

Makani Kai Marina

45-995 Waialele Road • Unit 81 • Kane’ohe • Hawai’i • 96744-3034

ALTERATION REQUEST FORM

Unit: _____ Owner: _____

Phone: _____ Email: _____

Alteration Description:

Contractor Information Needed:

Name & copy of contract. Copy of Insurance (listing AOA Makani Kai Marina as also insured). License Number & Warranty.

It is the Owners responsibility to hire a contractor who holds all relevant licenses applicable for the work involved. Owner accepts full responsibility for compliance with City, County, and Federal building codes and regulations. Failure to comply may lead to fines or penalties imposed by the Authority Having Jurisdiction, for which Owner accepts any and all liability resulting from citations or failure to comply. Furthermore, Owner agrees all costs and efforts to resolve these will be burdened solely by Owner at their expense. In any event where the AOA Makani Kai Marina (the Association) is cited for some unresolved infraction for which the Owner is liable for and fails to resolve, the AOA reserves the right to execute on a resolution and pass the costs on to Owner.

The following are required: photographs, detailed drawings and manufacturer brochures to the Board of Directors that show exactly how the modification will appear on completion. The drawings will be concise with all elements clearly identified.

I am responsible to present this proposed alteration, if visual or there exists a possibility of affecting others, to the neighboring units and have them sign this request. I understand that the MKM office may query owners of the neighboring apartments for their comments for which they will have 15 days to respond. I understand and agree to a final inspection to verify that the project was completed as approved and that there will be a 30 day limit on making changes required by the inspection. If not completed per approval and within schedule the Association may hire a contractor to complete the project and charge the owner. I understand and agree that, when approved, the responsibility for maintaining the modification alone with any portion of the property/unit it may be attached to, and full liability for the modification belongs to the owner and all future owners of the unit.

Owner Signature: _____ Date: _____

Neighboring Owner Signature: _____ Agreeable: **Yes or No** Date: _____

Neighboring Owner Signature: _____ Agreeable: **Yes or No** Date: _____

(Objectionable Notes/Inspection results on reverse side)

Final Inspection Results

The inspection below was conducted by a member of the Makani Kai Marina, A.O.A.O. Staff or authorized individual (as noted).

The owner of the unit being inspected understands and has previously agreed to make any alterations or adjustments as found and noted by the inspector within 30 working days beginning the date of the inspection.

Inspectors Name: _____ Date of Inspection: _____

Results/Objection Notes: _____

Follow-Up Results: _____

Inspector's Signature

Date

(Revised: March 20, 2020)

ARCHITECT'S OR ENGINEER'S SEAL:

Plans must be properly stamped and signed by an architect or structural engineer when:

1. Work on one-storied buildings exceeds \$40,000,
2. Work on two-storied buildings exceeds \$35,000, or
3. The principal structural members are of reinforced concrete or structural steel. Plans for retaining walls five feet or more by an architect, structural engineer or civil engineer. See Chapter 464 of the Hawaii Revised Statutes for additional data.

OTHER AGENCIES:

For some construction projects, in addition to a building permit, you may need permits or approvals from the following City agencies:

- a. **Civil Engineer Branch:**
Review involves drainage, grading, and projects adjacent to streams and drainage easements. (Phone: 768-8219)
- b. **Wastewater Branch:**
Review for sewer availability and adequacy and for projects adjacent to existing sewer easements. (Phone: 768-8212)
- c. **Zoning Plan Review Branch:**
Information for specific zoning regulations. (Phone: 768-8252)
- d. **Board of Water Supply:**
Review for water use and adequacy. (Phone: 768-5460)

For contractor/license information, please contact the State Department of Commerce and Consumer Affairs at 586-2700 for further information.

Additional information is available at the Department of Planning and Permitting website.

FURTHER INFORMATION:

From our web site, www://honoluluapp.org, you can select various options to assist you with your permits. Please proceed as follows for the various options:

TO APPLY FOR A PERMIT:

- Select: **Honolulu Internet Permit System**
- Select: **Submit**
(to apply for a building or sign permit)
- Select: Please follow the online instructions to submit your permit application.

An **Internet Building Permit (IBP)** number is given to you at the end of the application process, please note the number. After your submittal, a link will be provided to download a site plan for your application.

Once the online application has been completed, you are to submit your plans to the Building Permit Center to activate your permit. Please bring the IBP number with you.

Should you have any questions, please call the Permit Center at 768-8220 or 768-8257.

(NOTE: You can also apply, pay and print City Building Permits for single-family solar, electrical (photovoltaic), plumbing, building (fences, air conditioners), change of contractor, demolition, etc.

TO SCHEDULE FOR A PERMIT APPOINTMENT:

Select: **Honolulu e-Permits**

Select: **PASS** (Permit Appointment and Scheduling System)

Follow the online instructions.

TO SEARCH OR INQUIRE ON THE STATUS OF YOUR PERMIT:

Select: **Honolulu Internet Permit System**

Select: **Review**
(to review your building or sign permit)

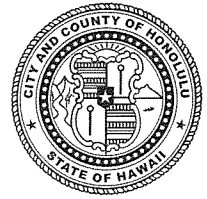
At the Building Permit Screen, either type in your address or tax map key.

Go to the bottom of the page and select the GO button.

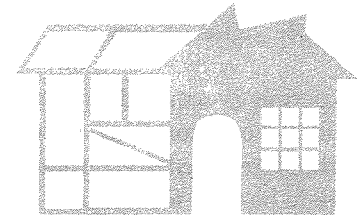
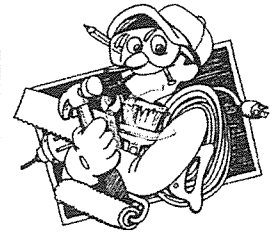
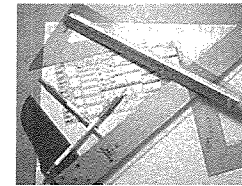
OTHER USEFUL OPTIONS THAT ARE AVAILABLE:

- **Honolulu Land Information System (HoLIS)** for tax map key or plot information (includes zoning, building permits, property tax information, etc.).
- Download various checklists.

A WORD OF CAUTION: This booklet is a *general guide* and necessarily brief, please consult each agency for additional details and or the latest amendments and changes.



DO YOU NEED A BUILDING PERMIT?



Department of Planning and Permitting

BUILDING PERMIT CENTER

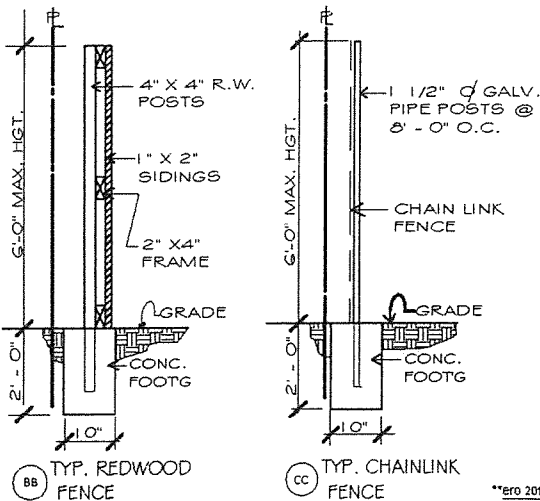
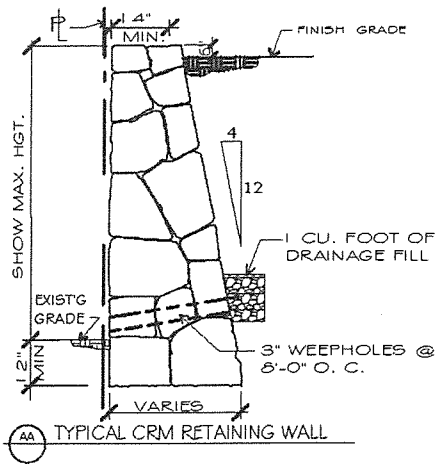
Frank F. Fasi Municipal Building
650 South King Street (Ground Floor)
Phone: 768-8220

BUILDING PERMIT CENTER

Kapolei Hale
1000 Uluohia Street (Ground Floor)
Phone: 768-3126

Office Hours: 7:45 a.m. – 4:30 p.m.
Monday thru Friday (Except Holidays)

EXAMPLES OF TYPICAL FENCES AND RETAINING WALL



WHAT TO BRING:

Four (4) sets of clear and legible plans.

PERMIT FEE:

The minimum fee is \$18 for work up to \$500 in value. This fee increases as the value of work being done increases.

BUILDING PERMITS ARE REQUIRED FOR:

1. To erect, construct, alter, remove, or demolish any building or structure (including fences, retaining walls, and swimming pools).
2. For any electrical work over \$500 (Sec. 18-1), or plumbing work over \$1,000 (Sec. 18-31.1(b)). All work shall be performed by licensed electrical/plumbing contractors.
3. To construct or alter any sidewalk, curb, or driveway in public rights-of-way.
4. A sign permit is required to install, construct, alter, relocate, or reconstruct any sign. A temporary permit is required to erect any tent or similar structure to be used for religious or commercial purposes, such as rallies, festivals, or carnivals.

INFORMATION TO BE PROVIDED ON PLANS:

1. On plot plan, show lot dimensions, location of driveway, location of proposed work, distance from property lines and other buildings, easements and other pertinent information.
2. Plans should be drawn to scale with sufficient information and details to clearly show the nature and extent of work. On floor plan, indicate the use of rooms, room dimensions, location and sizes of windows, exits, etc.
3. On framing plans or typical section view, show sizes and spacing beams, floor joists, rafters, etc., and ceiling heights.

4. On outside or exterior elevation views, show height of building.
5. Give address and/or tax map key of where the work is to be done, and the name and address of owner.

BUILDING PERMITS ARE NOT REQUIRED FOR:

1. Curbs, planter boxes, retaining walls and fences which are not more than 30" in height.

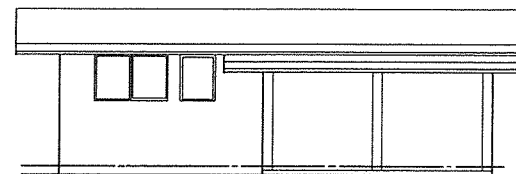
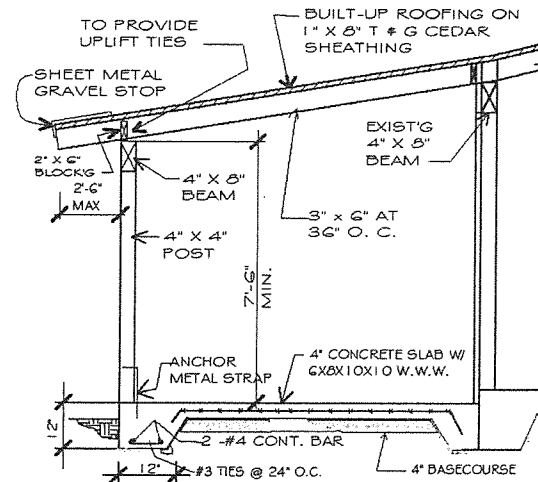
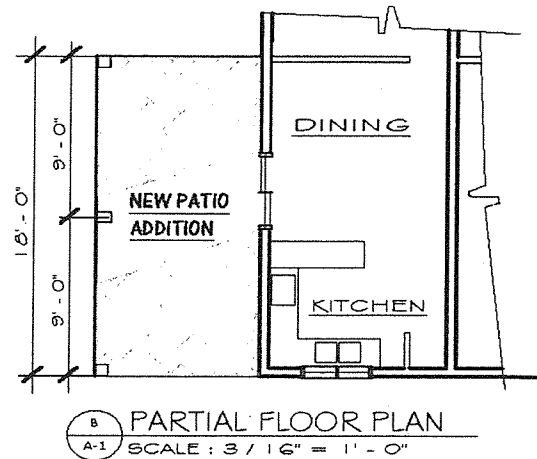
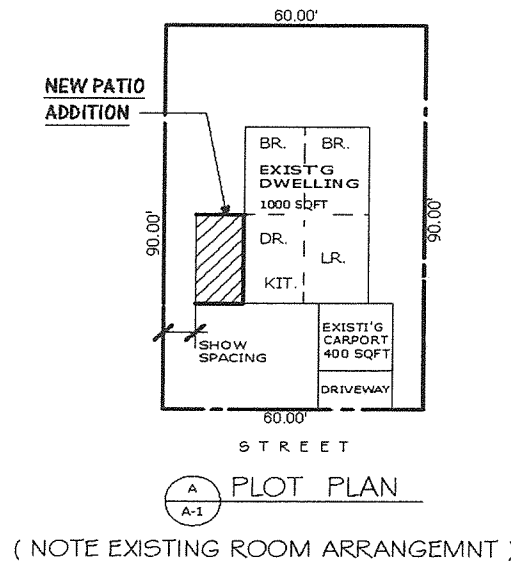
2. Individual residential television and radio antennas, excluding dish-type antennas.
3. Painting, cabinet work, and floor covering.
4. Tool and storage sheds not exceeding 120 square feet as accessories to dwellings.
5. Repairs using similar or same materials for the purpose of maintenance and which are not more than \$1,000 in valuation in any 12-month period, and do not affect any electrical or plumbing installations.

Refer to Section 18-3.1, for complete listing of items not requiring permits.

Chapter 18 of the Revised Ordinances of Honolulu can be found at our website:

www1.honolulu.gov/council/ocs/roh/index.htm

PAID FOR BY THE TAXPAYERS OF THE CITY AND COUNTY OF HONOLULU.



SAMPLE ONLY

NEW PATIO ADDITION FOR
TAX MAP KEY: 1-2-3-4
MR. & MRS. JOHN DOE
123 MAUI ST. HONOLULU, HI.

