

COUNCIL OF THE COUNTY OF MAUI
PLANNING COMMITTEE

November 4, 2016

Committee
Report No. _____

Honorable Chair and Members
of the County Council
County of Maui
Wailuku, Maui, Hawaii

Chair and Members:

Your Planning Committee, having met on October 6, 2016, October 12, 2016, October 20, 2016, and October 27, 2016, makes reference to a report by your Committee's Temporary Investigative Group, dated October 6, 2016. The TIG was formed on July 19, 2016, for the purpose of making findings and recommendations to increase the County's inventory of available housing.

Your Committee notes that between July 19, 2016, and September 30, 2016, the TIG met with County personnel and various stakeholder representatives for the purpose of identifying housing solutions, barriers to increasing housing, and steps the County could take to facilitate the development of housing. In its report, the TIG suggested a number of ideas were better suited for further discussion by other Council standing committees.

Your Committee considered the TIG's recommendations and recommended referral of various matters to your standing committees, as follows. Each of the recommended referrals is described in greater detail in Exhibit "1" of this report.

To your Housing, Human Services, and Transportation Committee:

1. The matter relating to a third-party chief (not a County employee) to coordinate construction of affordable housing.
2. The matter relating to revising County housing policies in Chapters 2.86 and 2.96, Maui County Code, to encourage the development of affordable housing and reduce barriers and costs.

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3. The matter relating to the sale or development of County-owned properties at the Maui Lani Fairways and Sand Hill Estates Subdivisions.
4. The matter relating to building affordable homes for sale or rent on County-owned properties in West and South Maui.

To your Infrastructure and Environmental Management Committee:

1. The matter relating to prioritizing County development of off-site infrastructure, especially water, sewer, and roadway improvements, to support housing and make it more affordable by reducing pass-through costs.
2. The matter relating to allowing for an independent third-party building plan review process.

To your Planning Committee:

1. The matter relating to amending Chapter 19.30A, Maui County Code, to decrease the minimum lot size for farm labor dwellings on agricultural land.

To your Policy and Intergovernmental Affairs Committee:

1. The matter relating to proposing an amendment to Section 3.35.010(B), Maui County Code, to require a larger percentage (e.g., 4 percent) of real property taxes be set aside in the Affordable Housing Fund.
2. The matter relating to a “one-stop shop” at the new County service center or other appropriate location for processing permits.

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Your Committee voted 4-0 to recommend referral of the matters relating to the sale of the Maui Lani properties and to revising County housing policies to your Housing, Human Services, and Transportation Committee. Committee Chair Couch, Vice-Chair Carroll, and members Baisa and Cochran voted "aye." Committee members Guzman, Victorino, and White were excused.

Your Committee voted 4-0 to recommend referral of the matter relating to a "one-stop shop" to your Policy and Intergovernmental Affairs Committee. Committee Chair Couch, Vice-Chair Carroll, and members Cochran and Victorino voted "aye." Committee members Baisa, Guzman, and White were excused.

Your Committee voted 5-0 to recommend referral of the remaining six matters to various committees as noted. Committee Chair Couch, Vice-Chair Carroll, and members Baisa, Cochran, and Guzman voted "aye." Committee members Victorino and White were excused.

Your Planning Committee **RECOMMENDS** the following:

1. That the matter relating to a third-party chief (not a County employee) to coordinate construction of affordable housing be **REFERRED** to your Housing, Human Services, and Transportation Committee;
2. That the matter relating to revising County housing policies in Chapters 2.86 and 2.96, Maui County Code, to encourage the development of affordable housing and reduce barriers and costs be **REFERRED** to your Housing, Human Services, and Transportation Committee;
3. That the matter relating to the sale or development of County-owned properties at the Maui Lani Fairways and Sand Hill Estates Subdivisions be **REFERRED** to your Housing, Human Services, and Transportation Committee;

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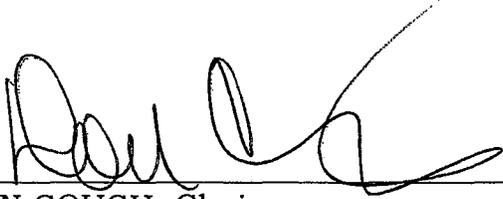
4. That the matter relating to building affordable homes for sale or rent on County-owned properties in West and South Maui be REFERRED to your Housing, Human Services, and Transportation Committee;
5. That the matter relating to prioritizing County development of off-site infrastructure, especially water, sewer, and roadway improvements, to support housing and make it more affordable by reducing pass-through costs be REFERRED to your Infrastructure and Environmental Management Committee;
6. That the matter relating to allowing for an independent third-party building plan review process be REFERRED to your Infrastructure and Environmental Management Committee;
7. That the matter relating to amending Chapter 19.30A, Maui County Code, to decrease the minimum lot size for farm labor dwellings on agricultural land be REFERRED to your Planning Committee;
8. That the matter relating to proposing an amendment to Section 3.35.010(B), Maui County Code, to require a larger percentage (e.g., 4 percent) of real property taxes be set aside in the Affordable Housing Fund be REFERRED to your Policy and Intergovernmental Affairs Committee; and
9. That the matter relating to a “one-stop shop” at the new County service center or other appropriate location for processing permits be REFERRED to your Policy and Intergovernmental Affairs Committee.

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This report is submitted in accordance with Rule 8 of the Rules of the Council.



DON COUCH, Chair

pc:cr:16037(2)aa:gjg

Exhibit "1" - Referrals

To your Housing, Human Services, and Transportation Committee:

- 1. The matter relating to a third-party chief (not a County employee) to coordinate construction of affordable housing.**
 - Summary: The proposal to have a person designated to coordinate affordable housing in the County was raised by many stakeholders. Effective coordination between the public and private sector, familiarity with programs and resources, and accountability were identified as key attributes of the housing chief.
 - Recommended Actions:
 1. Research other jurisdictions that employ a private housing chief, coordinator, or czar.
 2. Look at the scope of duties, how the position is funded, the costs, and the accomplishments of the program.
 3. Develop legislation to implement the proposal in Maui County.

- 2. The matter relating to revising County housing policies in Chapters 2.86 and 2.96, Maui County Code, to encourage the development of affordable housing and reduce barriers and costs.**
 - Recommended Actions:
 1. Look at Kauai's Ordinance 860. The Kauai County Council is considering land banking.
 2. Research and identify how the County's housing policy may be amended to improve success in getting affordable housing built.
 - Resources attached as **Exhibit "A"**:
 1. County of Kauai Resolution Reaffirming Council Policy to Acquire Land for the Development of Affordable Housing.
 2. Kauai's Affordable Housing, Kauai County Housing Agency, January 2015.

- 3. The matter relating to the sale or development of County-owned properties at the Maui Lani Fairways and Sand Hill Estates Subdivisions.**
 - Recommended Actions:
 1. Investigate carrying costs of these properties, including interest paid and lost (opportunity costs), maintenance, homeowner association dues, and utilities.

2. Investigate the process for disposal of real property. Research whether the Council has the authority to initiate the sale of these properties, or if legislation is required to allow the Council to do so.
3. Investigate using the money from the sale of these projects to develop affordable housing.
4. Alternatively, investigate the possibility of developing these lots for affordable housing.

4. The matter relating to building affordable homes for sale or rent on County-owned properties in West and South Maui.

- Summary: Your Committee has identified two County-owned properties that are suitable to build affordable homes or rentals:
 - Property #1: A 4.02-acre lot in Honokowai is managed by the County under a 2004 Executive Order from the State of Hawaii "for affordable housing and emergency evacuation route" (tax map key (2) 4-4-001:106).

Note: The Executive Order states that "in the event of non-use or abandonment of the premises or any portion thereof for a continuous period of one year, or for any reason whatsoever, the County of Maui shall, within a reasonable time, restore the premises to a condition satisfactory and acceptable to the Department of Land and Natural Resources, State of Hawaii." Swift action to use this parcel for the building of affordable homes or rentals is recommended by your Committee.

- Property #2: Three parcels on Kilohana Drive in Kihei are owned by the County. The total land area is 5.75 acres, minus the area now occupied by the fire station. The land was originally planned for use as a police station; however, this plan has been abandoned with the construction of the new Kihei Police Station. The land therefore is available for use as an affordable housing site (tax map keys (2) 2-1-008:113, (2) 2-1-008:046, and (2) 3 9 038:026).
- Resources attached as **Exhibit "B"**:
 1. Tax map key information for three Kilohana parcels in Kihei.
 2. Tax map key information for Honokowai parcel.
 3. Resolution Accepting Dedication of Real Property Situate at Honokowai, Lahaina, Maui, Hawaii, from the State of Hawaii Pursuant to Section 3.44.015, Maui County Code.

To your Infrastructure and Environmental Management Committee:

1. The matter relating to prioritizing County development of off-site infrastructure, especially water, sewer, and roadway improvements, to support housing and make it more affordable by reducing pass-through costs.

- Summary: Requirements for the developer to bear the full cost of off-site infrastructure has been identified as a major contributor to the high cost of homes. A solid commitment from the county to developing infrastructure that will support more housing is crucial to allowing for creative solutions to Maui's housing crisis.
- Recommended Actions:
 1. Request that the various departments provide lists of infrastructure needs that would support affordable housing, prioritized based on greatest impact.
 2. Fund those requests during budget session.

2. The matter relating to allowing for an independent third-party building plan review process.

- Summary: The County of Marin, the City of San Jose, and the City and County of Honolulu have instituted a third-party building plans review process to help streamline the permitting process. Costs related to time spent in “permit purgatory” have been identified as a major contributor to the high cost of housing in the State. In Honolulu, engineers licensed by the State and registered by the County Department of Planning and Permitting may review plans for conformance to code, for a fee. Third-party reviewers must pass national, International Building Code, and/or department-administered Land Use Ordinance exams with a score of 70 percent or higher. City personnel receive the certified plans and have the option to review them again, or to issue a permit. City personnel maintain rights of final review and quality control.
- Recommended Actions:
 1. Discuss in Committee how to support this process.
 2. Honolulu has allowed for third-party review of commercial plans for 10 years with much success. This year Honolulu expanded authority to allow for third-party review of single family dwelling plans. Because that process includes the building and zoning codes, the Department of Planning and Permitting created a zoning exam as an additional requirement for third parties who wish to review single family dwelling plans.

3. Third-party plan review has come up for discussion in the past, and there were concerns about privatization of the County process. These concerns are addressed by the fact that final right of review remains with County personnel.
 4. In Honolulu, 30 percent of commercial projects go through third-party review, freeing up City personnel to process other permits faster.
 5. The third-party review process connects the industry to the administration, involving them in the process and creating a mechanism for feedback about how the code can be made better or more efficient.
- Resources attached as **Exhibit "C"**:
 1. Honolulu Department of Planning and Permitting, Rules Relating to Administration of Codes, Chapter 7, Third Party Review.
 2. Honolulu Department of Planning and Permitting, Third Party Review Certification Form.
 3. Honolulu Department of Planning and Permitting, Application for Third Party Reviewer.
 4. Honolulu Department of Planning and Permitting, Certified List of Individual Third Party Reviewers.
 5. "Broken: Stuck in Permit Purgatory," Hawaii Business, September 2015.
 6. Email correspondence from Bill Kelley, Deputy Director of Building and Safety, County of Marin.
 7. County of Marin, Building and Safety Division, Third Party Services Application.

To your Planning Committee:

1. **The matter relating to amending Chapter 19.30A, Maui County Code, to decrease the minimum lot size for farm labor dwellings on agricultural land.**
 - Summary: Maui County Code Chapter 19.30A currently allows for: two farm dwellings per lot, one of which shall not exceed 1,000 square feet of developable area; and one farm labor dwelling per 5 acres of lot area if certain conditions are satisfied. Per feedback received, the agricultural community recommends amending the agricultural zoning code to allow for one farm labor dwelling per 2 acres of land, so long as the farm labor dwelling is limited in developable area to 650-800 square feet.

- Recommended Actions:
 1. Discuss item in Committee. Encourage farmers and residents on agricultural property to discuss benefits and impacts.
 2. Farmers throughout Maui are in need of more options to house their workers on property, in order to make farming financially sustainable. Allowing a very small increase in farm labor dwellings on agricultural land has the benefit of not only supporting the needs of local farmers, but also providing long-term housing for the residents who work on the farm.
 3. There is a need to address the administrative challenge of ensuring that dwellings are used to support agriculture, and not for luxury or short-term rental use.

To your Policy and Intergovernmental Affairs Committee:

1. The matter relating to proposing an amendment to Section 3.35.010(B), Maui County Code, to require a larger percentage (e.g., 4 percent) of real property taxes be set aside in the Affordable Housing Fund.

- Summary: The Charter sets forth a minimum amount of 2 percent of net real property taxes be paid into the Affordable Housing Fund, but sets no maximum amount for the Fund. A recurrent theme during the Temporary Investigative Group’s investigation was that there is not enough money available to adequately address the need for affordable housing in the County. Setting aside a greater share of real property taxes would accomplish the goal of making more funds available. The Committee may wish to consider including a sunset clause in legislation that gives effect to this increase.

2. The matter relating to “one-stop shop” at the new County service center or other appropriate location for processing permits.

- Summary: Have employees with decision-making authority present from all departments that need to approve permits – planning/ZAED, building permits review, water, plumbing, electrical, etc.
- Recommended Actions:
 1. Ensure the design, review, and approvals for the new County Service Center, or other appropriate location, include space for a “one-stop shop.”
 2. Include funding in the annual budget for a “one-stop shop” at the new County Service Center, or other appropriate location.
 3. Explore models used by other municipalities such as the City of San Jose, California.

- Resources attached as **Exhibit “D”**:
 1. City of San Jose Planning Division Overview, City of San Jose website.

pc:misc:CR Exhibit 1 Referrals

Exhibit “A”
Revise Housing Policies

COUNTY COUNCIL

COUNTY OF KAUAI

Resolution

No. 2016-54, Draft 1

**RESOLUTION REAFFIRMING COUNCIL POLICY TO ACQUIRE LAND
FOR THE DEVELOPMENT OF AFFORDABLE HOUSING**

“WHEREAS, Resolution No. 2004-44, Draft 1, was adopted by the Kaua‘i County Council in 2004 to establish a Council policy to acquire land for the development of affordable housing; and

WHEREAS, since 2004, the average price of a single family home on Kaua‘i has increased from \$506,500 to \$600,000 as of June 2016; and

WHEREAS, due to the increase in housing prices, many of Kaua‘i’s families cannot afford to purchase a home; and

WHEREAS, the 2011 Hawai‘i Housing Policy Study stated that a shortage of affordable ownership and rental units on Kaua‘i will result in a need of approximately 925 units in the 0-80% United States Department of Housing and Urban Development (HUD) median income range, 167 units in the 80-120% HUD median income range, and 116 units in the 120-180% HUD median income range by the year 2016; and

WHEREAS, through efforts of the County of Kaua‘i Housing Agency and private developers from 2004 to 2016, there have been 315 affordable multi-family rental units developed and 203 multi-family and single family ownership units developed on Kaua‘i; and

WHEREAS, the County of Kaua‘i cannot only depend on private developers to solve the affordable housing crisis; and

WHEREAS, the Kaua‘i County Council and the Administration need to take an active and aggressive role in the development of affordable housing; now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE COUNTY OF KAUAI, STATE OF HAWAII, that the County work to acquire land, through condemnation if necessary, for the development of affordable housing.

BE IT FURTHER RESOLVED, that the County of Kaua‘i identify parcels that are 15 acres or less in size, and are in close proximity to infrastructure and jobs so as to minimize development and household transportation costs and traffic.

BE IT FURTHER RESOLVED, that the County of Kaua‘i pursue available financing mechanisms (tax exempt bonds, revenue bonds, State funding, Federal funding (United States Department of Agriculture (USDA) – Rural Development), etc.) to develop affordable housing for residents on Kaua‘i.

BE IT FURTHER RESOLVED, that the County of Kaua'i work in partnership with private non-profit organizations when feasible, to acquire land and develop the needed affordable housing units. .

BE IT FURTHER RESOLVED, that the Kaua'i County Council and the County Housing Agency work together to develop "affordable housing incentives" (housing credits, etc.) that will encourage private landowners to participate with the County in addressing this critical social problem.

BE IT FURTHER RESOLVED, that the sellers of land acquired for affordable housing projects by the County will not be subject to the one-time subdivision rule regulating the subdivision of agricultural lands.

BE IT FURTHER RESOLVED, that the affordable housing units are intended for long-term ownership and will be subject to long-term buy-back provisions.

BE IT FURTHER RESOLVED, once purchased, parcels of land that cannot be immediately developed will be "land banked" by the County for future affordable housing development.

BE IT FURTHER RESOLVED, that the Council supports the County Housing Agency's work to proactively acquire land and develop affordable housing on Kaua'i.

BE IT FINALLY RESOLVED, that copies of this Resolution be transmitted to Mayor Bernard P. Carvalho, Jr., Kanani Fu, Housing Director, and Michael A. Dahilig, Planning Director.

Introduced by: /s/ MEL RAPOZO

V:\RESOLUTIONS\2014-2016 TERM\Reso. No. 2016-54, D1 Establishing Council Policy to Acquire Land for Affordable Housing YS_cy.docx

	Aye	Nay	Excused	Recused
Chock	X			
Hooser	X			
Kagawa	X			
Kaneshiro	X			
Kuali'i	X			
Rapozo	X			
Dukimura	X			
Total	7	0	0	0

Certificate Of Adoption

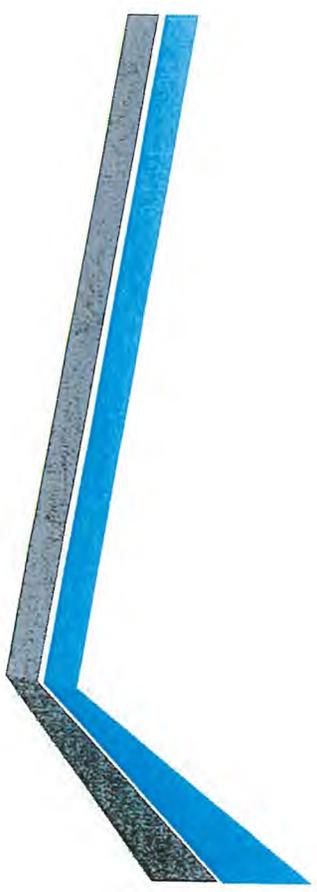
We hereby certify that Resolution No. 2016-54, Draft 1 was adopted by the Council of the County of Kaua'i, State of Hawaii'i, Lihu'e, Kaua'i, Hawaii'i, on August 17, 2016.



 County Clerk
 Dated August 18, 2016



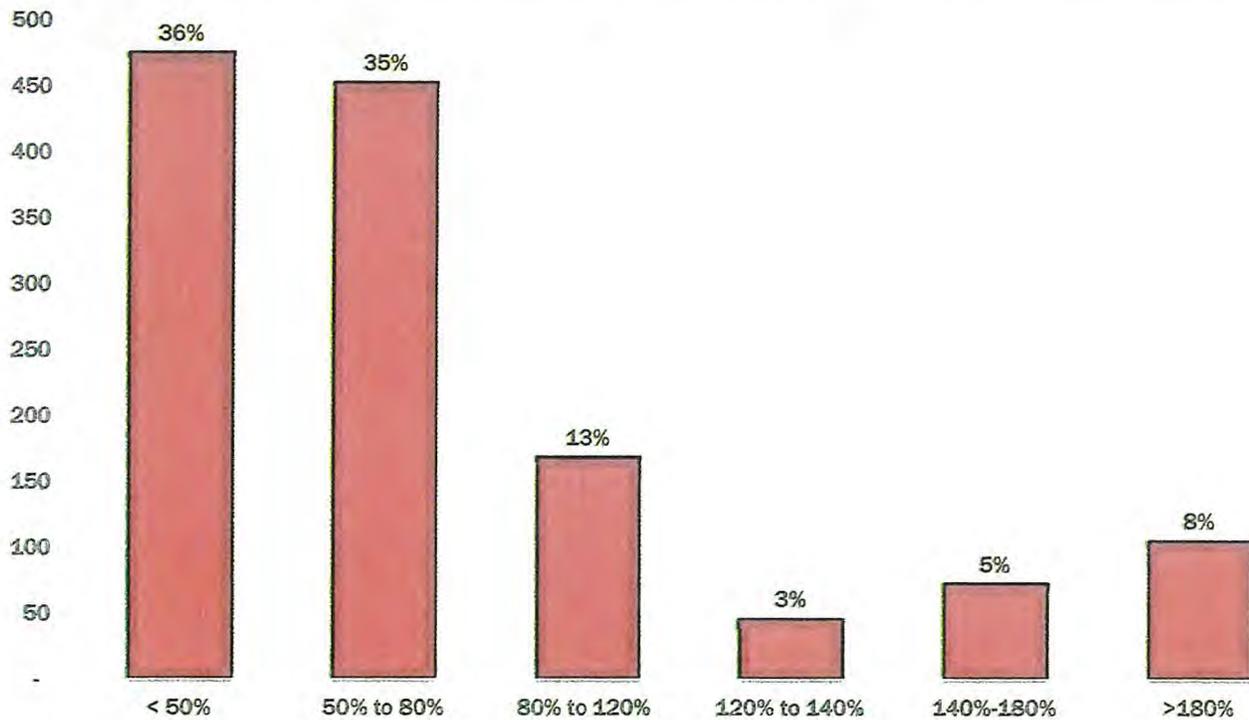
 Chairman & Presiding Officer



**Kauai County
Housing Agency**
Kamuela Cobb-Adams

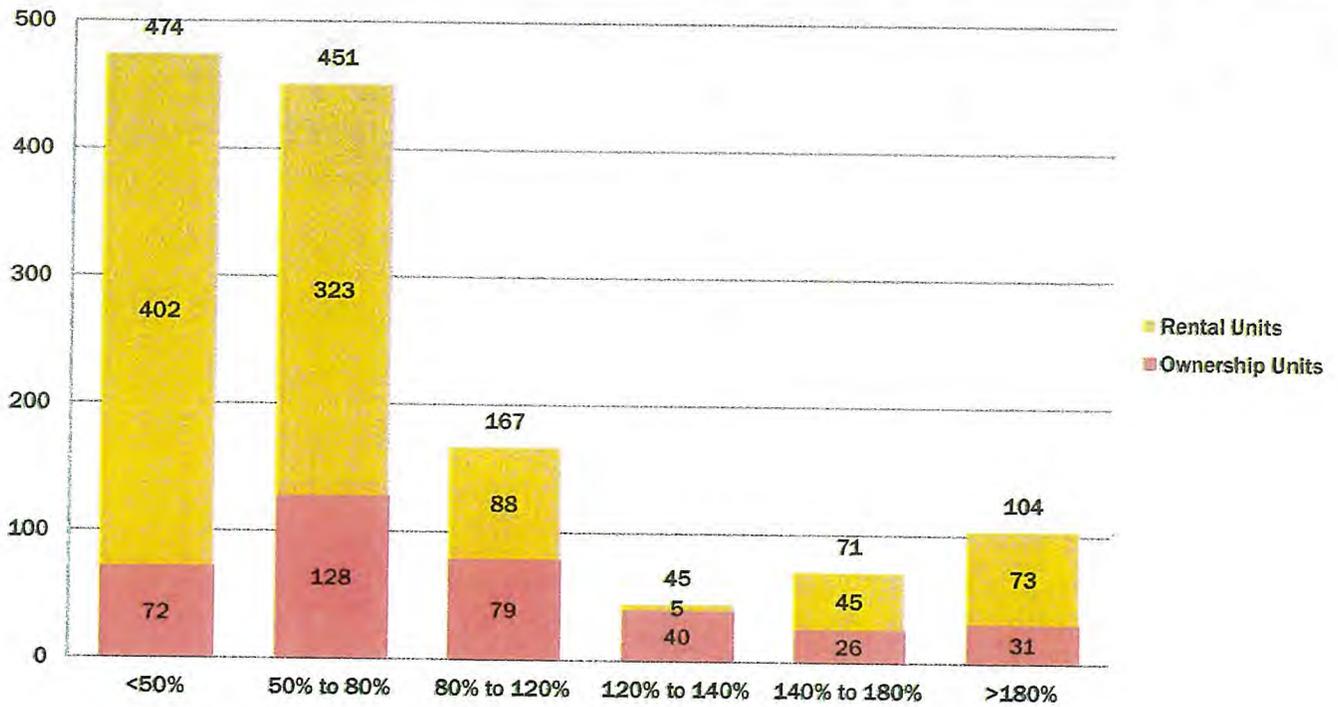
KAUA'I'S HOUSING NEEDS 1,312 UNITS BY 2016

HAWAII HOUSING PLANNING STUDY, 2011



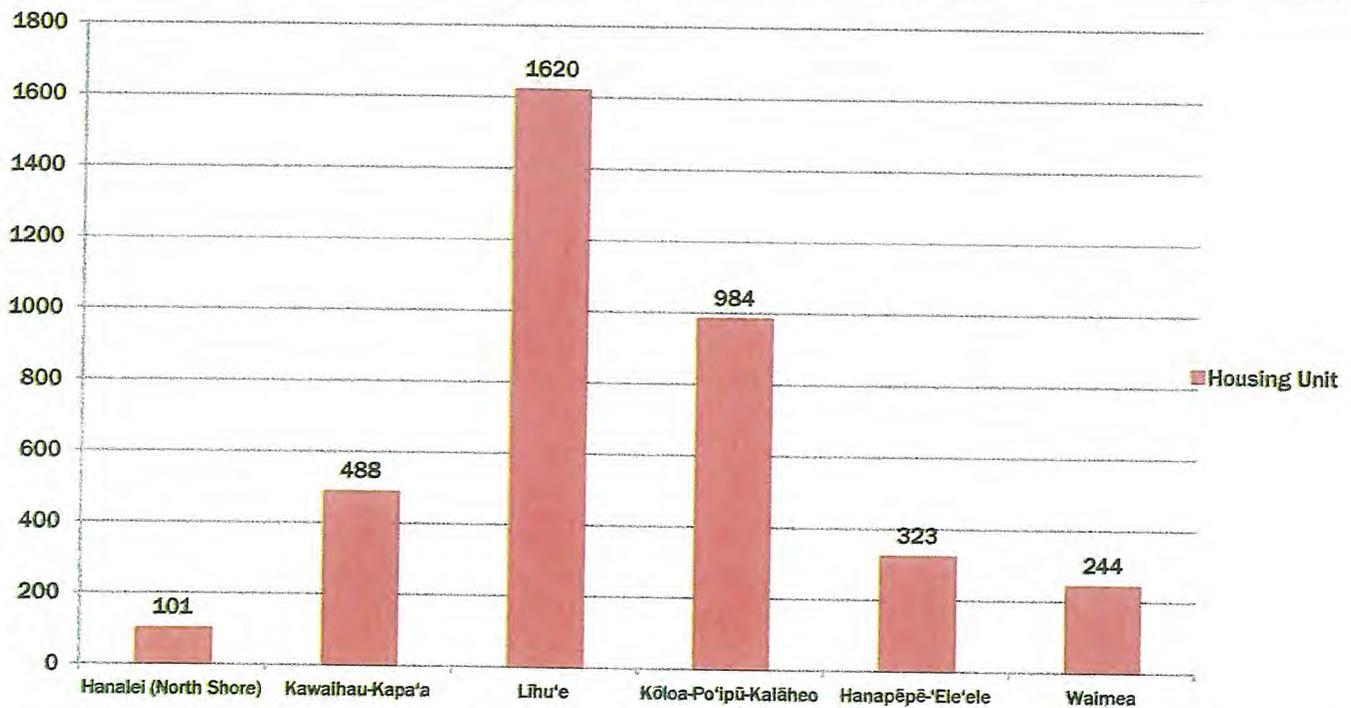
RENTAL & OWNERSHIP NEED BY 2016

HAWAII HOUSING PLANNING STUDY, 2011



3,760 HOUSING UNIT NEEDED FROM 2010 TO 2020

KAUAI GENERAL PLAN UPDATE, FEBRUARY 2014



Housing Unit data includes approximately 16.4% seasonal, migrant, and housing units other than those for full time Kauai residents.

AFFORDABLE HOUSING DEVELOPMENT STRATEGY 2012-2017

Encourage, support and initiate the preservation and development of affordable housing to meet the needs of Kauai's population.

- *Identify and develop properties that are ideal for affordable housing.*
- *Leverage county resources to support and encourage development of affordable housing.*
- *Purchase and/or accept land/housing with off-site infrastructure suitable for the public/private development of affordable housing units through Ordinance 860 or other ordinances.*
- *Organize stake holders' common interest in order to partner & collaborate on efforts to leverage development resources.*
- *Actively support affordable housing projects through the organization of an Affordable Housing Task Force and by implementing "Fast Track Permitting" by the County of Kauai.*
- *Establish policies to "fast track" affordable housing development under Section 201H-38, HRS:exemption from statutes, ordinances, charter provisions, and rules.*
- *Track and participate in County, State, and Federal legislation.*
- *Amend Ordinance 860 to better support and promote affordable housing through developer exactions.*

PA'ANAU VILLAGE PHASE 2



Assisted Kaua'i Housing Development Corporation complete development of a 50-unit affordable rental housing project in Kōloa serving low-income households below 60% of AMI.



'ELE'ELE ILUNA - KAUA'I HABITAT

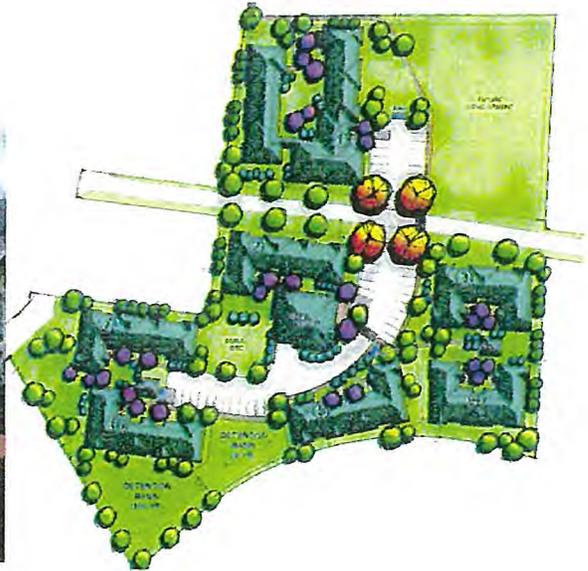


Site construction will be complete for 'Ele'ele Iluna Phase 2 by February 2015 with self-help home construction to follow. Infrastructure improvements for the first 48 lots is financed with \$1.92 million in HUD HOME funds.

RICE CAMP SENIOR HOUSING LIHUE, KAUAI

PHASE 1 - 60 rentals, construction complete March 2015

• COST \$15M - LIHTC Equity (\$11M), Kaua'i County (\$1.4M),
HUD HOME (\$1.2), private (\$1.4M)



KOLOPUA PRINCEVILLE, KAUAI

44 rentals, construction complete August 2015

- COST \$16.3M - LIHTC Equity (\$11.3M), private (\$11.3M), HUD HOME (\$1M)



Architectural drawing showing a small rectangular box, likely a scale or reference mark.

LĪHU'E COURT TOWNHOMES REHABILITATION



- **Awarded Mutual Housing Association of Hawai'i \$711,000 in HOME funds in 2014 to carry out exterior rehabilitations for 9 residential buildings (73 rental units)**

RICE CAMP SENIOR HOUSING LIHUE, KAUAI

PHASE 2- 30 rentals, construction start March 2016

- COST \$11M - LIHTC Equity (\$8M), Kaua'i County (\$1M), HUD HOME (\$1), private (\$1M)



EAST ELEVATION



NORTH ELEVATION

RICE CAMP SENIOR HOUSING
MITUS GROUP
2016.08.14.2017

BUILDING NO. 1 - EXTERIOR ELEVATIONS

SCALE: 1/8" = 1'-0"



POIPU WORKFORCE

POIPU, KAUAI

- **Kukuiula Zoning Exactions provides land and infrastructure to the County of Kauai for 130+ workforce housing units. ($\leq 140\%$ AMI)**
- **Environmental and preliminary engineering to start in March 2015.**
- **Request for Proposals issued in later 2015.**



LIMA OLA `ELE`ELE, KAUAI



A 75-acre master planned community that will integrate workforce housing into a built environment that promotes healthy and sustainable lifestyles.



LIMA OLA `ELE`ELE, KAUAI



Project Summary:

- 550 multi-family and single family homes (rental & fore-sale) for families at or below 140% of the area median income. *(140% AMI and below make up 87% of the homes needed on Kaua'i by 2016) 2011 Hawai'i Housing Planning Study*
- Sustainable design will incorporate energy saving/production, storm water mitigation, and other green building concepts.
- A "Built Environment" that provides recreational opportunity and linkages, greater economic vitality, civic energy and strengthen the region's sense of community.
 - Multi-use paths will extend beyond the project borders to provide pedestrian/cycling options for transportation and recreation.
 - Public transit – new & improved bus stops accessible by multi-use path.
 - Connectivity via road and pedestrian improvements provide access to school, stores, & community resources.
 - Community center & park (gardens, exercise, and meeting)

POTENTIAL HOUSING EXACTIONS KAUA'I COUNTY HOUSING ORD. 860

- **Kohea Loa (Lihue) - DR Horton**
- **Koloa Camp (Koloa) - Grove Farm**
- **Coco Palms Resort Workforce (Wailua) - Coco Palms**
- **Hanalei Plantation Resort (Princeville) - Ohana Real Estate Investors**

**Exhibit “B”
County-Owned Land**



[Recent Sales in Neighborhood](#)
[Recent Sales in Area](#)

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[Maui Home](#)

Owner and Parcel Information

Owner Name COUNTY OF MAUI Fee Owner
Mailing Address
Location Address 0 KILOHANA DR
Neighborhood Code 2185-6
Legal Information LOT 14B MAP 41 LCAPPL 1804 1.038 AC SUBJ/ES

Today's Date September 26, 2016
Parcel Number 210081130000
Parcel Map [Show Parcel Map](#)
Land Area 1.038 Acres
Parcel Note

[Generate Owner List By Radius](#)

Assessment Information [Show Historical Assessments](#)

Year	Tax Class	Market Land Value	Agricultural Land Value	Assessed Land Value	Building Value	Total Assessed Value	Total Exemption Value	Total Net Taxable Value
2016	CONSERVATION	\$ 1,085,200	\$ 0	\$ 1,085,200	\$ 0	\$ 1,085,200	\$ 1,085,200	\$ 0

Current Tax Bill Information [2016 Tax Payments](#) [Show Historical Taxes](#)

Tax Period	Description	Original Due Date	Taxes Assessment	Tax Credits	Net Tax	Penalty	Interest	Other	Amount Due
No Tax Information available on this parcel.									

Improvement Information

No improvement information available for this parcel.

Accessory Information

Building Number	Description	Dimensions/Units	Year Built	Percent Complete	Value
No accessory information associated with this parcel.					

Sales Information

Sale Date	Price	Instrument #	Instrument Type	Valid Sale or Other Reason	Document Type	Record Date	Land Court #	Land Court Cert
12/05/2000	\$ 0		Fee conveyance		Deed	01/18/2002	2771173	601654
06/09/1994	\$ 0	0000000000						

Permit Information



Additional Options

Controls





[Recent Sales in Neighborhood](#)
[Recent Sales in Area](#)

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[Maui Home](#)

Owner and Parcel Information

Owner Name	COUNTY OF MAUI Fee Owner	Today's Date	September 26, 2016
Mailing Address		Parcel Number	210080460000
Location Address	0 KILOHANA DR	Parcel Map	Show Parcel Map
Neighborhood Code	1100-1	Land Area	1.562 Acres
Legal Information	LOT 1A1 MAP 41 LCAPPL 1804 1.562 AC SUBJ/ES	Parcel Note	
Generate Owner List By Radius			

Assessment Information [Show Historical Assessments](#)

Year	Tax Class	Market Land Value	Agricultural Land Value	Assessed Land Value	Building Value	Total Assessed Value	Total Exemption Value	Total Net Taxable Value
2016	RESIDENTIAL	\$ 200	\$ 0	\$ 200	\$ 0	\$ 200	\$ 200	\$ 0

Current Tax Bill Information [2016 Tax Payments](#) [Show Historical Taxes](#)

Tax Period	Description	Original Due Date	Taxes Assessment	Tax Credits	Net Tax	Penalty	Interest	Other	Amount Due
No Tax Information available on this parcel.									

Improvement Information

No improvement information available for this parcel.

Accessory Information

Building Number	Description	Dimensions/Units	Year Built	Percent Complete	Value
No accessory information associated with this parcel.					

Sales Information

Sale Date	Price	Instrument #	Instrument Type	Valid Sale or Other Reason	Document Type	Record Date	Land Court #	Land Court Cert
12/05/2000	\$ 0		Fee conveyance		Deed	01/18/2002	2771173	601654
02/10/1989	\$ 98,641,000	8900018846	Fee conveyance			02/10/1989	1612904	325213

Permit Information



[Recent Sales in Neighborhood](#)
[Recent Sales in Area](#)

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[Next Parcel](#)

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[Maui Home](#)

Owner and Parcel Information

Owner Name	COUNTY OF MAUI Fee Owner	Today's Date	September 23, 2016
Mailing Address		Parcel Number	390380260000
Location Address	300 KILOHANA DR	Parcel Map	Show Parcel Map
Neighborhood Code	3925-8	Land Area	3.152 Acres
Legal Information	LOT 23-A-2 "HALE KILOHANA CONSOLIDATION" POR OF GR 548		
Generate Owner List By Radius			

Assessment Information [Show Historical Assessments](#)

Year	Tax Class	Market Land Value	Agricultural Land Value	Assessed Land Value	Building Value	Total Assessed Value	Total Exemption Value	Total Net Taxable Value
2016	RESIDENTIAL	\$ 569,600	\$ 0	\$ 569,600	\$ 0	\$ 569,600	\$ 569,600	\$ 0

Current Tax Bill Information [2016 Tax Payments](#) [Show Historical Taxes](#)

Tax Period	Description	Original Due Date	Taxes Assessment	Tax Credits	Net Tax	Penalty	Interest	Other	Amount Due
No Tax Information available on this parcel.									

Improvement Information

No improvement information available for this parcel.

Accessory Information

Building Number	Description	Dimensions/Units	Year Built	Percent Complete	Value
No accessory information associated with this parcel.					

Sales Information

Sale Date	Price	Instrument #	Instrument Type	Valid Sale or Other Reason	Document Type	Record Date	Land Court #	Land Court Cert
12/05/2000	\$ 0	02-010669	Fee conveyance		Deed	01/22/2002		
02/10/1989	\$ 98,641,000	8900018846	Fee conveyance			02/10/1989	1612904	325213

Permit Information

[Zoom County](#)
[Zoom to Box](#)
[Zoom In](#)
[Zoom Out](#)
[Pan by Hand](#)
[Get Info](#)
[Zoom To Parcel](#)
[Center On Parcel](#)
[Measure](#)
[Area Tool](#)
[Print Page](#)
[Search Sales](#)
[Additional Options](#)

Controls





[Recent Sales in Neighborhood](#)
[Recent Sales in Area](#)

[Previous Parcel](#)

[Next Parcel](#)

[Return to Main Search Page](#)

[Maui Home](#)

Owner and Parcel Information

Owner Name	STATE OF HAWAII Fee Owner COUNTY OF MAUI Leasee Show All Owners and Addresses	Today's Date	August 5, 2016
Mailing Address		Parcel Number	440011060000
Location Address	0 HONOAPIILANI HWY	Parcel Map	Show Parcel Map
Neighborhood Code	4411-2	Land Area	4.02 Acres
Legal Information		Parcel Note	

[Generate Owner List By Radius](#)

Assessment Information [Show Historical Assessments](#)

Year	Tax Class	Market Land Value	Agricultural Land Value	Assessed Land Value	Building Value	Total Assessed Value	Total Exemption Value	Total Net Taxable Value
2016	APARTMENT	\$ 924,600	\$ 0	\$ 924,600	\$ 0	\$ 924,600	\$ 924,600	\$ 0

Current Tax Bill Information [2016 Tax Payments](#) [Show Historical Taxes](#)

Tax Period	Description	Original Due Date	Taxes Assessment	Tax Credits	Net Tax	Penalty	Interest	Other	Amount Due
No Tax Information available on this parcel.									

Improvement Information

No improvement information available for this parcel.

Accessory Information

Building Number	Description	Dimensions/Units	Year Built	Percent Complete	Value
No accessory information associated with this parcel.					

Sales Information

Sale Date	Price	Instrument #	Instrument Type	Valid Sale or Other Reason	Document Type	Record Date	Land Court #	Land Court Cert
05/14/2012	\$ 0	A45380493	Lease		Cancellation lease or subs	06/04/2012		
09/04/2009	\$ 58,400	09-179091	Lease		Lease	11/03/2009		
01/20/2004	\$ 0		Lease		Executive order	11/23/2009		
02/28/2003	\$ 0		Dept of Land & Natural Resources		Cancellation revocable Permit	02/28/2003		
05/01/2001	\$ 0		Dept of Land & Natural Resources		Revocable Permit	05/01/2001		
12/14/1995	\$ 0	0000000000				12/31/1995		
02/26/1988	\$ 0	0000000000						
10/01/1987	\$ 316,666		Lease	Valid				
05/26/1987	\$ 316,666	8700086704	Lease			06/15/1987		

Permit Information

Date	Permit Number	Reason	Permit Amount
No permit information associated with this parcel.			

[Recent Sales in Neighborhood](#)
[Recent Sales in Area](#)

[Previous Parcel](#)

[Next Parcel](#)

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The Maui County Tax Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. Website Updated: July 30, 2016

Controls

Available Layers

- Parcels
- Yearly Sales
- Parcel Numbers
- Roads
- Tsunami Evacuation Zones
- Flood Hazard Areas
- State Land Use Districts
- Special Management Area
- Streets (Google)
- Satellite (Google)
- Hybrid (Google)
- Physical (Google)
- qPublic BaseMap



[Show Scale](#)

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Maui County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided. Change before the next certified taxroll.

Resolution

No. 04-146

**ACCEPTING DEDICATION OF REAL PROPERTY SITUATE AT
HONOKOWAI, LAHAINA, MAUI, HAWAII, FROM THE STATE OF
HAWAII PURSUANT TO SECTION 3.44.015, MAUI COUNTY CODE**

WHEREAS, the State of Hawaii (hereinafter "State") is the owner of that certain parcel of real property situate at Honokowai, Lahaina, Maui, Hawaii, area of 4.02 acres, more particularly identified as TMK (2)4-4-001:106 (hereinafter "the Property"); and

WHEREAS, on January 20, 2004, the Honorable Linda Lingle, Governor of the State of Hawaii, by authority of Section 171-11, Hawaii Revised Statutes, set aside the Property to the County of Maui by Executive Order No. 4033, for the public purposes of affordable housing and an emergency evacuation route, a true and correct copy of said Executive Order No. 4033 being attached hereto as Exhibit "1"; and

WHEREAS, the County of Maui desires to accept dedication of the Property and take over the management and control of the Property, all in accordance with Section 171-11, Hawaii Revised Statutes; and

WHEREAS, pursuant to Maui County Code Section 3.44.015(C), the County Council may accept gifts or donations of real property or any interest in real property by the passage of a resolution approved by a majority of its members; now, therefore,

BE IT RESOLVED by the Council of the County of Maui:

1. That it hereby accepts the Property as described in Exhibit "1", pursuant to Section 3.44.015(C), Maui County Code; and

2. That it does hereby authorize the Mayor of the County of Maui to execute all necessary documents in connection with the acceptance of said dedication; and

Resolution No. 04-146

3. That certified copies of this Resolution be transmitted to the Mayor of the County of Maui, the Director of Housing and Human Concerns, the Director of Parks and Recreation, the Director of Finance, the Director of Planning, the Director of Public Works and Environmental Management, and the State.

APPROVED AS TO FORM
AND LEGALITY:

 9/16/04
EDWARD S. KUSHI, JR.
Deputy Corporation Counsel
County of Maui

FOR AFFORDABLE HOUSING AND EMERGENCY EVACUATION ROUTE,

to be under the control and management of the County of Maui, being that parcel of land situate at Honokowai, Lahaina, Maui, Hawaii, and identified as "Portions of the Government (Crown) Land of Honokowai and Portion of Royal Patent 4206, Land Commission Award 3852, Apana 1 to Pokole," containing an area of 4.02 acres, more particularly described in Exhibit "A" and delineated on Exhibit "B," both of which are attached hereto and made parts hereof, said exhibits being respectively, a survey description and survey map prepared by the Survey Division, Department of Accounting and General Services, State of Hawaii, both being designated C.S.F. No. 20,552 and dated May 5, 1987.

SUBJECT, HOWEVER, to the condition that upon cancellation of this executive order or in the event of non-use or abandonment of the premises or any portion thereof for a continuous period of one (1) year, or for any reason whatsoever, the County of Maui shall, within a reasonable time, restore the premises to a condition satisfactory and acceptable to the Department of Land and Natural Resources, State of Hawaii.

SUBJECT, FURTHER, to disapproval by the Legislature by two-thirds vote of either the Senate or the House of Representatives or by majority vote of both, in any regular or special session next following the date of this Executive Order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Hawaii to be affixed. Done at the Capitol at Honolulu this 20th day of January, 2004


Governor of the State of Hawaii

APPROVED AS TO FORM:


Deputy Attorney General

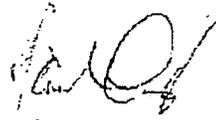
Dated: December 29, 2003

STATE OF HAWAII

Office of the Lieutenant Governor

THIS IS TO CERTIFY That the within is a true copy of Executive Order No. 4033 setting aside land for public purposes, the original of which is on file in this office.

IN TESTIMONY WHEREOF, the Lieutenant Governor of the State of Hawaii, has hereunto subscribed his name and caused the Great Seal of the State to be affixed.



DONE in Honolulu, this 21st day of January, A.D. 2004



STATE OF HAWAII

SURVEY DIVISION

DEPT. OF ACCOUNTING AND GENERAL SERVICES
HONOLULU

May 6, 1967

C.S.F. No. 20,552

PORTIONS OF THE GOVERNMENT (CROWN) LAND OF HONOKOWAI
AND PORTION OF
ROYAL PATENT 4206, LAND COMMISSION AWARD 3852, APANA 1 TO POKOLE
Honokowai, Lahaina, Maui, Hawaii

Comprising the following:

1. Portions of the Government (Crown) Land of Honokowai.
2. Portion of Royal Patent 4206, Land Commission Award 3852, Apana 1 to Pokole conveyed to the State of Hawaii by Pioneer Mill Company, Ltd. by deed dated January 15, 1973 and recorded in Liber 9767, pages 367 to 373 (Land Office deed S-26183).

Beginning at the south corner of this parcel of land and on the westerly side of Honoapiilani Highway, Federal Aid Project No. RF-030-1(5), the coordinates of said point of beginning referred to Government Survey Triangulation Station "MANINI" being 8252.40 feet North and 12,169.52 feet West, thence running by azimuths measured clockwise from True South:-

- | | |
|-----------------|--|
| 1. 114° 08' | 87.21 feet along the remainder of the Government (Crown) Land of Honokowai; |
| 2. 196° 37' | 284.46 feet along R.P. 635, L.C.Aw. 4923, Ap. 1 to Kalua; |
| 3. 205° 24' | 181.20 feet along R.P. 4205, L.C.Aw. 4254, Ap. 1 to Kaunakua; |
| 4. 205° 25' | 240.02 feet along R.P. 4205, L.C.Aw. 4254, Ap. 1 to Kaunakua; |
| 5. 204° 31' | 330.83 feet along R.P. 4554, L.C.Aw. 4260, Ap. 6 to Kaluaika; |
| 6. 178° 59' 30" | 151.76 feet along R.P. 2153, L.C.Aw. 3927, Ap. 2 to Nakoholua; |
| 7. 180° 42' | 65.68 feet along R.P. 2153, L.C.Aw. 3927, Ap. 2 to Nakoholua and R.P. 7491, L.C.Aw. 3932, Ap. 3 to Malopo; |

EXHIBIT "A"

C.S.F. No. 20,552

May 6, 1927

8. 101° 42' 210.53 feet along R.P. 7491, L.C.Aw. 3912, Ap. 3 to Nalepo;
9. 182° 02' 82.42 feet along R.P. 4591, L.C.Aw. 3930, Ap. 2 to Maulele;
10. 281° 42' 400.21 feet along R.P. 415, L.C.Aw. 75 to Charles Cockett;
11. Thence along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5) on a curve to the right with a radius of 5935.00 feet, the chord azimuth and distance being: 15° 37' 53" 10.82 feet;
12. 22° 10' 46" 148.94 feet along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5);
13. 25° 18' 20" 198.49 feet along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5);
14. 9° 54' 42" 200.16 feet along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5);
15. Thence along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5), on a curve to the right with a radius of 5930.00 feet, the chord azimuth and distance being: 23° 28' 19.5" 524.82 feet;
16. 26° 00' 30" 272.59 feet along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5), to the point of beginning and containing an AREA OF 4.02 ACRES.

Vehicle access into and from Honoapiilani Highway shall not be permitted over and across Courses 11 to 16, inclusive, of the above-described parcel of land.

SURVEY DIVISION
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
STATE OF HAWAII

By: Joseph M. Matsuno
Joseph M. Matsuno
Land Surveyor

pt

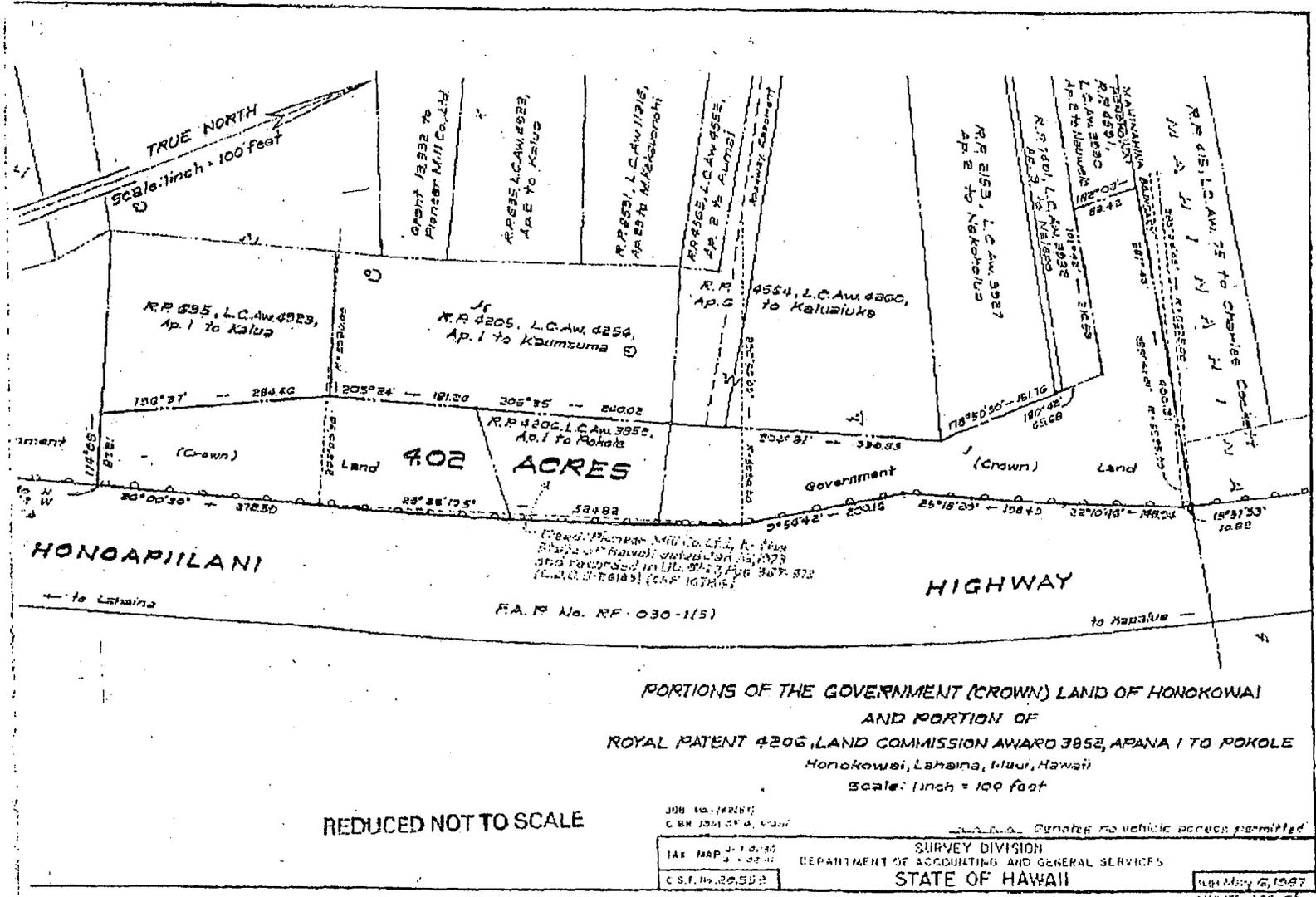
Compiled from data furnished by
W. S. Unanue Engineering,
Inc. and Govt. Survey
Records.

-2-

81-30-04 14:51 TO: MAYOR'S OFFICE

FROM: 8089848111

F07



COUNCIL OF THE COUNTY OF MAUI

WAILUKU, HAWAII 96793

CERTIFICATION OF ADOPTION

It is **HEREBY CERTIFIED** that **RESOLUTION NO. 04-146** was adopted by the Council of the County of Maui, State of Hawaii, on the 5th day of October, 2004, by the following vote:

MEMBERS	Dain P. KANE Chair	Robert CARROLL Vice-Chair	G. Riki HOKAMA	Jo Anne JOHNSON	Dennis A. MATEO	Michael J. MOLINA	Wayne K. NISHIKI	Joseph PONTANILLA	Charmaine TAVARES
ROLL CALL	Aye	Aye	Aye	Aye	Aye	Aye	Excused	Aye	Excused



COUNTY CLERK

**Exhibit “C”
Third-Party Review**

DEPARTMENT OF PLANNING AND PERMITTING
RULES RELATING TO ADMINISTRATION OF CODES

CHAPTER

1 GENERAL PROVISIONS

- § 20-1-1 Definitions
- § 20-1-2 Public information
- § 20-1-3 Rulemaking
- § 20-1-4 Declaratory rulings

2 PERMIT PROCESSING

- § 20-2-1 Applicability
- § 20-2-2 Maximum time limits
- § 20-2-3 Exceptions
- § 20-2-4 Allowable areas of review
- § 20-2-5 Plans not approved after second review
- § 20-2-6 Extensions
- § 20-2-7 Additional plans
- § 20-2-8 Optional one time review process
- § 20-2-9 Optional "third party" review process

3 ENFORCEMENT

- § 20-3-1 Applicability
- § 20-3-2 Notice of Violation
- § 20-3-3 Administrative enforcement
- § 20-3-4 Addition of unpaid civil fines to taxes, fees and charges
- § 20-3-5 Enforcement procedure for graffiti damage to public property
- § 20-3-6 Housing code violator sign
- § 20-3-7 Other legal remedies

4 VIOLATIONS REQUIRING RELOCATION ASSISTANCE

- § 20-4-1 Applicability
- § 20-4-2 Information requirements
- § 20-4-3 Determining existence of displaced person
- § 20-4-4 Relocation expense
- § 20-4-5 Reimbursement of relocation expenses
- § 20-4-6 Right to appeal

5 SPECIAL INSPECTION

- § 20-5-1 Purpose
- § 20-5-2 Special inspectors
- § 20-5-3 Test for special inspectors
- § 20-5-4 Application requirements
- § 20-5-5 Renewal of registration

6 MATERIAL AND METHOD APPROVAL

- § 20-6-1 Purpose
- § 20-6-2 Request for approval
- § 20-6-3 Preapproval
- § 20-6-4 Disodium octaborate tetrahydrate (DOT)

7 THIRD PARTY REVIEW

- § 20-7-1 Purpose
- § 20-7-2 Eligibility
- § 20-7-3 Application requirements
- § 20-7-4 Renewal of registration
- § 20-7-5 Ethics declaration
- § 20-7-6 Duties of "Third Party" reviewers
- § 20-7-7 Fees

DEPARTMENT OF PLANNING AND PERMITTING
CITY AND COUNTY OF HONOLULU

REPEAL OF THE RULES OF THE BUILDING DEPARTMENT GOVERNING THE ENFORCEMENT OF CODES AND REGULATIONS BY THE BUILDING DEPARTMENT OF THE CITY AND COUNTY OF HONOLULU (1999); AND ADOPTION OF RULES RELATING TO ADMINISTRATION OF CODES OF THE DEPARTMENT OF PLANNING AND PERMITTING (adopted OCT 12 2004).

SUMMARY

1. Rules Governing the Enforcement of Codes and Regulations by the Building Department of the City and County of Honolulu, effective date December 15, 1999, is repealed.
2. Rules Relating to Administration of Codes of the Department of Planning and Permitting is adopted.

CHAPTER 7
THIRD PARTY REVIEW

- § 20-7-1 Purpose
- § 20-7-2 Eligibility
- § 20-7-3 Application and registration requirements
- § 20-7-4 Renewal of registration
- § 20-7-5 Ethics declaration
- § 20-7-6 Duties of third Party reviewers
- § 20-7-7 Fees for services performed by third party reviewers
- § 20-7-8 Review of work conducted by third party reviewers and suspension and revocation of registration.

§ 20-7-1 Purpose. The purpose of this chapter is to provide an optional process for review of plans and submittals for building permit applications and to establish requirements for individuals to become qualified "third party reviewers" to review plans and submittals for building permit applications.

§ 20-7-2 Eligibility. The following individuals and organizations are considered to be eligible to be qualified to perform a third party review:

- (1) Structural engineers licensed by the State of Hawaii and registered by the department under this chapter, may review for conformance to the structural portions of the Building Code of the City and County of Honolulu, including Regulations within Flood Hazard Districts and Developments Adjacent to Drainage Facilities.
- (2) Mechanical engineers licensed by the State of Hawaii, and registered by the department under this chapter, may review plans for conformance to the Plumbing Code of the City and County, ROH Chapter 32 - Building Energy

Efficiency Standards, Fire Protection systems requirements of the Building Code of the City and County of Honolulu, and State Department of Health Regulations regarding Air Conditioning and Mechanical Ventilation systems not reviewed by the State of Hawaii, Department of Health.

- (3) **Electrical engineers licensed** by the State of Hawaii, certified by the International Code Council ("ICC") as an **Electrical Plans Examiner**, and registered by the department, under this chapter, may review for conformance for the Electrical Code of the City and County of Honolulu and the Building Energy Efficiency Standards.
- (4) **Architects licensed** by the State of Hawaii and registered by the department under this chapter, may review for conformance for the **non-discretionary requirements of the Land Use Ordinance**. Individuals shall also **pass a written exam for the Land Use Ordinance** as administered by the department with a **minimum passing score of 70 percent**.
- (5) **Architects Engineers** licensed by the State of Hawaii, certified by the International Code Council ("ICC") as a Building Plans Examiner and registered by the department under this chapter, may review for conformance to the nonstructural portions of the Building Code of the City and County of Honolulu.
- (6) The International Code Council Architectural and Engineering Services may review for compliance with the Code.

§ 20-7-3 Application and registration requirements.

(a) Individuals or firms seeking third party review registration with the department, shall submit for the department's review, a completed department-supplied application form, evidencing that the individual or firm: (1) possesses the appropriate licenses, specialized knowledge, and experience to perform the review; (2) is in good standing and if the individual or firm was the subject of prior adverse determination(s) by a court or regulatory authority, including any disciplinary board; and (3) shall agree to thereafter, annually submit evidence to the department confirming the validity of such appropriate licensure.

(b) Individuals or entities seeking third party review registration must have one or more of the following qualifications: a minimum of nine years of licensed applicable full-time work experience, with full responsibility for interpreting, organizing, executing, and coordinating project design plans and specifications, and must meet all other job qualification requirements as set forth in the position description set forth in the City and County of Honolulu's Department of Human Resources' Class Specification for "Structural Engineer II," "Plans Examining Engineer III," "Mechanical Engineer V," "Electrical Engineer V," and "Land Use Plans Checker IV," and knowledge of State laws, City ordinances, and other applicable requirements relevant to review of the submittal documents.

(c) Each third party reviewer applicant, shall possess the required knowledge and experience to perform the code compliance reviews in the disciplines for which the individual or firm is seeking third party review registration. Such knowledge and experience, which shall include at a minimum possession of a current national certification as a plans reviewer, issued by a certifying agency recognized by the International Codes Council, in the

discipline or disciplines in which the reviewer is applying to perform reviews.

(d) Individuals or entities seeking third-party review registration to perform reviews of plans and specifications for buildings and other structures for compliance with Chapter 21 of the Revised Ordinances of Honolulu (as amended) ("Land Use Ordinance"), shall submit to a written examination administered by the department, and shall obtain a score of at least 70 percent to demonstrate sufficient knowledge of the Land Use Ordinance. The department reserves the right to require and administer a re-examination in the event that substantive, non-technical changes are made to the existing Land Use Ordinance.

- (1) For each examination or re-examination administered, the third party review applicant shall pay an examination fee of \$25.00.
- (2) Individuals or entities seeking third party review registration that fail to obtain a score of at least 70 percent on the examination, may apply to retake the examination. Applications to retake the examination shall be submitted not earlier than six (6) months from the date of the administration of the examination in which the applicant failed to obtain a passing score.

(e) Within five (5) business days of the department's notification to the individual or firm confirming the individual or firm's registration to conduct plan review, the individual or firm shall remit a registration fee of \$300.00 to the department.

(f) A list identifying individuals and/or organizations registered as third party reviewers shall be prepared, updated as necessary, and made available to the public.

§ 20-7-4 Renewal of Registration. A third party reviewer's registration shall automatically expire on July 31, two (2) years following the date of the individual or firm's registration. Third party reviewers may obtain a renewal of registration once every two (2) years by: (a) submitting a completed department-provided Renewal Form documenting the third-party's continued eligibility, including proof of requisite liability insurance; and (b) remitting a Renewal Fee of \$300.00 prior to the expiration of the third-party reviewer's registration. If the third-party reviewer fails to submit the required renewal information and fails to remit the required renewal fee prior to the expiration of the renewal deadline, the third-party reviewer's registration becomes null and void. Registrations which have expired for non-payment of renewal fees on or before the renewal deadline may be restored within one (1) year upon remittance to the department of an additional \$300.00 fee for each renewal. The third party reviewer must demonstrate continued eligibility at the time of renewal.

(a) The third party reviewer shall immediately notify the department in writing of any change affecting the third party reviewer's eligibility to conduct compliance reviews.

§ 20-7-5 Ethics Declaration. Individuals or firms seeking third party review registration shall submit a declaration to the department stating that the individual or firm shall maintain the individual's or firm's independence as registered until the expiration or relinquishment of such registration, and further acknowledging that the individual or firm:

- (1) Will not undertake a review of plans involving a project designed by the individual or firm, the individual or firm's

employees, or the individual or firm's contractors affiliated with the project;

- (2) Does not have a conflict of interest with the owner, the preparers of the submittal documents, or the City;
- (3) Has no prior pecuniary interest in the project for which the third party reviewer has been retained to perform third party review services, or other relationship with the owner, which would result in an ethical conflict;
- (4) Shall disclose the nature and extent of any conflict of interest, which shall be reviewable by the Director;
- (5) Will not appear on behalf of private interests before any agency other than a court of law, nor shall such person represent private interests in any action or proceeding against the interests of the City in any litigation to which the City is a party;
- (6) Will not acquire any financial interest in business enterprises which the third party reviewer has reason to believe may be directly involved with regard to services to be rendered by the third party reviewer;
- (7) Will not participate, as an agent or representative of any department or agency of the City and County of Honolulu, in any official action directly affecting a business or matter in which: (1) the third party reviewer such person has a substantial financial interest; or (2) by or for which a firm of which the third-party reviewer is a member, an associate, an employee has been engaged as a legal counsel or advisor or

consultant or representative in a matter directly related to such action;

- (8) Shall not disclose any information which by law or practice, is not available to the public, and which the third party reviewer acquired in the course of the third party reviewer's duties, and shall not use such information for third party reviewer's personal gain or the benefit of anyone.

The director shall report any violations of § 20-7-5 to the appropriate professional organization, and/or governmental agency authorized to investigate such complaints.

§ 20-7-6 Duties of third party reviewers.

(a) Third party reviewers who are retained by an owner to perform plan review services, shall conduct such review of the 100% design submission of plans and specifications for the purpose of certifying that the proposed design/project is in compliance with the Code, ordinances, rules, and other requirements;

(b) As deemed appropriate by the Director, third party reviewers shall perform independent analyses of the plans and specifications submitted to the department to confirm the conclusions of the submittal documents;

(c) Third party reviewers shall review, certify, and provide documentation in accordance with the City's requirement(s) for the project submitted for the building permit. Documentation may include, but shall not be limited to:

- (1) Building code compliance analysis such as type of construction, height and area limitations, and building separation or exposure protection, and copies of the comment sheets for the project;

- (2) Classification of occupancy;
- (3) Land Use data, such as uses, floor and building areas, bonus areas, parking/loading space calculations, yard, height setbacks, open space;
- (4) AutoCAD media for AutoCAD drawings;
- (5) Restrictive Covenants;
- (6) Copy of required discretionary approvals such as, Special district permit, Conditional Use permit, Park dedication;
- (7) Requirements for fire-rated walls, fire-rated doors, fire dampers and corresponding fire-resistive ratings, smoke compartmentation, smoke barriers;
- (8) Analysis of automatic fire suppression systems and fire protected areas;
- (9) Smoke control systems;
- (10) Fire alarm system (the type of alarm system and location of the fire alarm equipment and fire zones);
- (11) Fire detection system (the type of alarm system and location of the fire alarm equipment and fire zones);
- (12) Standpipe systems and fire extinguishers;
- (13) Interior finish ratings;
- (14) Identify the various occupancies and hazardous areas associated with the project;
- (15) Fire Department access;

- (16) Special Inspection form;
- (17) Called Inspection form;
- (18) Flood Certifications;
- (19) Lighting calculations;
- (20) Structural calculations;
- (21) Hydraulic calculations;
- (22) On-site fire protection;
- (23) The design review process, including the reasons for and results of any independent analyses;
- (24) Any design deficiencies identified by the third party reviewer and resolution of such deficiencies by the plan preparer;
- (25) Verification of the adequacy of the final design submittal documents. For the purposes of this section, "final design submittal documents" means the submittal documents with any amendments included as a result of the third party review process;
- (26) Information relating to any outstanding code interpretations pertaining to acceptance and approval by the building official;

(d) The third party reviewer's designated authority under this chapter is limited to acknowledging compliance with only those Federal, State, and other City agency requirements defined in § 20-1-1 herein.

(e) Certifications by third party reviewers shall be limited to only those areas/disciplines approved by the department and in which the third party reviewer is duly qualified.

(f) Third party reviewers shall not have any authority to approve alternate use of any material, alternate design or methods of construction, alternate construction materials, or performance-based designs.

(g) Third-party reviewers shall not have any authority to grant modifications, variances, waivers, exemptions, or other discretionary approvals. Approval of building permit applications are subject to compliance with any and all applicable discretionary permits and/or discretionary land use approvals, including but not limited to, variances, waivers, zoning adjustments, and exemptions. The issuance hereunder of any permit or third party approval of plans, specifications, and other data, permits the building permit applicant to proceed with the proposed work, and shall not be construed as a permit or other approval authorizing the violation, exception, or waiver from compliance with the Code or other applicable law, nor shall it be construed as a determination as to whether the building permit applicant has complied with any other applicable laws not specifically identified in this chapter. Notwithstanding third party review approval, owners remain subject to appropriate enforcement action by the Department.

(h) The third party reviewer shall immediately notify the department in writing upon the discovery of any discrepancies relating to the third party reviewer's review and analysis of the plans and specifications submitted to the Department. The disclosure requirement shall not extend to any matters of as-built construction, nor to any design changes made subsequent to the completion of the third party review.

(i) Certifications by third party reviewers shall be transmitted to the department in writing, and shall include submittal to the department of a completed department-provided certification form and a copy of the 100% design submission of plans and specifications reviewed. The department may provide a checklist to assist owners in the submittal process; however, such checklist is intended to serve as a general guide only and shall not be construed as a permit or other approval authorizing the violation, exception, or waiver from compliance with the Code or other applicable law, nor shall it be construed as a determination as to whether the building permit applicant/property owner has complied with any other applicable laws and/or regulations not specifically identified in this chapter.

(j) The completed certification form prepared by the third party reviewer shall be included with the third party reviewer's report and shall contain the third party reviewer's signature and a professional stamp stating that the plans have been reviewed for compliance with the code and the required number of copies as provided in ROH 18-4.2 shall be submitted to the building official.

§ 20-7-7 Fees for Services Performed by Third-Party Reviewers. Any fees and costs for services performed by third party reviewers shall not be governed by, nor monitored by the City and County of Honolulu.

[Eff OCT 30 2004] (Auth: ROH §16-1.1, §17-2.1, §18-4, §19-2.1, §21-1.30)

§ 20-7-8 Review Conducted by Third-Party Reviewers and Suspension and Revocation of Registration.

(a) The department reserves the right to monitor and conduct unannounced audits of work performed by third-party reviewers.

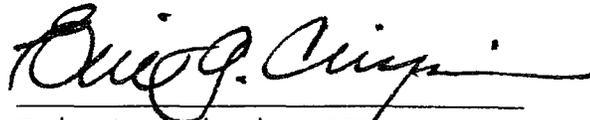
(b) If the department discovers that the plans review conducted by a third party reviewer does not meet the requirements of the Code, administrative rules and regulations herein, or if the department discovers that the third party reviewer has otherwise failed to comply with any requirements of this section, the department shall notify the third party reviewer of same and temporarily suspend the third-party reviewer's registration pending a review by the director to determine whether the third party reviewer's registration shall be permanently suspended and revoked.

(c) In connection with the review by the director to determine whether the third party reviewer's registration should be permanently suspended and revoked, the third party reviewer may submit information in response to the alleged violation(s) for the director's consideration.

(d) The third party reviewer's registration may be reinstated upon a determination by the director that the third party reviewer has corrected the violation that formed the basis for the suspension or revocation.

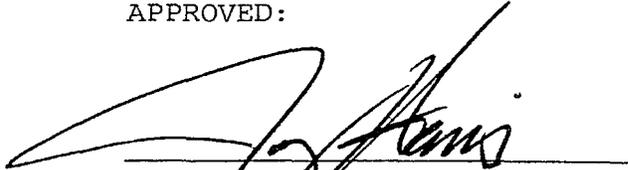
(e) Following such review, the department shall suspend or revoke the certification or registration of an individual or firm if the director determines that such certification or registration was issued on the basis of incorrect information or issued in violation of these rules, or if the approved third party reviewer refuses to comply with the rules or applicable statutes. If the department suspends or

revokes the approval of a third party review, the reviewer shall be given notice of the revocation with the reasons set forth therein.



Eric G. Crispin, AIA
Director
Department of Planning
and Permitting

APPROVED:



JEREMY HARRIS
Mayor
City and County of Honolulu

Dated: 10/12/04

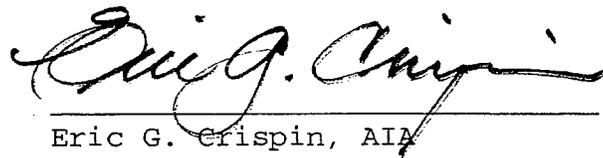
APPROVED AS TO FORM
AND LEGALITY:



Deputy Corporation Counsel

These rules were adopted on October 12, 2004, following a public hearing held on December 12, 2003, after public notice was given on November 10, 2003, in the Honolulu Star-Bulletin.

These rules shall take effect ten days after filing with the City Clerk of the City and County of Honolulu.



Eric G. Crispin, AIA
Director
Department of Planning
And Permitting

FILED:

Given unto my hand and affixed
with the Seal of the City and
County of Honolulu this
20th day of October,
2004.



Denise C. De Costa
City Clerk

Department of Planning and Permitting
City and County of Honolulu

THIRD PARTY REVIEW CERTIFICATION FORM

Project Title: _____

Building Permit Application No.: _____

Tax Map Key Number (s): _____

Owner's Name (Print): _____

Signature of Owner: _____

The undersigned hereby certifies that the undersigned is duly qualified and registered with the Department of Planning and Permitting as a Third Party Reviewer as set forth in Sections 20-7-2 through 20-7-6 of the Department of Planning and Permitting's Administrative Rules, and that the undersigned has reviewed the owner's building permit submission, in compliance with applicable permitting requirements, Section 20-7-6 of the Department of Planning and Permitting's Administrative Rules, and that, in the undersigned's professional opinion, the building permit plans submitted by the owner, are in compliance with the codes, ordinances, rules, and other applicable requirements as set forth in Section 20-1-1 of the Department of Planning and Permitting's Administrative Rules.

Building Code of the City and County of Honolulu - Structural:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

Building/Housing Codes of the City and County of Honolulu - Nonstructural:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

Electrical Code of the City and County of Honolulu:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

Mechanical requirements as defined in Section 20-7-2(b), Department of Planning and Permitting's Administrative Rules Relating to Administration of Codes:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

Land Use Ordinance:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

Building Code of the City and County of Honolulu - Residential:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

BUILDING DIVISION
DEPARTMENT OF PLANNING AND PERMITTING
CITY AND COUNTY OF HONOLULU

APPLICATION FOR THIRD PARTY REVIEWER

This is to request certification as a Third Party Reviewer within the City and County of Honolulu in the following classification(s). Please check the appropriate box(es):

- Building Code (Non Structural) Electrical Land Use
 Structural Plumbing/Mechanical

(Please print or type)

NAME: _____
Last
First
Middle

ADDRESS: _____
Number
Street
City
Zip Code

TELEPHONE NUMBER: Work: _____
 Home: _____

PROFESSIONAL ARCHITECT (Please check the appropriate license)
 PROFESSIONAL ENGINEER:
 CIVIL
 STRUCTURAL
 MECHANICAL
 ELECTRICAL

STATE OF HAWAII PROFESSIONAL LICENSE NO.: _____

ICC/ICBO CERTIFICATION (S): YES NO (If Yes, please provide __ copies)

Have you ever had any of the above-referenced licenses, certifications, or other similar registration or license denied, suspended, revoked, or denied renewal in another state or jurisdiction? No Yes

If you answered YES, you must provide the following information: (if necessary, a separate sheet may be used and attached):

State and County/Jurisdiction: _____

Date of Denial, Suspension, Revocation, Non-Renewal: _____

Reason for Denial, Suspension, Revocation, Non-Renewal: _____

EDUCATION (College, University):

Name of School	Location	Dates Attended	Major	Degree

EXPERIENCE: (List only experience in the specific fields for which certification is requested. Use the supplemental sheet provided or an additional sheet with equivalent information and attach to application.)

CONVICTION FOR VIOLATION OF LAW:

1. Have you ever pleaded guilty or no contest (*nolo contendere*) to a MISDEMEANOR or FELONY, or is there any such charge now pending??

YES* NO

If you answered YES, you must provide the following information: (if necessary, a separate sheet may be used and attached):

Nature of Criminal Violation: _____
Date of Criminal Violation: _____
Disposition / Outcome of Criminal Violation: _____
Date of Disposition /Outcome of Criminal Violation: _____
County: _____ City: _____ State: _____
Court: _____ Case number: _____

Are there any lawsuits, complaints, disciplinary actions or other administrative or judicial proceedings pending against you in which an adverse determination was rendered against you relating to services performed in your professional capacity?

No Yes

If you answered YES, please explain in detail below (if necessary, a separate sheet may be used and attached):

I hereby certify that all statements on or in connection with this application, including those regarding my education and employment record, are true and correct to the best of my knowledge. I agree and understand that any misstatements or omissions of material facts may cause forfeiture on my part of all rights to registration as a Third Party Reviewer. I also agree that I possess the required errors and omissions insurance coverage in an amount to be determined by the City and County of Honolulu's Department of Budget and Fiscal Services.

Signature of Applicant

Date

Basic Fee: \$300.00

Please make check payable to: City and County of Honolulu

SUPPLEMENTAL SHEET FOR EXPERIENCE VERIFICATION

EXPERIENCE (List only experience in the specific fields for which certification is requested):

Dates: From _____ to _____ No. of Months: _____
(Month/Year) (Month/Year)

Project Name: _____

Brief Description of Project (Materials, Size, Etc.): _____

Name of Employer: _____

Address of Employer: _____

*Contact Person/Phone Number: _____

Your Title: _____

Your Duties: _____

EXPERIENCE (List only experience in the specific fields for which certification is requested):

Dates: From _____ to _____ No. of Months: _____
(Month/Year) (Month/Year)

Project Name: _____

Brief Description of Project (Materials, Size, Etc.): _____

Name of Employer: _____

Address of Employer: _____

*Contact Person/Phone Number: _____

Your Title: _____

Your Duties: _____

EXPERIENCE (List only experience in the specific fields for which certification is requested):

Dates: From _____ to _____ No. of Months: _____
(Month/Year) (Month/Year)

Project Name: _____

Brief Description of Project (Materials, Size, Etc.): _____

Name of Employer: _____

Address of Employer: _____

*Contact Person/Phone Number: _____

Your Title: _____

Your Duties: _____

*Required to verify experience.

**THIRD PARTY REVIEWERS
CERTIFIED LIST OF INDIVIDUALS
(UPDATED 09/08/16)**

TPR Registration No.	Name	Certified For	Expiration Date
TPR-001	David K. Wong dba Third Party Review Hawaii 2440 Date Street, #1004 Honolulu, Hawaii 96826 Bus. (808) 721-7432 Fax: (808) 946-0933	Structural	7/31/10 (EXPIRED)
TPR-002	Melek Yalcintas Amel Technologies, Inc. 1164 Bishop St., Ste.124-302 Honolulu, Hawaii 96813 Bus. 590-2340	Mechanical	7/31/07 (EXPIRED)
TPR-003	Charles J. Williams 22421 NE 20 th Street Sammamish, WA 98074 Bus. (425) 836-2833	Structural/ Building Code	7/31/07 (EXPIRED)
TPR-004	Chang Kim 1. Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665 2. Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-005	Phiroze Wadia c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-006	Conсорcio D. Manuel c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-007	Bernard Laporte c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Electrical Code Building Energy Efficiency	7/31/12 (EXPIRED)
TPR-008	Gene Albano 1. Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665 2. Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code Building Energy Efficiency	7/31/18

TPR-009	Michael Krijnen c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Building Code	7/31/18
TPR-010	Anthony Wilkins c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/18
TPR-011	Marco Italia c/o Bureau Veritas North America, Inc. 970 N. Kalaheo Avenue, Suite C-316 Kailua, Hawaii 96734 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	EXPIRED
TPR-012	Todd Bailey c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Nonstructural Building	7/31/18
TPR-013	Steven Block c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Electrical	7/31/16 (EXPIRED)
TPR-014	David A. Bartholomew c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	07/31/18
TPR-015	Garrick H. Koga c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Structural	07/31/18
TPR-016	Ricardo S. Sitjar c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Structural	7/31/16 (EXPIRED)
TPR-017	William R. Gebhardt c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	07/31/18
TPR-018	Frank Y. Katakura c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code	07/31/18

TPR-019	Lawrence T. Higa c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-020	Xiang Yee c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Structural	7/31/18
TPR-021	Anthony M. Chan c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-022	Ronald E. Fitch c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Electrical Code Building Energy Efficiency	7/31/18
TPR-023	Thomas B. DeCosta c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Building Code	7/31/16 (EXPIRED)
TPR-024	Bahman Kheradpey c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-025	Donald Shaw c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/18
TPR-026	Wyman K. Fong c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-027	John S. Chardoul c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-028	Robert F. Taylor c/o Bureau Veritas North America, Inc. 970 N. Kalaheo Avenue, Suite C-316 Kailua, Hawaii 96734 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/10 (EXPIRED)

TPR-029	Mark Sunberg c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/12 (EXPIRED)
TPR-030	Lena Molnar c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/12 (EXPIRED)
TPR-031	Mike Elbanna c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Electrical Code	7/31/16 (EXPIRED)
TPR-032	Peter Kogan c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Mechanical Code	7/31/18
TPR-033	Zbigniew L. Drozd c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-034	Thomas R. Curtis c/o Bureau Veritas North America, Inc. 970 N. Kalaheo Avenue, Suite C-316 Kailua, Hawaii 96734 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/10 (EXPIRED)
TPR-035	Daniel H. Lee c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Building Code Structural & Nonstructural	7/31/18
TPR-036	James R. Vinci c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-037	Darren Y. T. Lee c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code Residential	7/31/18
TPR-038	Robert D. Pittman c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18

TPR-039	William John Zastrow c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-040	David H. Tobita c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-041	Tsuyoshi Bunden c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Structural	7/31/18
TPR-042	Garry D. Neavitt c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Building Code	7/31/18
TPR-043	Glen C. Kam c/o Independent Third Party Review 851 Pohukaina St., Bldg. C. Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Mechanical Code	7/31/18
TPR-044	Arnie C. Valero, AIA c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code	7/31/18
TPR-045	John K. Maute c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068	Electrical Code	7/31/17
TPR-046	Paul W. Craig c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068	Electrical Code	7/31/17
TPR-047	Victor L. Russell c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Mechanical Code	7/31/18
TPR-048	Darin K. Okuda c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Structural	7/31/18

TPR-049	<p>James S. Johnson 1. c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068 2. c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011</p>	Electrical Code	<p>7/31/17 7/31/18</p>
TPR-050	<p>Glenn Yokomichi c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232</p>	Electrical Code	7/31/18
TPR-052	<p>Cristian Son c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084</p>	Electrical Code	7/31/18
TPR-053	<p>Thomas Trimberger c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084</p>	<p>Building Code Mechanical Code Building Energy Efficiency Fire Protection Systems State Health Dept. Regs.</p>	7/31/18
TPR-054	<p>Shawn Y. Matsumoto c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068</p>	Structural	7/31/17
TPR-055	<p>Jagadish A. Patel c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849</p>	Electrical Code	7/31/18
TPR-056	<p>Bruce K. McClure c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232</p>	Building Code	7/31/18
TPR-057	<p>William W. Wong Asia Pacific Architectural Consultants P.O. Box 19232 Honolulu, Hawaii 96817 Bus. (808) 356-8788 (808) 778-5988</p>	Residential	7/31/17
TPR-058	<p>Jimmy S. Wu Prowork Pacific 2889 Ala Ilima Street #3B Honolulu, Hawaii 96818 Bus. (808) 384-3388</p>	Residential	7/31/17

TPR-059	Iaokeng A. Ho c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/18
TPR-060	Lance A. Uchida c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Plumbing Code Building Energy Efficiency Fire Protection Systems State Health Dept. Regs	7/31/18
TPR-061	Gregory A. Quinn c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Residential	7/31/18
TPR-062	Jeoffrey S. Cudiamat Structural Hawaii, Inc. 1255 Kuala Street #2 Pearl City, Hawaii 96782 Bus. (808) 488-5000	Building Code Structural & Nonstructural Residential	7/31/18
TPR-063	Shen-Gong Wu c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/18
TPR-064	Jimmy Q. G. Lam c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Structural	7/31/18
TPR-065	Roy A. Noda c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Structural	7/31/18
TPR-066	Tonya M. Dale 4D Design-Build P.O. Box 686 Kailua, Hawaii 96734 Bus. (808) 636-9029	Residential	7/31/18
TPR-067	Umur A. Turkalp Residential Design LLC P.O. Box 17802 Honolulu, Hawaii 96817 Bus. (808) 371-6607	Residential	7/31/18
TPR-068	Michele L. D'Amico D'Amico Design Group, LLC P.O. Box 22578 Honolulu, Hawaii 96823 Bus. (808) 221-2868	Residential	7/31/18
TPR-069	Aly Haidar 225 Queen Street, #8-F Honolulu, Hawaii 96813 Bus. (808) 745-3656	Building Code (Nonstructural)	7/31/18



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BROKEN: STUCK IN PERMIT PURGATORY

Almost everyone agrees the building permit system puts many ordinary businesses through agony. The county governments say they are not entirely to blame and are working to improve the system.

 Dennis Hollier  *September, 2015*

Hideo Simon can barely contain his frustration.

“It took me six months,” he says, “just to get my building permit for this place.”

We’re speaking in Square Barrels, his new restaurant in Bishop Square, and he has to raise his voice to be heard over the hubbub of the crowded dining room. It’s a bright, modern space, with tall ceilings and a row of high-backed booths against the wall.

Behind the bar, a rank of unmarked taps dispenses two dozen varieties of beer.

The stylish restaurant, Simon says, is the culmination of his lifelong obsession with gourmet burgers and craft beer, a taste that's clearly shared by the downtown Honolulu crowd. The place is packed for Wednesday's lunch hour. But, according to Simon, Square Barrels almost failed before it started, nearly done in by the City and County of Honolulu's byzantine system for issuing building permits.

The problem, he says, is it's just **too complicated and time-consuming to get even a basic building permit**. An application, particularly for a commercial project, may require a handful of departments to sign off. In addition to the review at the Department of Planning and Permitting, it may need to be stamped by the fire department, the Board of Water Supply, wastewater and elevator officials, the State Historic Preservation Division, et al. Navigating this process, Simon says, can be complex. And he's no neophyte. In 2012, he and his partners opened Pint + Jigger, a successful King Street gastropub that also stumbled its way through the permitting maze, so Simon knew what he was getting into. **This time, he even hired Bureau Veritas, one of the city's so-called third-party reviewers. These are city-certified private companies that officially review plans for building code compliance, and then act as expeditors, helping shepherd permit applications through the other departments that need to sign off.** But, according to Simon, even with a third-party reviewer, the process was painfully slow.

“It's ridiculous for the city to expect you to hang tight for six months.”

— Hideo Simon, Co-owner, Square Barrels restaurant

“Just for one person to sign off,” he says, “it takes at least a couple of weeks of review from each department. And that’s on top of the time it takes for the third-party review. So, I go to the third-party reviewer and they make their comments. Then, they take the plans to the DPP, and it comes back with notes. Then we get the architect to change the notes. Then it goes back to DPP and they say it needs more notes, and blah, blah, blah. Each and every step takes a month, it seems like. And I don’t even know which department needs to sign off on every one of these bits.”

All of this costs money, Simon says. The owners must pay for the permit, fees for the third-party reviewer, costs for a draftsman or architect to change the plans, plus rent and salaries for key employees while they wait for the restaurant to open. Most important, the business owners forego any income until the permits are approved and the actual construction is finished. It’s just too much to expect for a small-business man, Simon says.

“The reality is I built this place before I got the permit for it. I didn’t get my permit until three weeks after I opened the doors. If a building inspector had come by, he could have easily pulled the plug on the whole thing and I would have been hanging in the wind. I would be bankrupt. It’s ridiculous for the city to expect you to hang tight for six months.”

Simon’s story isn’t unique, of course. What sets him apart is that he’s willing to speak on the record about his permitting problems (to the chagrin, he says, of his wife and partner, Grace Simon). Most business owners won’t, fearing reprisal the next time they need a permit. That’s what makes it so difficult to report on the problems at DPP. But almost everyone knows a business owner, contractor or home builder with a nightmare permitting story to tell – a tale of applications lost in the system, of inspectors who never show up, of a seemingly endless succession of delays. But, absent

more business owners willing to come forward, like Simon, it's difficult to document how widespread the problem really is, or whether the blame lies with reviewers at DPP, or with applicants themselves.

Not everyone thinks DPP is doing a bad job. Heidi Levora, whose family owns Anchor Systems Hawaii, a foundation contractor, says she's been successfully running permits for several years and has developed a rapport with the people at the department.

“So far, we’re not making much headway. All the measures we’ve taken just have us treading water” because of the boom in construction.”

— **George Atta**, Director, Honolulu Department of Planning and Permitting

“It’s nice to be on a first-name basis with these folks,” she says. “Sometimes they’ll engage in creative problem solving with me, which saves a trip back and streamlines the process greatly. I have not witnessed any favoritism at all, ever. They really try to make the system as fair as possible. I do see staff responding more warmly toward calm, pleasant individuals. That’s human nature.”

So, how do we resolve the differing experiences of Simon and Levora? How do we get beyond the inevitable contradictions in this kind of anecdotal evidence? Maybe the best approach is to look for honest brokers within the system itself.

SOURCE OF THE PROBLEM

One person with an interesting perspective is George Atta, a former principal of the architectural and design firm Group 70, and now the director of Honolulu’s Department of Planning and Permitting. As someone who’s been on both sides of the permitting counter, Atta isn’t shy about addressing criticism of the department.

“The standard complaint,” he says, “is that the review time takes too long. I would say that’s a valid complaint most of the time. The process does take a long time. Sometimes, that’s our fault. Sometimes we assign the review to a person who doesn’t follow through. Sometimes we have bad apples who will hold on to the permit. We don’t have a good enough supervisory system set up, so, whether out of intent or negligence, the permit gets held up. We often don’t know it at the upper management level until the customer complains. So, sometimes the problem employees end up holding permits for some time.”

But that’s not the whole story, Atta says.

“Other times, the fault is with the people preparing the plans. We have some people who we call ‘rubber stampers’. These are architects and engineers that will do things on the cheap.”

By that, he means they either create rudimentary, low-quality plans, or they stamp the unprofessional or incomplete plans of their clients with their own seal of approval and submit them for review at DPP.

“Our guys will red mark them and send them back,” Atta says. “What these rubber stampers are doing is using our staff for quality control rather than having good plans up front.” This takes additional time as plans go back and forth for comments and corrections. But that was the intention all along. “So the rubber stampers don’t complain, but their clients complain. But they just tell them, ‘It’s stuck at DPP.’ So, many times, our staff gets blamed because you end up going through multiple review cycles, and that takes time.”

However, Atta attributes most of the growth in permitting delays to the changing nature of regulation itself.

“Over the years, land-use regulations and building codes have become much more complex,” he says. “For example, historic site reviews never existed before. In the 1950s and 1960s, they didn’t have to go through NEPA (National Environmental Policy Act) reviews. They didn’t have to send their reviews to design access boards for American Disability Act compliance. That came in the late 1980s. Before that, they didn’t have to go through those compliance reviews. Every year, new things like these come up – new things to review. The building code back in, say, 1929 was only an inch thick. You could carry it in your back pocket. Today, you have a two- to three-foot stack of binders. The sheer volume of regulation has increased dramatically, and every one of those regulations has added complexity and additional time to the process. That has been a large factor in slowing things down.”

SOLUTION

So, how should we address these problems? In a sense, DPP itself was created to help solve them. Getting a building permit used to mean running all over town. Each step in the process required a visit to a different agency. To simplify things, most of the agencies involved in permit reviews underwent a kind of roll-up.

“The DPP is the consolidation of three whole departments and parts of two other departments,” Atta says. “One was called the Department of General Planning; another was called the Department of Land Utilization; and the third was called the Building Department. But, in 1998, under Mayor (Jeremy) Harris, these three were consolidated into one, much larger, department. Then, to consolidate all the permitting functions, they also brought in the wastewater branch, which issued sewer permits, and also Public Works site development, the civil engineering investigative body.”

This consolidation didn’t solve all the problems – applications still have to make the rounds at several different agencies – but it at least put them mostly under one roof. In theory, that should make the process more efficient.

That's not all DPP has done to address the permitting issues. In addition, Atta says, the department has tried to make it easier to get permits for simple projects.

“For example, we're making it so you can get some permits online; it doesn't have to come through staff review. **PV panels, for example, can be permitted online.** You fill in a form, pay a fee with a credit card and print your permit. ... This works for the projects that have a fairly standardized process. For these simpler projects, we're trying to either put them **online or use counter permitting.** So, for things like **fence permits and driveway permits, we're saying the clerks up front can issue those.** Hopefully, that can help eliminate the backlog.”

“The other thing we're working on,” Atta says, “is something called the ‘one-time review.’ One of the things that delays projects is having multiple cycles of review. Plans are red marked and sent back to the designer several times. Over the years, reviewers have gotten into the habit of (using this approach to catch mistakes). My guys have just gotten used to doing it that way.”

The problem is that this can turn into a longwinded back and forth between designers and reviewers. One-time review was created to short circuit this cycle, Atta says.

“I tell my guys, ‘Now, you only have one bite at the apple. Make all your comments once rather than use multiple cycles of review.’ That forces our guys to do a thorough review up front. Then, after the applicant makes the changes, the next time we just do a cursory review. My guys are unhappy because they know they might miss things. If they have multiple bites of the apple, they're less likely to miss anything. I tell them, ‘If you miss anything, the inspectors out in the field will catch it.’ ”

But this approach butts up against another problem for the department: There aren't enough inspectors. Simon, for example, complains of waiting weeks for the follow-up inspections necessary to close his permit. In fact, the manpower shortage is a problem

throughout DPP. Dennis Enomoto, owner of the third-party reviewer Palekana Permitting and Planning, traces the human resources problem back to the reorganization of the department.

These land-use-plan checkers, with their newly created authority, have become the linchpin of the permitting system for the county.

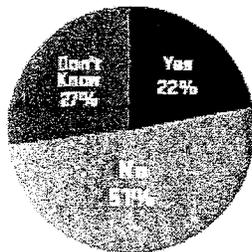
“What happened was they had a hiring freeze, way back in Mayor Harris’ time. I don’t want to dis what they did, but they reorganized the department and they had a hiring freeze. I think that created a staff shortage as well as – I don’t know what you’d call it – an experience shortage. Now, for the last several years, a lot of the 30-year veterans are retiring. And, since they weren’t hiring people, you don’t have all these backfills.”

Still, Enomoto attributes 85 percent of the problems at DPP to the quality of the plans people submit for review. “Everybody disses on the guys and complains a lot, but, to me, there’s a lot of good people over there. Ninety-five percent are just trying to do a good job. But the basic responsibility for the building permit is that they’re a regulatory agency. They say, ‘You’ve got to do it like this,’ but people don’t want to hear that. They go out of their way to tell them how to do it, but customers still get upset.”

Even while acknowledging the human resource shortage is a problem, Atta, too, subtly shifts the responsibility to the applicants.

GETTING BETTER?

In the latest BOSS survey, we asked more than 100 leaders in the construction industry (including construction companies, architectural firms and suppliers), whether the counties' permitting processes had improved over the past four years. A majority said no.



Source: QMA Research conducted the BOSS survey

“During the height of the PV boom,” he says, “we sometimes had months when the inspectors couldn’t come out to close the permit. But now, with one-time review, the inspectors will have to catch things, if the plan checkers don’t catch it. My guys don’t like that. I try to remind them that

our job is protecting health and safety issues, but, at the end of the day, the liability rests with the contractor. The permit is not a guarantee that everything will be up to code and that all the regulations are enforced. After all, even if the drawings are correct, construction may not follow the plans, maybe in order to save money. But my guys are still unhappy with not getting multiple bites at the apple.”

Of course, another attempt to speed things up at DPP was the institution, in 2006, of the **third-party review system**. A summary of how that system works highlights both the complexity of the permitting process and its basic rationale. Enomoto walks us through the process when clients come to Palekana for help:

“We take their plans and try to go through them real quick to make sure the major elements are there. Then, we schedule up. We go down to the Building Department at DPP, log it in and start the routing process with the city. You actually have to go to the city and sit down with staff and they go through the plans and they see who all needs to look at the plans – zoning, Board of Water Supply, sometimes the State Historic Preservation, sometimes elevator. Then, they create this routing. They have to physically log it in. They have certain stamps that they have to put on the plans; that’s the log in. Then, you officially get an application number. That puts you in the queue. Then, based on the routing, you can start taking it around to the various agencies for review and approval.”

Concurrently, he says, Palekana consultants are reviewing the customer’s plans for code compliance. “More than likely, that would be building – that’s for almost everything – electrical, mechanical and sometimes structural.”

Then, Enomoto says, the third-party reviewer begins to run the plans by the different departments on the routing list. “In this process, we generate comments, and the city agencies generate comments as well, and then we send those to the design team to respond. So, they make their corrections and eventually we get the approvals from

everybody. We consolidate the sets, take them back to the Building Department, which does a quick review to make sure everything is in place, all the routing gets signed off and then they issue what they call an 'approve to issue notice.' Then, the contractor can take that and go down and pick up his permit."

As complicated as third-party review sounds, Enomoto says it works well most of the time for Palekana. **"For some of the simple projects, we take four to six weeks or so, versus three to four months" without third-party review.**

But Enomoto is less sanguine about another method DPP introduced to speed up things: ePlans, a computerized system that, as the name suggests, was supposed to allow designers to file plans electronically.

"Everybody disses on the guys (at DPP) and complains a lot, but to me, there's a lot of good people over there. Ninety-five percent are just trying to do a good job."

— **Dennis Enomoto**, Principal, Palekana Permitting and Planning

"That's not going well," he says. "It's a computer system that requires very specific formatting and that kind of thing. You know how it is: garbage in, garbage out. The system requires you to submit things really precisely, so it's hard. Everybody messes up and that causes delays. Again, the city is busy, so it cannot get to the corrections right away, so that causes a lot of problems."

Even strong advocates for DPP, like Heidi Levora, say the city's digital effort falls short.

"I've heard the ePlan program is hard on the inputer's eyes," she writes. "If they hit one wrong key, everything they've been working on can disappear. They can't be interrupted, which means even easy-to-answer questions have to wait. I sure hope, for

their sakes, they get a more user-friendly program soon.”

Like many permit applicants, Levora says she still prefers the face-to-face approach.

But the potential for a system like ePlans to help meliorate the problems at DPP is obvious. For example, Enomoto points out, it would allow the different agencies to review projects simultaneously rather than sequentially. Right now, permit applicants have to submit three identical sets of plans: site plans, which will stay at the building location; a tax set, which goes to the Tax Office for their records; and the building file set, which will ultimately remain with DPP. The problem, he says, is that, even though you have three sets of plans, all the agencies want to see the building file set, because it becomes the official plans.

“That means you’ve still got to run those plans by each department consecutively instead of concurrently. But, if everybody got to see an electronic copy, ePlans would allow them to look at it concurrently. It has a lot of features you can overlay, so you can see all the different changes.”

So, instead of fighting the ePlans system, Enomoto says, the staff at Palekana is trying to learn it. “I think we have about 80 plans in there now and they’re beginning to come out a lot faster. It’s a work in progress, but it seems like it’s getting better.”

ANOTHER APPROACH

Honolulu isn’t the only county with complaints about its permitting system. Even though they don’t experience the volume of permit applications that Oahu does, the Neighbor Islands still face many of the same problems. Like Honolulu, they’re scrounging for answers. In some instances, they adopt Honolulu’s approach. For example, Hawaii County has implemented a one-time review system similar to

Honolulu's. But the Neighbor Islands are also cognizant of the differences between them and Oahu. Duane Kanuha, planning director for Hawaii County, describes the impetus and direction of some recent changes to that county's permitting process.

"As an administration, we've been looking at how to improve the system for maybe a year already. Billy Kenoi, the mayor, basically said, 'I had three platforms when I was elected two terms ago. One of them was to improve the mass transit system. I believe we've done that,' he said. 'Another one was to provide more parks and complete more roadway projects, and we've done that,' he said. 'The third one was to improve the building and permitting process. And,' he said, 'I still get people grabbing me in the airport and at functions and venting at me in terms of how long it's been taking for what they consider a simple thing.' So, he had team members in the administration basically put their heads together to fix it."

Because planning directors throughout the state meet regularly to discuss common issues, Kanuha was familiar with what was happening at DPP in Honolulu.

"They've basically mushed everybody under Planning – all the line agencies: Permitting, what we call over here the Department of Environmental Management, sewers and all that stuff. All that got mushed under planning. So, when the mayor gave us this charge, I'm sitting there going, 'Ah, shoot! He's going to want to do the same thing they did in Honolulu. And, sure enough.'"

Kanuha's concern was well-founded, of course, but he also knew that Hawaii County isn't the same as the City and County of Honolulu. "The thing is, they've been into their system for 10 or 12 years and George (Atta) would be the first to admit there are still lots of bugs in it. But those of us on the Neighbor Islands look at it and go, 'Whatever the issues are, none of us have the flow of permitting that Honolulu has.' "

Even so, at first, he says, the Big Island's plan looked similar to Honolulu's. "Here in Hawaii County, the Hilo building that the Planning Department is in also has Parks and Recreation, Public Works, and Real Property Tax. So, one of the first things everybody looked at was: OK, either Planning moves across the hall to Public Works; or Public Works moves over to Planning. Then, we narrowed it down to: Maybe just the Building component of Public Works that moves over to Planning."

In the end, though, both approaches seemed pointless. Both would be costly and it wasn't clear that either department would have enough space to house the extra people. More important, moving people around could raise union issues and require Council approval. "By charter," Kanuha says, "the function of Public Works is really separate from Planning. Public Works does Building and Permitting. Planning is just planning. So, to integrate those two, there was some talk that there may be a charter concern. And I think that's what happened with the City and County of Honolulu – it had to redo the whole charter to make the move happen."

If merging departments wasn't the answer, how could they get the apparent efficiencies of a merger without actually moving people around?

"What we ended up doing," Kanuha says, "was we kept both departments separate, but we reclassified our existing zoning clerks in the Planning Department to 'land-use-plan checkers.' That position series allows them to look at both our land-use zoning components as well as building components. So, it's kind of like a merge of a zoning clerk and a building/permitting clerk. I think this is the same series that George (Atta) has in DPP. Then, we asked for three additional clerks, two in Hilo and one in Kona."

These land-use-plan checkers, with their newly created authority, have become the linchpin of the permitting system for the county. All applications now route through them, Kanuha says.

“In other words, you don’t go to Public Works anymore for your application. Every application for any building permit has to come to the Planning Department first. The reason is, we were finding over time, that someone would walk down to Public Works

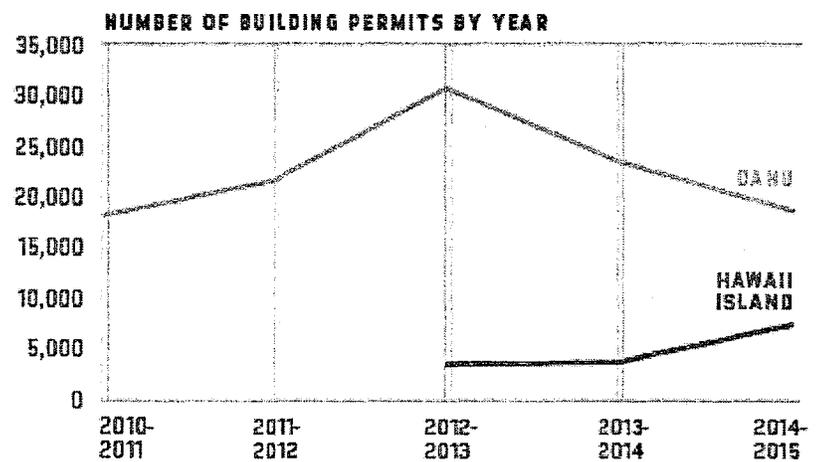
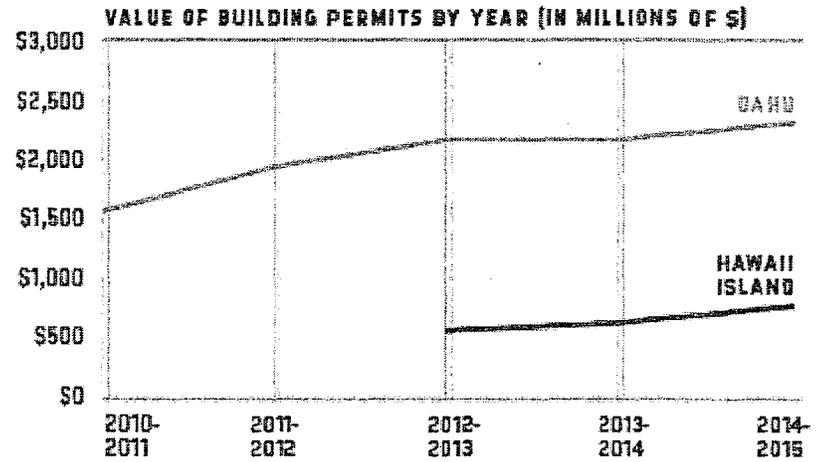
Building Division, hand in a set of plans for a project, get logged into the system, and then get into the planning review room, and our staff shows up, looks at this project and says, ‘Hey, you know you need this other permit in order to do this? You actually shouldn’t be here.’ What

happened was, in the planning review room, the project that hadn’t satisfied all of the land-use and zoning stuff gets kicked out. In the meantime, the applicant has put his project in and thinks he’s all good to go. He’s been in the system for maybe a couple of weeks, and then he gets bounced out and has to go back to Planning. So, you get this, ‘You told me to go here. He told me to go there.’

“One of our objectives is to make sure that whoever gets into the building permit process is all clear with the planning process first. Because sometimes there are things like special management area permits, or you need a variance or something, and it can take several months before you get it resolved. Some of the issues may require public hearings and all that stuff before you can even pull an application. So, the whole

THE PERMIT FLOW

Although both Oahu and the Neighbor Islands have many of the same permitting problems, there are huge differences of scale.



objective of shifting everything over here to Planning is that our land-use-plan checkers will be able to check all the plans to make sure all the information required for the building permit to actually get issued is also there.”

In addition to creating these land-use-plan checkers, Kanuha says, the county also held stakeholder meetings to see what specific improvements the industry wanted. “They said, ‘What would really help everybody out is some kind of an express lane.’ If I’ve got a PV system, and the policy is ‘first in/first out,’ and I’ve got a condo in front of me, I’ve got to wait until that condo gets processed before my PV system pops up.’ So, we said, ‘Okay, we’ll take that under advisement.’

“The other issue among the stakeholders was the back end, the inspection side – the long delay between when you call for an inspector and when one shows up. That was basically a manpower issue. Actually, when we were going through the process, I think Public Works said, ‘At any given time, we probably have five inspectors to cover the whole island.’ ”

This, of course, is a funding issue, like so many of the problems facing local government.

RESULTS

How are all these permitting improvements working? For the Big Island, it’s probably too early to tell, Kanuha says. “We only launched this on July 1, so we’ve only been at this for a few weeks now.” But this is Kanuha’s third time around in the government and he thinks he’s seen promising changes.

“Through my whole experience in government,” he says, “Public Works has always been Public Works and Planning has always been Planning. And a lot of times, people in Planning would say, ‘It’s not us; it’s over there in Public Works,’ or Public Works

would go, 'We don't have that; go see Planning.' That's why you've got these people feeling like they're being bounced back and forth, looking for whatever they're supposed to do."

Now, Kahuna says, even though the reorganization is new, he's seeing more cooperation between Planning and Permitting. "What's really interesting to me is the camaraderie between the Public Works people and my people in Planning. It's really cool because people we would normally say, 'It's them,' now, they're over here and they're saying, 'This is how we do it over there. They're on the counter with us folks, helping customers along – both in Hilo and in Kona. And we're starting to see where we have backlogs in our implementation – which is the same kind of backlog they used to have over in Public Works – but, now that everything is coming here and they have some catch-up time over there, they'll come over and say, 'You know, we can help you with some of this.'

"We had an example in Kona a couple of weeks ago where I think there were like 90 online applications – primarily PV things – that, because my guys were dealing with everything coming in over the counter, checking for land use requirements on everything, they just weren't able to get to everything. So, the Kona Public Works staff came up – they can see everything online – and they said, 'Looks like there's a backlog on the PV things.' And my guys said, 'Yeah, we just can't get to it.' And the Kona Public Works guys said, 'You know what, why don't you give it to us? We'll take care of that.' And they cleared off 90 applications in less than two days."

But most of the improvements seem to be coming from the increased authority of the land-use-plan checkers. For example, Kanuha says, some of the clerks are also getting training from the electrical inspectors on what they should be looking for in terms of electrical permits.

“The standard complaint is that the review time takes too long. I would say that’s a valid complaint most of the time.”

— **George Atta**, Director, Honolulu Department of Planning and Permitting

“Nobody has ever looked at that before except the electrical guys. But we’ve noticed that there’s a backup on the electrical side, again, because of processing. Since electrical permits and plumbing permits are all coming here along with the building permit applications, **some of our clerks are learning how to do some preliminary calculations on the electrical permit side.** That means, **when the electrical guys over in Public Works get the stuff we’re through with, it’s kind of pre-checked, so they don’t get stuck having to start from zero.”**

Plan receptionist/pre-checker?

Something similar is also happening with other agencies, he adds. “The program we’re trying to get into is what we call an ‘opt-out’ program. In other words, if somebody comes in with an application that meets your department’s specs, do you really have to see it and sign off? So, we’ve reached an agreement with some agencies that basically says, ‘If the application has A, B and Z in it, I don’t have to look at it.’ So, they’re basically saying, ‘We’re opting out.’ ”

Finally, Kanuha says, the reorganization is improving the interaction between the department and the public. “My guys are out there encouraging the clerks, saying, ‘Customer service is everything. Even if there’s some waiting involved, or the answer they get is not what they expected, just give them the customer service.’ And what I’m starting to hear is that when the clerks are helping with somebody’s issues, the people who are waiting are looking at the people being serviced by our clerks and they’re going, ‘This is interesting. People are **taking the time to explain what you need, where you can get it, or saying we’ll help you do this.**’ So, when their turn comes up, it’s not like a doctor’s office.”

“I have not witnessed any favoritism at all, ever.”

— Heidi Levora, Co-owner, Anchor Systems Hawaii

So, things look promising for Hawaii Island, though it's very early in the process. Even though there are few complaints at this point, it's unclear whether the changes in the Hawaii County permitting process will speed things up. Back at the City and County of Honolulu Department of Planning and Permitting, things are less ambiguous.

“So far, we're not making much headway,” Atta says. “All the measures we've taken just have us treading water. When I ask our guys, ‘How come we're not doing better?’ they say, ‘We're processing more permits than ever before.’ And it's true. With this construction boom, we're processing more permits even though it's not going any faster. But we would really like to shorten the time it takes to get a permit. By the end of the year, we're hoping the average wait period is 10 percent faster than it was last year.”

For entrepreneurs like Hideo Simon, that may not be enough. He suggests changing the permit system so that, if your permit isn't reviewed within a certain time, then it's automatically approved. Similarly, if your inspector doesn't show up by such and such a date, you pass. Mostly, though, Simon wants the city to play a more supportive role for local businesses.

“We're trying to make a state that loves small businesses,” he says, “where it's not about the permitting process. Personally, I love burgers and beer. I just want to put great burgers and beer in front of my customers. I don't know what happened to my love of burgers, but now all my energy and effort are caught up in the process.”

Autumn R. Ness

From: Kelley, Bill <BKelley@marincounty.org>
Sent: Wednesday, September 21, 2016 11:44 AM
To: Autumn R. Ness
Cc: Crawford, Brian
Subject: Marin County building permit streamlining initiatives
Attachments: construction_permit_application.pdf; express_permitting_package.pdf; v 11-4-15 Third Party Services Package.pdf; e_inspection_reroofapplication.pdf

Hi Autumn,

It appears the programs you refer to are the ones covered in the following video from our website:

<https://www.youtube.com/watch?v=1Pt6TKqP8gA>

I'll address these and if you have additional questions, please let me know.

1. Our Over-the-Counter (OTC) program has been in place for many years and provides on the spot permitting for simple applications consisting of isolated electrical, mechanical or plumbing scopes of work; reroofing, residing and non-structural window and/or door replacements. This class of permit is typically for maintenance purposes and, therefore, does not require any plans to be submitted or reviewed prior to permit issuance. Each applicant is required to complete the (attached) Construction Permit Application and provide a complete description of the scopes of work performed under Item #1 on the application form. Upon payment of a modest fee, the permit is issued while they are at the counter. This "maintenance" class of permits account for more than 50% of our annual building permit volume, with the majority of these types of permits pulled by licensed contractors.
 - a. We are finalizing improvements to our new permit tracking software that will enable licensed contractors to pull Maintenance Permits online 24/7. Our target date for go live is Oct 24, 2016 to launch our (contractor only) self-serve online permitting for this class of permits, without need of, or intervention by, our County permitting staff.
 - b. Licensed contractors can also choose to use electronic inspection (e-Inspection), which allows them to take detailed photos of their work and send them to us for review by our inspectors, in lieu of scheduling field inspections for certain scopes of work within the Maintenance class of permits, (please see attached e inspection reroof application), which allows them enhanced control over their construction workflow.

2. Our Express Permitting program has been in effect for several years and provides while-you-wait permitting for simple applications that require the submittal of plans, as well as plan review and approval by Planning, Building and Safety, Fire and Land Development prior to issuance. The program is currently available two mornings each week, by appointment, and is achieved through bringing all review/approval entities to our permit counter (one-stop shop) for immediate review and approval while the customer is present. The "Express" class of permits is limited to simple improvements and alterations including residential solar (PV) installations, minor interior remodels and prescriptively constructed landscape retaining walls, per the (attached) Express Permitting Package. This program accounts for most of the residential solar (PV) permits we issue annually.
 - a. Due to increased popularity of this program, we will be increasing Express Permitting to four mornings each week (beginning October 3rd, 2016), and will begin looking at how we can expand the types of permit applications we can safely approve under this model.

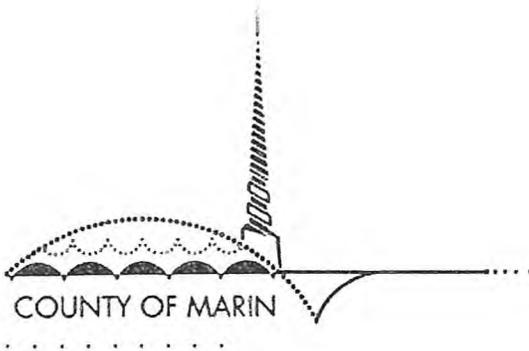
3. Expedited plan review is achieved through the following two customer options have been in place for several years:
- Third Party Services Program** (please see attached). Under this program, customers elect to choose to use qualified third party municipal service providers to perform either their plan review, field inspections, or both in lieu of having our County staff provide these same services in ensuring the project is compliant with all applicable codes and standards prior to permit issuance and permit final. This is a very popular choice with our customers because they perceive this option can save them permit processing time. We reduce our permit fees for customers electing to use this option.
 - Our Overtime (OT) Plan Review and Inspection Programs are another option that is chosen less frequently by our customers. It requires our staff to volunteer to provide this service (typically on a weekend), in exchange for overtime pay; and requires the willing customer to pay the additional OT fee to cover the additional expense of the staff member. This option is occasionally chosen by the customer when dealing with critical construction timelines translating to significant expense for each day their project is delayed.

As the short video mentions, these programs have been introduced as customer service options which allow our customers greater control over their permitting process. All of our customer service options are purely voluntary on the part of the customer.

Also, please note that these represent local efforts designed to meet local constituent needs and sentiments and may/may not be a good fit in other jurisdictions with differing needs.

Please let me know if you have additional questions regarding our approach to placing the customer first in our permitting programs.

I hope this is helpful,

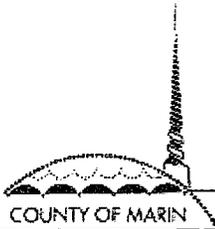


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COMMUNITY DEVELOPMENT AGENCY
BUILDING AND SAFETY DIVISION

THIRD PARTY SERVICES APPLICATION VS-7-12-2005

APN #: _____ Date of request: _____ Approved by: _____

Third Party Services is a private service option CDA-Building & Safety allows that may be used by a permit applicant seeking swifter service than our normal plan review and/or inspection process can accommodate. **Once Planning has approved your permit application, Third Party Services must be pre-approved by the Building Official.** Additional fees and coordination will be required between the permit applicant and the third party service provider. Smaller projects may not realize a time savings when choosing this option.

Building address: _____ Type of construction: _____

Scope of permit: _____ Type of occupancy: _____

I wish to contract with the following private *plan reviewer*:

I wish to contract with the following private *inspector*:

Permit applicant (print): _____ Telephone: _____

Email address: _____

By initialing and signing the following, the permit applicant understands and agrees to each of the following:

_____ I understand other County Agency approvals and/or inspections may still be required.

_____ I understand 2 sets of plans/documents with Planning approval are required by a private plan review agency. When private plan check is completed, return two sets of approved stamped plans/documents with Planning approval from the private plan reviewer to the Building Permit Counter for final review and processing prior to permit issuance. The processing may take two to five working days.

_____ I understand and agree the County's fees may not be waived or reduced because of my election to seek third party services for this permit application. I understand I will also compensate the private plan reviewer and/or private inspector for their service directly.

_____ I understand substantial changes, or deferred submittals, after issuance of the building permit, shall be reviewed by the same private plan reviewer, paid for directly by the permit applicant and may require additional County approvals.

_____ I understand and agree this application is elective and purely voluntary, and by willingly choosing to participate in this alternative plan review and/or inspection option I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of granting this application.

By my signature below, I affirm I have read, understood and agree to the provisions of this application:

Permit applicant signature: _____ Date: _____

Instructions for using this *Third Party Services Application* option

General instructions:

1. Review our list of approved private plan review and/or inspection service providers on our *Approved Third Party Service Providers* list included with this form.
2. Complete, initial and sign our *Third Party Services Application* form on the other side of this page and submit with your building permit application for review and approval.
3. Once approved by the Building Official, follow the instructions (below) applicable to your permit.

Instructions for using private PLAN REVIEW services:

1. Coordinate with your third party plan review service provider directly to provide them the necessary documents and payment for their plan review services.
2. It is the third party plan review service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each plan review provided for projects within unincorporated Marin County.
3. Third party plan review service providers shall keep CDA-Building & Safety informed of all pertinent review and approval communication by emailing to buildinginspection@marincounty.org and including the words "**PLAN REVIEW FOR (project address)**" in the subject line of the email.
4. It is the permit applicant's responsibility to transmit all documents, stamped and approved by the private plan review service provider to CDA-Building & Safety for further processing and/or County review.

Instructions for using private INSPECTION services:

1. Coordinate with your third party inspection service provider directly to provide them the necessary documents and payment for their inspection services.
2. It is the third party inspection service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each type of inspection provided for projects within unincorporated Marin County.
3. Third party inspection service providers shall keep CDA-Building & Safety informed of all pertinent inspection and approval communication by emailing to buildinginspection@marincounty.org and including the words "**INSPECTION FOR (permit number(s))**" in the subject line of the email.
4. It is the permit applicant's responsibility to schedule inspections directly with the private inspection service provider and to transmit any documents, required by the private inspection service provider, or the County, to CDA-Building & Safety for further processing and/or County archiving.
5. Upon review and acceptance of each third party inspection report, CDA-Building & Safety staff will log the inspection and inspection results into the County permit tracking software for permanent record keeping.

APPROVED THIRD PARTY SERVICE PROVIDERS

This list is intended for use with the form Third Party Services Application. Our normal permit fees collected by the Building & Safety Division may still be collected. This third party option is additional and is intended to be available on an 'as-approved' basis as determined by the Building Official. The permit applicant is expected to contact and coordinate with the third party service provider directly regarding transmittal of plans, corrections, scheduling inspections, etc.

The following is a list of third party service providers which have already been approved by the Building & Safety Division. Other service providers may be used upon approval of qualifications by the Building Official:

- | | | |
|---|---|--|
| Plan Review
& Inspection | Bureau Veritas
180 Promenade Circle, Suite 150
Sacramento, CA 95834 | Phone: (925) 468-7400
Fax: (925) 468-7413 |
| Plan Review
& Inspection | Seabrook & Associates
1550 Airport Blvd. Suite 202
Santa Rosa, CA 95403 | Phone: (707) 544-9500
Fax: (707) 544-9502 |
| Plan Review
& Inspection | Setterland and Associates
7895 Washington Avenue
Sebastopol, CA 95472 | Phone: (707) 829-3800
Fax: (707) 829-3854 |
| Plan Review
& Inspection | TRB & Associates, Inc.
3180 Crow Canyon Place, Suite 216
San Ramon, CA 94583 | Phone: (925) 866-2633
Fax: (925) 790-0111 |
| Plan Review
& Inspection | Interwest Consulting Group
6280 Las Positas Blvd, Suite 220
Pleasanton, CA 94588 | Phone: (925) 462-1114
Fax: (925) 462-1115 |
| Plan Review
& Inspection | Sally Swanson Architects, Inc.
220 Sansome Street, Suite 1100
San Francisco, CA 94104 | Phone: (415) 445-3045
Fax: (415) 445-3055 |
| Plan Review
& Inspection | CSG Consultants Inc.
1257 Quarry Lane, Suite 100
Pleasanton, CA 9456 | Phone (925) 931-0370
Fax (925) 931-0388 |
| Plan Review | CodeSource CODEGREEN
7064 Corline Ct., Suite D
Sebastopol, CA 95472 | Phone (707) 823-8489
Fax (707) 823-8489 |

Exhibit “D”
“One-Stop Shop”



department title

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About Us

Building Division

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The mission of the Building Division is to oversee private construction for the purpose of protecting the safety of San Jose's citizens and facilitating the City's economic development objectives. This is accomplished through implementation of Building, Plumbing, Mechanical, Electrical, zoning, Engineering, Energy and disabled Access codes and laws for construction of residential, commercial and industrial developments.

The Building Division processes over \$1 billion worth of construction projects each year. The Division issues permits for more than 30,000 projects (one permit every five minutes), conducts over 190,000 inspections (one inspection every 45 seconds), and responds to over 300,000 phone inquiries (one phone customer every 25 seconds) each year.

[Visit the Building Division website](#)

Building Plan Review

Project approval begins with the review of all construction plans for residential, commercial, and industrial buildings and structures. The applicant submits a complete set of Building, Plumbing, Mechanical and Electrical plans, specifications, and supporting documentation. The Building Division analyzes the plans to verify that the proposed construction is designed to meet the minimum safety requirements specified in the codes. The Building Division staff must also verify that projects have obtained the necessary Planning, Public Works or Fire Department clearances.

Each year, the Building Division provides plan review services for approximately 5,000 projects. The Division recognizes the need to expedite project review services, and has developed several separate review and approval tracks depending upon the scope, complexity, and urgency of construction. These include:

1. **Express Plan Check:** This process is reserved for less complex residential and commercial/industrial projects. Customers make an appointment for their plans to be reviewed. The review process takes approximately one hour.
2. **Consultant Plan Review:** In order to facilitate a reasonable plan check turn-around time with our large workload particularly during peak activity periods, a large number of projects are sent out to consultant plan checkers. The plan check consultants are hired by and paid for by the City and work directly for the Building Division to supplement the workload that can be handled by the City Plan Check staff.
3. **Third-Party Plan Review:** In order to facilitate projects which require faster than normal plan check turn-around times, the Building Division allows the applicant to use the services of a third-party plan checker. In these cases the applicant hires and pays for a third-party plan checker from a pre-approved list. This allows the applicants to arrange for plan check services which meets their particular time demands. Although this service does not substitute for the city plan checker, it facilitates substantially faster plan approval and start of construction.

The Building Plan Review process results in the preparation of a set of plan check comments with required corrections. After all corrections are made, the plans are approved for permit issuance.

Permit Issuance

The Building Permit Center assists citizens and issues Building, Plumbing, Mechanical, Electrical and minor planning adjustment permits when applicants have obtained the appropriate plan approval. The Building Division also coordinates and ensures that applicants have obtained the necessary clearances from Planning, Public Works, Fire and outside agencies (e.g., school districts, Health

Department, etc.). The permit authorizes the customer to begin construction and request inspection services required to obtain a final inspection and/or a Certificate of Occupancy.

Each year the Building Permit Center serves over 40,000 walk-in customers, and issues over 30,000 permits. Building Division customers comment that the quality of service is much improved since the Permit Center redesign, despite the record number of permits issued and customers served. The Permit Center accepts major credit cards for the payment of Building Division permits and services.

The Building Division is in the process of developing an automated system for processing permit applications. The "Integrated Development Tracking System" (IDTS) will improve the response to information inquiries by citizens as well as expedite plan review and permit issuance.

Inspection Services

The Building Division provides inspection services within a 24-hour response time for 95% of its customers. Inspections are requested by telephone and taken by the Division's Phone and Records Section staff. Approximately 300,000 phone calls for inspections and other services are handled by the Division each year.

The Building Division completes approximately 190,000 inspections each year, as each one of the 30,000 permits issued requires an average of six (6) inspections. At the end of each business day, approximately 500 inspection requests are forwarded to the Building Inspection Section for scheduling the next day. Inspections are distributed to inspectors, who are assigned to 25 different areas within the City.

In order to provide better customer service, the Building Division created and implemented a combination inspection program in 1993. This program provides building, plumbing, mechanical, and electrical inspections by one inspector for residential buildings.

Building Division field inspectors and supervisors are equipped with cellular phones. This provides direct communication among staff and customers. Our field inspectors can contact supervisors or access voice mail messages where other telephone facilities are not available. This communication link allows improved communication capability during a state of emergency or disaster.

After various stages of construction have been inspected and approved, the Building Division approves the final inspection and issues a Certificate of Occupancy. This certifies that the building meets all the appropriate codes, structural, zoning, health, safety, and access regulations and is safe to inhabit or occupy.

Other Important Building Division Activities

Record Storage and Retrieval

The Building Division is required to retain all copies of permits and final building plans issued by the Division. copies of permit documents are furnished to customers upon request. Approximately 5,000 requests for records are processed each year by the Records Section Staff. This task has been expedited by the Department's Document Imaging Records Management System. This system allows the Building Division to store digital pictures of all approved building plans and permits for immediate retrieval via computer.

Unreinforced Masonry Program

The Building Division oversees the construction work of unreinforced masonry (URM) buildings whose owners have chosen to retrofit their buildings. The program was established to ensure the retrofit of buildings which are susceptible to seismic activity. The Building Division provides extensive plan check and inspection services to ensure that the structures in this program are strengthened.

Improvements in the Building Division

Since 1992, several major improvements in the Building Division have been made to improve the services to San Jose development review customers and enhance economic development. The following is a summary of some of these achievements:

- Reorganized the Building Division to be responsive to customer's needs.
- Created a Building Division one-stop permit center.
- Merged Building, Plumbing, Mechanical, and Electrical plan check functions to allow concurrent review of all trades.
- Merged Building, Plumbing, Mechanical, and Electrical field inspection functions to provide greater flexibility and efficiency in inspection scheduling.
- Created combination inspection program to streamline and increase efficiency of residential tract and remodel inspection services.

- Created express plan check process for certain residential, commercial and industrial projects, substantially increasing same-day, over-the-counter project approval.
- Achieved approximately 50% reduction in turnaround time for all plan check services.
- Reduced inspection request lead-time from 3 to 4 days to a maximum of 24 hours for 95% of inspection requests.
- Eliminated requirement for most plumbing, mechanical, and electrical plan checks.
- Eliminated requirement for common interest development (CID) inspections.
- Instituted an appointment system for all Building Division permit services.
- Expanded the one-stop permit center concept by consolidating the Fire Department plan check staff, and some Planning staff in the Building Division.
- Instituted noon-hour (12-1) phone and permit center services.
- Instituted Automated Telephone Call Management System.
- Instituted payment of permits and services by credit card.

Last Modified Date: 6/15/2012

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As a customer-driven organization, the City of San José welcomes any suggestions you might have to help us serve you better.