



Hawaii Community Development Authority
Planning Office
547 Queen Street
Honolulu, Hawaii 96813
(808) 594-0340 FAX (808) 587-0299



**RENOVATION OR ALTERATION OF EXISTING
NONCONFORMING STRUCTURES**

Kakaako Community Development District Mauka & Makai Areas
§15-217-91 and §15-23-15
Hawaii Administrative Rules (“HAR”)

Permit Submittal Requirements:

- A. Project Authorization from the landowner or by the landowner’s authorized agent.**
Original signatures are required on the Project Authorization form.
- B. Permit Application and Fees:**
1. *Applicant Information:* Information on the Permit Application should be consistent with the Project Authorization form, including name of applicant and landowner.
 2. *Project Information:* Floor area information shall be provided including the following:
 - Any changes in use and floor area.
 - Breakdown of floor area based on use types (eating and drinking, assembly, etc.).
Information on use types may be provided in the ‘Notes:’ section of the Permit Application.
 3. Original signatures (signed and print) are required on the Permit Application.
 4. Please refer to §15-217-93, Fee Schedule, Mauka Area Rules for applicable permit fee.
- C. Project plans shall include the following, if applicable:**
1. A location map, including the Project site in relation to the surrounding land uses and adjacent streets.
 2. A site plan with the following information:
 - Topographic information identifying existing utilities and adjacent parcels.
 - Property lines and easements with dimensions and area.
 - Location, size, and dimensions of all existing and proposed buildings, improvements and utilities.
 - All setbacks, including build to line, side, rear and view corridor setbacks, if any.
 - Parking and loading stall layout. Provide information on total number of stalls required and provided.
 3. Plans identifying existing and proposed uses and floor area calculations. Provide a graphic of floor area breakdown, if more than one use is proposed under one permit application.
 4. Exterior elevations and sections, including the following information:
 - All building heights and envelopes measured from ground elevation.
 - Specifications of texture, materials and color for all exterior finishes.
 5. Landscaping plans showing open spaces, planting and trees.
 6. Any other pertinent information that shows compliance with the Mauka and Makai Area Rules, Chapter 217 and 23, HAR, respectively.

One (1) digital set of Project plans in PDF format may be required. If warranted, HCDA may require one set of fully dimensioned Project plans.

D. City and County of Honolulu Building Permit approval:

1. No Building Permit shall be approved by the HCDA for any project unless the project conforms to the provisions of the Mauka and/or Makai Area Plan and Rules.
2. For HCDA approval of a Building Permit, please submit a Building Permit application form and the following sets of plans:
 - Building Department File Copy
 - Job Site Copy

For additional information regarding the renovation of nonconforming structures, refer to §15-217-91 of the Mauka Area Rules or §15-23-15 of the Makai Area Rules. Please contact HCDA Planning Staff at 594-0340 for any questions on permit requirements and process.