be approved by the DPP's Zoning Division prior to submitting an application for the HFD's LPG Tank Installation Permit. For installations in State preservation-zoned areas, container installations shall be reviewed by the State DLNR. Refer to amended Section 1.12.20. (Section 69.1.2.1)

All appurtenances and installations shall be in accordance with Chapter 69.

6. Fireworks

For permits and license requirements, see Chapter 20, Article 6, Revised Ordinances of Honolulu.

7. Automatic Fire Extinguishing Systems for Commercial Cooking Equipment

For permit requirements, see Section 50.4.3.3.

One-Time Permit Fee: \$100

8. Fire Alarm Systems Acceptance Test

Permit fees are as follows:

1-100 devices or appliances:

Initial Fee: \$100  
Retest Fee: \$100

101-250 devices or appliances:

Initial Fee: \$250  
Retest Fee: \$250

More than 250 devices or appliances:

Initial Fee: \$500  
Retest Fee: \$500

9. Fire Plans Review Fee

a. When plans or other specifications are submitted to the fire department per the Building Code, a plan review fee shall be paid at the time of submittal. The fees collected are hereby deemed appropriated upon receipt and may be expended for fire prevention activities relating to public education, fire investigations, plans checking, permit processing, fire inspections, certifications, and training. (Section 1.12.20)

b. The Fire Plans Review Revolving Fund is established and created herewith as a repository for such fees. The fire plans review fee shall be ten (10) percent of the building permit fee, but not more than \$2,500, payable to the City prior to the issuance of the building permit. (Section 1.12.20)

10. Fireworks Public Display Inspection Fee

For permit requirements, see Section 20-6.12.

Inspection Fee: \$200

Permit applications are available at the following sites:

Plans Checking Section  
Honolulu Fire Department  
Frank F. Fasi Municipal Building  
650 South King Street, Ground Floor  
Honolulu, Hawaii 96813  
Telephone: 808-723-7094

Fire Prevention Bureau  
Honolulu Fire Department  
636 South Street  
Honolulu, Hawaii 96813-5007  
Telephone: 808-723-7161

A permit application shall be submitted prior to the occupancy, use, or installation thereof and shall be accompanied with all applicable documents and fees. Checks shall be made payable to the City and County of Honolulu.