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Is you project a single family dwelling and is the type of work included on the Department’s list of work that can be permitted (online)? i.e. solar water heating, electric meter upgrade, new fence on posts or on existing wall

Click on Online Building Permits

No plans required. Exempt from water quality requirements

Click on Submit a Permit Application

START
Building Permit Flowchart
Plan review - Internet Building Permit (IBP) application

START
Click on Submit a Permit Application
Enter project information
Is project a new building?

YES
ePlan submittal required
Complete permit application
Obtain building permit application number A2018-07-9999

NO
Plans can be submitted hard copy
Complete permit application
Obtain an IBP # 2018/IBP99999
Make an appointment at FMB or Kapolei or drop-off plans
Complete the Stormwater Requirements Applicability Checklist

Does your project involve ground disturbing activity?

YES

Prepare ESCP per project category along with construction plans

Submit plans, applicability checklist & $250 ESCP review fee at appointment or drop-off

NO

ESCP may not be required

* If you need a grading permit one ESCP can cover both permits.
Attention Permit Applicants! Please be aware of the new mandatory requirements for projects that disturb land (i.e., demolition, trenching, grading, grubbing, stockpiling, foundation, utilities, retaining wall, parking lot, driveway, sidewalk, etc.). To avoid delay in processing your permit application, please follow the steps below:

Step 1 - Complete the Applicability Check List to determine the Erosion & Sediment Control Plan (ESCP) Project Category and if Post Construction Best Management Practices (PCBMP) requirements are applicable.

Step 2 - Prepare an ESCP:

For Category 1A & 1B Projects - The ESCP can be prepared by the homeowner. Please refer to the publication How To Prepare Erosion & Sediment Control Plans For Small Projects. The ESCP templates for Category 1A & 1B are available at the DPP Website.

For Category 2 Project - The ESCP can be prepared by the homeowner.

For Category 1C, 3, 4, & 5 Projects - The ESCP must be prepared by an engineer licensed in the State of Hawaii.

Step 3 - Submit the following:

- Construction Plans, including the ESCP;
- A nonrefundable payment of $250.00 plan review fee for each ESCP reviewed. Note: A single ESCP can be prepared to cover multiple permits, e.g. demolition, grading, building, and trenching in the city right-of-way, for the same project. To avoid multiple fee payments, keep track and manage all the permits and plan reviews for the project; and provide the application or job number and the receipt report, under which the ESCP was or is being reviewed, to the plans examiner for verification.

Step 4 - If a PCBMP plan is required - a Certified Water Pollution Plan Preparer (CWPPP) shall prepare a PCBMP Plan for the respective Priority project. The templates for the Priority A and B1 SWQ Report and the Priority B2 SWQ Checklist are available on the DPP Website.

More information is available on the DPP Water Quality Rules Flyer.
Exercise: Project Category

DISTURBED AREA

- **CMU Fence**
  - Total Area: $125' \times 1.5' = 187.5$ sq. ft.

- **Top Soil**
  - Total Area: $10' \times 50' = 500$ sq. ft.

- **Total Disturbed Area**
  - Area of Work: $187.5$ sq. ft.
  - New CMU Fence (125')
  - 1.5'
  - 4" Top Soil Over 10' x 50' Area
  - Total Disturbed Area: $187.5 + 500 = 688$ Square Feet

SLOPE

Elevation change of project area is 1' in horizontal distance of 12'.

\[
\text{% Slope} = \left(\frac{1'}{12'}\right) \times 100 = 8.3 \%
\]

DISTURBED AREA

- **Retaining Wall**
  - Total Area: $10' \times 50' = 500$ sq. ft.

- **Total Disturbed Area**
  - Area of Work: 500 sq. ft.

SLOPE

Elevation change of project area is 2' in horizontal distance of 10'.

\[
\text{% Slope} = \left(\frac{2'}{10'}\right) \times 100 = 20 \%
\]
Exercise: Project Category

DISTURBED AREA

The entire lot will be disturbed.

Total Disturbed Area = Lot Area

\[ = 60' \times 100' \]

\[ = 6,000 \text{ Square Feet} \]

SLOPE

Elevation change of project area is 3' in horizontal distance of 60'.

\[ \% \text{ Slope} = \left( \frac{3'}{60'} \right) \times 100 \]

\[ = 5 \% \]