

This checklist is the working pre-submittal QC document for building permit packages filed with the County of Maui Department of Public Works, Development Services Administration (DSA), via the MAPPS portal. Use it alongside the O'en Maui — Maui SMA Permit Checklist for any project inside the Special Management Area.

## Change Log

- **v1.4 (Apr 2026) — Bidirectional Cross-Referencing with SMA Permit Checklist:** Added sister-document cross-references (↔ SMA Phase X) inline on every Site Plan, Civil/Grading, and Agency Approval item that has a matching task in the O'en Maui — Maui SMA Permit Checklist. New dashed-green XREF tag class introduced. Section 12 Frequently Flagged now includes an explicit SMA-sync QC item. Use alongside the SMA Permit Checklist so coastal, SHPD, flood, and SMA-permit tasks are tracked in both documents without duplication. No regulatory changes in this revision.
- **v1.3 (Apr 2026) — Building Separation: Same-Lot Structures (new Section 7):** Legacy 10/15/20 ft spacing rule superseded by MCC Chapter 16.26C (Ord. 5508, eff. Oct 28, 2023), which adopts 2018 IBC imaginary-line / Fire Separation Distance (FSD) methodology per IBC §§ 503.1.2 and 705.3. New Section 7 includes: rule-change notice, 8-step analysis framework, FSD band table (wall ratings and opening limits by distance), and special conditions for ADUs, Group U, zero-lot-line, and fire-code-required separations. Five new items added to Frequently Flagged (Section 12). Sections renumbered 1–13. Source: DPW internal memo Apr 10, 2026; verified against MCC Municode and 2018 IBC adoption records.
- **v1.2 (Apr 2026) — Electronic Submission via MAPPSS (Section 1 & new Section 2):** Paper plan sets eliminated since MAPPSS launch Apr 18, 2022. All submittals are OCR PDF uploaded through MAPPSS CSS. Section 1 plan-set quantities removed; new Section 2 covers all MAPPSS digital submission standards (file format, size, resolution, bookmarking, naming, title block county stamp area, and resubmittal transmittal form).
- **v1.1 (Apr 2026) — Water Demand / DWS (Sections 7 & 9):** Water Meter Sizing Worksheet no longer applicant-submitted. DWS calculates demand internally. Bedroom count and fixture schedule on plans are now the critical inputs.

## 1 — Administrative & Forms

Complete before submittal

### PS-FORMS (BUILDING PERMIT APPLICATION PACKAGE)

- [REQ] PS-Form A** — Application for Building Permit: fully completed, signed, dated  
*Include project name, address, TMK, scope of work, construction value, and contact information for owner, contractor, and design professional.*
- [REQ] PS-Form B** — Owner's Agent Authorization: design professional / architect authorized to submit on owner's behalf  
*Required when the architect/design firm is submitting on behalf of the owner. Use the "Letter of Authorization to Obtain a Building Permit" ([mauicounty.gov](http://mauicounty.gov) DID=8636) if PS-Form B is not used. Confirm which form DSA currently accepts for design professional authorization.*
- [REQ] PS-Form C** — Included and completed
- [REQ] PS-Form D** — Contractor / Owner-Builder Declaration: confirm which section applies  
*Section A: licensed contractor performing work. Section B: Owner-Builder Disclosure (owner acts as own GC — verify eligibility, must personally supervise, licensed subs required).*
- [REQ] PS-Form E** — Special Inspections Form: completed (required for each building permit)  
*Based on 2018 IBC / 2012 IBC Section 1705. Identify which special inspections are required and name the special inspector / inspection agency.*
- [REQ] PS-Forms F, G, H** — Included and completed as applicable  
*Commercial projects require all PS-Forms A–H. Residential: A–E and H. Confirm current requirements with DSA at time of submittal.*

### OWNERSHIP & AUTHORIZATION

- [REQ]** Owner authorization confirmed — ownership record matches DSA's file (LLC name, trustee name, or individual owner)
  - △ △ **Flag: If property has changed ownership since prior permit applications, a new owner authorization form and proof of ownership transfer must be submitted to DSA before processing.**
- [COND]** Ownership transfer documentation provided (deed, LLC operating agreement, trustee certification) if ownership has changed since previous permit applications

#### CONTRACTOR / LICENSE VERIFICATION

- [REQ]** General Contractor license number verified as active with Hawaii DCCA (dcca.hawaii.gov/pvl)
- [REQ]** Contractor's Certificate of Insurance on file
- [REQ]** Contractor's license number shown on permit application

#### PLAN SET SUBMISSION METHOD

- [UPDATED] [REQ]** All plans and documents submitted electronically via **MAPPS Customer Self-Service (CSS)** portal — mapps.mauicounty.gov

## 2 — MAPPS Digital File & Submission Standards

All files uploaded via MAPPS CSS portal

#### FILE FORMAT

- [REQ]** All plan sheets saved as **OCR (Optical Character Recognition / searchable) PDF** — not image-only scans
  - OCR PDF means text in the file is selectable and searchable. Export directly from CAD/BIM software to PDF rather than scanning printed sheets wherever possible.*
- [REQ]** All non-plan documents (reports, forms, letters) also in OCR PDF format
- [REQ]** Pages oriented **upright / landscape** — rotated so sheets read correctly when printed in landscape format; 8.5"×11" sheets in portrait
  - △ △ **Frequent issue: Sheets uploaded sideways or inverted — rotate all pages before exporting.**
- [REQ]** Save files in **black and white** (not color or grayscale) to reduce file size
  - Color files can balloon to 10× the size of equivalent B&W files. Use B&W export setting in AutoCAD/Revit PDF output. Exception: colored drawings or renderings where color is essential to communication.*
- [REQ]** Resolution: **minimum 150 dpi — maximum 300 dpi**
  - Below 150 dpi is illegible for plan review. Above 300 dpi inflates file size unnecessarily. Target 200–300 dpi for plan sheets; 150 dpi for text-heavy documents like reports.*

#### SHEET SIZE

- [REQ]** Architectural / structural plan sheets: **maximum 30"×42"** format
- [REQ]** Civil / grading plan sheets: **maximum 24"×36"** format

#### FILE ORGANIZATION & SIZE

- [REQ]** All plan sheets combined into **one complete plan set PDF** — no individual sheet uploads
  - Upload the full set as a single file. Individual sheet uploads are not accepted. Civil drawings may be uploaded as a separate set if a separate grading/civil permit is being filed.*
- [REQ]** Single plan set file size: **100 MB maximum per upload**
  - Typical causes of oversized files: color PDFs, raster images embedded in sheets, resolution above 300 dpi, scanned pages. Resolve before upload.*

#### BOOKMARKS & NAVIGATION

- [REQ]** **Every plan sheet bookmarked** in the PDF — bookmark text identifies the sheet content
  - △ △ **Frequent issue: Plan sets uploaded with no bookmarks or bookmarks that only say "Page 1," "Page 2." Set up auto-bookmarking from sheet number/title in your CAD/BIM export settings.**

**FILE NAMING**

- [REQ]** File names use **only letters (a-z) and numbers (0-9)** — no special characters, no spaces, no hyphens or underscores if possible

*Special characters (/, \, #, &, %, parentheses, etc.) can cause upload failures in MAPPS. Safe examples: "ConstructionPlans.pdf" · "StructuralPlans.pdf" · "CivilGradingPlans.pdf"*

**△ △ Common failure: Files named with project address (slashes, commas) or revision dates (hyphens) trigger upload errors.**

**TITLE SHEET REQUIREMENTS**

- [REQ]** **County stamp area reserved on title sheet** — leave a blank block (typically lower right or lower left) for DSA to apply permit stamps electronically

**△ △ Frequent issue: Drawings that fill the title block to every corner leave no space for County stamps — reviewer must request a revised title sheet.**

- [REQ]** Graphic scale bar on all plan sheets (in addition to noted scale) — required so plans print to correct scale from PDF

**RESUBMITTALS**

- [REQ]** Resubmittals: include a **Building Permit Transmittal Form** (or written response letter) detailing every change made in the revised plan set

*List each reviewer comment, the sheet number(s) where the correction was made, and a brief description of the change. Cloud / delta markers on revised sheets are strongly recommended.*

- [REQ]** Resubmittals: revised sheets marked with revision clouds and delta triangles with revision number and date

**△ △ Frequent issue: Resubmitted plans with no clouds — reviewer cannot identify what changed and may reject or delay the resubmittal.**

**3 — General Plan Standards (All Sheets)**

- [REQ]** All plans drawn to a recognized scale; scale bar shown on each sheet

**△ △ Frequent flag: Scale bar missing or inconsistent between sheets.**

- [REQ]** Design professional's stamp (seal), signature, date of signature, and license expiration date on all sheets requiring professional certification

*HRS Chapter 464 requires licensed Hawaii architect or engineer of record.*

**△ △ Frequent flag: Expiration date missing from stamp; or stamp present but no signature or date.**

- [REQ]** Stamp language includes "preparation or supervision and observation" statement per state law

- [REQ]** All referenced code sections cite the **currently adopted codes**: 2018 IBC (Maui amendments) and 2018 IECC (Maui amendments), effective October 28, 2023

**△ △ Frequent flag: Plans reference 2012 or 2015 IBC — current adopted code is 2018 IBC.**

- [REQ]** Title block on every sheet: project name, project address, TMK, sheet number, revision date(s), sheet title

- [REQ]** **Occupancy Group** designation labeled on plans (e.g., R-3 for single-family dwelling; U for accessory structures)

**△ △ Frequent flag: Occupancy Group not labeled anywhere on plans.**

- [REQ]** **Type of Construction** labeled on plans (e.g., Type V-B)

**△ △ Frequent flag: Construction type omitted.**

- [REQ]** **Energy Code Certification Block** present on architectural, mechanical, and electrical sheets (when designed by a design professional)

*Exception: not required for fences, retaining walls not part of a building, temporary structures, ground-mounted PV systems, or permits not requiring design professional.*

**△ △ Frequent flag: Energy Code Certification Block is missing — one of the top plan check corrections.**

- [REQ]** Sheet index / drawing list on cover sheet

- [REQ] Vicinity / location map on cover sheet

## 4 — Site Plan

- [REQ] North arrow shown
- [REQ] Project name, address, TMK, and legal description on site plan
- [REQ] All property lines shown with dimensions; lot area stated
- [REQ] All existing and proposed structures located and labeled; existing structures include prior permit numbers where known
  - △ △ **Frequent flag: Existing structures shown without prior permit reference numbers.**
- [REQ] **Setbacks** from all property lines to all structures dimensioned
  - Typical residential zones (R-1/R-2/R-3): 6 ft side and rear minimum; elements over 15 ft tall must maintain 10 ft side/rear setback. D-1/D-2: 6 ft sides; 20 ft rear. Verify your specific zoning district requirements.*
  - △ △ **Frequent flag — top correction: Setbacks not dimensioned, or building encroaches into setback.**
- [REQ] Separation distances between all structures dimensioned (building to building)
- [REQ] Spot elevations shown at key grade points; existing and proposed contours shown
  - △ △ **Frequent flag: No contours or spot elevations on site plan.**
- [REQ] Site drainage direction shown — drainage directed **away from building**
- [REQ] All easements shown and labeled (drainage, utility, access, etc.)
  - △ △ **Frequent flag: Easements omitted from site plan.**
- [REQ] Utilities shown: water service, sewer/septic/cesspool location, electrical service entry, gas (if applicable)
- [REQ] Sewer cleanout or cesspool/septic location shown
- [REQ] Driveway and parking areas shown; dimensions provided
- [REQ] **Impervious surface area calculation** shown on site plan — confirm does not exceed **65% of lot area**
  - △ △ **Frequent flag: Impervious surface calculation missing or exceeds allowable maximum.**
- [REQ] Adjacent streets and rights-of-way labeled
- [COND] [↔ SMA Phase 4] Flood zone designation noted (FEMA FIRM map reference); if in flood zone, base flood elevation shown and first-floor elevation compliance demonstrated
  - ↔ *SMA Permit Checklist Phase 4 — Flood Development Permit (if in flood zone). Confirm Flood Development Permit application status in sister checklist.*
- [SMA] [↔ SMA Phase 1 · 3 · 4] SMA zone: coastal setback from shoreline shown; all vegetation and significant natural features shown
  - ↔ *SMA Permit Checklist — Phase 1 (due-diligence overlay), Phase 3 (Assessment site-plan submission), Phase 4 (SSAD/SSV shoreline setback). If property is within the Special Management Area, SMA Minor or Major Permit must be obtained before building permit can issue.*
- [SHPD] [↔ SMA Phase 4] Archaeological site boundaries, buffer zones, and historic preservation easements shown if applicable; any SHPD-required setbacks from archaeological features dimensioned
  - ↔ *SMA Permit Checklist Phase 4 — AIS / SHPD consultation. If SMA Major, an AIS is typically required as part of the impact analysis before the SMA permit is issued.*

## 5 — Architectural Drawings

### FLOOR PLANS

- [REQ] Floor plans for all levels — fully dimensioned
- [REQ] All rooms and spaces labeled by name/use

- [REQ] Door and window schedules (or sizes labeled on plan); openings keyed to schedule
- [REQ] **Smoke alarm locations** shown on floor plan  
 ▲ ▲ **Frequent flag: Smoke alarm locations not shown.**
- [REQ] **Carbon monoxide alarm locations** shown on floor plan  
 ▲ ▲ **Frequent flag: CO alarm locations omitted.**
- [REQ] Floor area calculations for each level; total gross floor area stated
- [REQ] **One kitchen per dwelling unit** — wet bar sinks confirmed as small (bar sink, not full-size kitchen sink); a second full kitchen sink triggers a second-unit review  
 ▲ ▲ **Frequent flag: Oversized wet bar sink interpreted as second kitchen — creates two-unit compliance issues.**
- [COND] Accessible route, accessible parking, and accessible features shown if required (ADA / Fair Housing)

#### ELEVATIONS

- [REQ] All four exterior elevations shown (North, South, East, West)
- [REQ] Building height from grade to ridge dimensioned on elevations
- [REQ] Finished grade and natural grade reference lines shown; grade used for height measurement identified
- [REQ] Exterior materials labeled on elevations
- [REQ] All openings (windows, doors, garage doors) shown and keyed to schedule

#### SECTIONS & DETAILS

- [REQ] Building cross-section(s) showing full height from footing to ridge
- [REQ] Typical wall section(s) with insulation type and R-values labeled  
 ▲ ▲ **Frequent flag: Insulation R-values not shown on wall sections — energy code non-compliance.**
- [REQ] Eave and soffit details; roof-to-wall interface shown
- [REQ] Door and window head, sill, and jamb details (weather-tightness)
- [COND] Pool / spa plan and section with barrier / fencing details (if applicable)
- [COND] Retaining wall plan and cross-section with height, material, and drainage (if applicable)

## 6 — Structural Drawings & Calculations

- [REQ] Structural engineer of record stamp, signature, and expiration date on all structural sheets
- [REQ] Foundation plan: footing sizes, depths, widths; foundation type clearly identified (slab-on-grade, raised, drilled piers, etc.)
- [REQ] Allowable soil bearing pressure from soils report referenced on foundation plan
- [REQ] Anchor bolt locations, diameter, embedment depth, and spacing shown on foundation plan
- [REQ] Floor and roof framing plans with all members, spans, and sizes labeled
- [REQ] Beam, column, and post schedule with sizes and species/grade (lumber) or designation (steel/glulam)
- [REQ] Shear wall schedule and locations; hold-down hardware called out
- [REQ] **Wind uplift hardware** called out at all roof-to-wall connections; Simpson or equivalent connectors specified  
*Maui is a High Wind / Hurricane zone — continuous load path from roof to foundation must be demonstrated.*
- [REQ] Structural connection details at all critical joints; nailing schedule

- [REQ] Design loads stated on drawings: dead load, live load, wind speed and exposure category, seismic design category
- [COND] Structural calculations provided (may be requested by plan reviewer for complex structures)
- [COND] Soils / geotechnical report — 2 copies submitted (required where DSA requests or project conditions warrant)

## 7 — Building Separation: Same-Lot Structures

MCC Ch. 16.26C (Ord. 5508) · IBC  
2018 §§ 503.1.2, 705.3

- [UPDATED] [REQ] **Do NOT apply the legacy 10 ft / 15 ft / 20 ft spacing rule** — it is superseded under current Maui code

**△ △ Critical: Plans citing only the legacy 10/15/20 ft formula will be flagged by DPW Plan Review. Do not rely on the old rule without explicit building official confirmation.**

### 8-STEP ANALYSIS — REQUIRED FOR ALL SAME-LOT MULTI-STRUCTURE PROJECTS

- [REQ] **Step 1 — Classify structures:** Determine whether multiple structures are treated as (a) separate buildings or (b) portions of one building — IBC § 503.1.2  
*If treating as one building: combined height, stories, and aggregate area must comply with Chapter 5 limits for a single building (construction type + occupancy). Document and note the basis on drawings.*
- [REQ] **Step 2 — Show the Imaginary Line on the site plan** between structures — IBC § 705.3  
**△ △ Frequent flag: Imaginary line not shown on site plan — DPW cannot complete the separation analysis without it. Label it clearly on the site plan.**
- [REQ] **Step 3 — Dimension Fire Separation Distance (FSD)** from each building's exterior wall face, measured perpendicular to the imaginary line  
*Distance is perpendicular — not diagonal. On irregular lots or non-parallel walls, FSD may vary along a wall face; Table 602 requirements apply at each measured point. Label all FSD dimensions on site plan.*
- [REQ] **Step 4 — Apply amended MCC Table 602 (§ 16.26C.602)** to determine required exterior wall fire-resistance rating  
*Group U (garages, carports) and Group R-3 Type IIB/V-B at FSD ≥ 5 ft may be exempt from exterior wall rating under Table 602 notes — confirm with building official.*
- [REQ] **Step 5 — Check Opening Limitations** per IBC Table 705.8: maximum allowable % of exterior wall openings (windows, doors, louvers) at applicable FSD — annotate on affected elevations  
*At FSD < 3 ft: no openings generally permitted. NFPA 13 sprinkler system may allow use of "protected" column values.*
- [REQ] **Step 6 — Check Projection Limitations** per IBC § 705.2: projections (balconies, overhangs, canopies, eaves) shall not extend within 40" of the imaginary line at FSD ≥ 5 ft; prohibited entirely at FSD < 5 ft  
**△ △ Frequent flag: Roof overhangs and lanai/balcony overhangs near the imaginary line violate the 40" projection limit. Check all eaves and overhangs on affected elevations before submittal.**
- [COND] **Step 7 — No-Build Area Easement (if used):** formally recorded with Bureau of Conveyances before permit issuance — declaration of restriction, metes and bounds survey, or approved subdivision plat — MCC § 16.26C.202  
*Easement may contain: parking, utilities, slabs, sidewalks, and minor structures. Principal or accessory structures may not be built within it. Reference and label the easement on the site plan.*
- [REQ] **Step 8 — Plan annotations:** imaginary line, all FSD dimensions, wall rating designations, opening percentage calculations, and projection compliance notes shown on site plan and affected elevation/wall section drawings

### SPECIAL CONDITIONS

- [COND] **ADUs / Ohana Units (Group R-3 per MCC § 16.26C.310):** full IBC same-lot framework applies — confirm FSD to main house and exterior wall ratings; bed-and-breakfast / STR homes governed by MCC § 16.26C.310.4.3 / IRC

- [COND] Garages / Carports (Group U, MCC § 16.26C.312):** at FSD  $\geq$  5 ft may be exempt from wall rating; carports must be open on  $\geq$  2 sides with  $\geq$  1 side 100% open (MCC § 16.26C.406.3.3) — carports not meeting this are classified as garages
- [COND] Zero Lot Line (R-0):** MCC § 16.26C.705.1 recognizes R-0 provisions — actual recorded property line governs FSD (not imaginary line); consult Title 19 MCC zoning
- [COND] Maui Fire Prevention Bureau coordination required** when: FSD < 10 ft to imaginary line or lot line · New ADU / second structure within 10 ft of existing building · NFPA 13 or 13D sprinkler triggers apply (MCC § 16.26C.903)

*Fire code (MCC Ch. 16.04C / NFPA 1) may also require: fire apparatus access road width and turning radii; hydrant placement and water supply for rated walls; automatic fire sprinklers where FSD or occupancy triggers NFPA 13/13D.*

## 8 — Energy Code Compliance (2018 IECC + Maui Amendments)

- [REQ] Energy Code Certification Block** on architectural, mechanical, and electrical sheets  
**△ △ Top frequent flag — missing Energy Code Certification Block.**
- [REQ] Window and glazing Solar Heat Gain Coefficient (SHGC)  $\leq$  0.25** — specified in window schedule or on plans  
**△ △ Frequent flag: SHGC not specified, or exceeds 0.25 maximum.**
- [REQ] Window U-factor specified;** confirm compliance with 2018 IECC Maui climate zone requirements
- [REQ] Roof / ceiling insulation R-value shown on wall sections and/or details**  
**△ △ Frequent flag: Insulation values not indicated on drawings.**
- [REQ] Wall insulation R-value shown on typical wall section**
- [REQ] Lighting efficiency:** not less than **90% of permanently installed fixtures** contain only high-efficacy lamps — noted on electrical/lighting plan  
**△ △ Frequent flag: 90% high-efficacy lighting requirement not addressed on plans.**
- [REQ] Solar water heater** or compliance alternative documented — Hawaii law requires solar water heating on new residential construction (exceptions must be noted)  
**△ △ Frequent flag: Solar water heater requirement not addressed; exception not documented.**
- [REQ] Air sealing measures described or detailed** (blower door or prescriptive air sealing approach)
- [COND] Mechanical ventilation design** if building is tightly sealed; fresh air intake noted

## 9 — Mechanical, Electrical & Plumbing (MEP)

### ELECTRICAL

- [REQ] Electrical / lighting plan** (preferred as separate sheet from architectural plans)
- [REQ] Panel schedule** (load calculation, main panel size, breaker schedule)
- [REQ] Smoke alarm locations** cross-referenced on electrical plan
- [REQ] Carbon monoxide alarm locations** cross-referenced on electrical plan
- [REQ] AFCI and GFCI protection locations** identified and code-compliant per 2018 NEC
- [COND] Photovoltaic (PV) solar system:** one-line diagram, racking/mounting details, interconnection method, and utility approval if required

### MECHANICAL

- [REQ] HVAC layout or mechanical plan** showing unit locations, duct routing, and equipment specifications (if mechanical system included)
- [REQ] Water heater location, type, and capacity shown;** solar water heater or exception documented

- [REQ] Kitchen and bathroom exhaust ventilation shown and ducted to exterior

### PLUMBING & WATER DEMAND

- [UPDATED] [REQ] **Bedroom count clearly labeled on all floor plans** — every bedroom identified unambiguously
- [UPDATED] [REQ] **Plumbing Fixture Schedule on plans** — clearly listing all fixtures by type and count
- [UPDATED] [REQ] **Water Demand Summary block on plans** — include a simple table summarizing inputs for DWS
- [COND] Special water-using features identified on plans: pools, spas, outdoor showers, irrigation systems, water features  
*DWS may adjust demand upward for these. Omitting them can trigger comments even if not heavily scrutinized. Identify and note them proactively.*
- [COND] Existing meter size and proposed water service shown on site plan (if upgrading service or if known)  
*DWS determines final meter sizing, but showing existing meter size and proposed service connection location helps reviewers and avoids clarification requests.*
- [REQ] Sewer connection or on-site wastewater system shown; Department of Health approval confirmed if septic
- [COND] Fire sprinkler plans (if required by building type or scope) — submitted separately to Fire Prevention Bureau for review; fee = 12.5% of building permit fee

## 10 — Civil, Grading & Drainage (if applicable)

- [COND] Separate Grading Permit application filed (G-permit) if earthwork / grading is involved
- [COND] Grading plan: limits of grading, existing and proposed contours (1-ft or 2-ft intervals), cut/fill volumes, haul routes
- [COND] [↔ SMA Phase 6] Best Management Practices (BMPs) for erosion and sedimentation control shown on grading plan (silt fence, rock check dams, construction entrance mat, etc.)  
*↔ SMA Permit Checklist Phase 6 — transcription of SMA conditions onto construction drawings. SMA permits typically impose BMP and erosion-control conditions that must be reflected here.*  
**△ △ Frequent flag: No erosion control BMPs shown on grading plan.**
- [COND] Retaining walls on grading plan: location, height, type, and drainage
- [COND] **Drainage Report** — 2 copies: required for projects under 1 acre
- [COND] **Drainage and Soil Erosion Report** — 2 copies: required for projects 1 acre or greater
- [UPDATED] [COND] Civil drawings for sewer, water service, roadway improvements — uploaded as a separate PDF file in MAPPS (label clearly, e.g., "CivilUtilityPlans.pdf")  
*No separate paper sets required. Civil sheets max 24"×36"; same OCR PDF, B&W, 150–300 dpi, bookmarked standards apply.*

## 11 — Agency Approvals & Concurrent Reviews

*DSA routes applications concurrently*

- [REQ] **Building Plan Review Section (DSA)** — primary reviewer; compliance with 2018 IBC and 2018 IECC
- [REQ] [↔ SMA Phase 1 · 5] **Planning Department** — zoning compliance, use permit, SMA (if applicable), variance (if applicable)  
*Verify Planning approval status in MAPPS before submittal. Planning "Approved" status must be current. ↔ SMA Permit Checklist Phase 1 (LUD form / zoning + community plan + state land use) and Phase 5 (SMA Minor or Major decision).*

- [UPDATED] [REQ] Department of Water Supply (DWS)** — water availability and meter sizing; DWS now performs demand calculation internally based on bedroom count and fixture schedule on your plans — no applicant worksheet required  
*Ensure bedroom count and complete fixture schedule are clearly shown on submitted plans. DWS uses these as inputs. Verify water availability / connection fee status for the specific TMK.*
- [REQ] Fire Prevention Bureau** — fire safety review; fee: 12.5% of building permit fee  
*Fire sprinkler and alarm plans submitted directly to Fire; do not include in DSA set.*
- [COND] Department of Health** — on-site wastewater treatment system (septic) approval, if applicable
- [SHPD] [↔ SMA Phase 4] State Historic Preservation Division (SHPD)** — review and written approval if project may affect historic properties or is near an SIHP-listed site; Historic Resources Inventory form completed if required  
*SHPD approval (or deemed approval under HRS §91-13.5(c)) must be secured. Verify SHPD "Approved" status in MAPPS. Check HiCRIS project record for current submission/response status. ↔ SMA Permit Checklist Phase 4 — AIS / SHPD consultation runs concurrently for SMA Major applications.*
- [COND] Department of 'Ōiwi Resources / County Archaeologist** — coordination if site has cultural resource considerations
- [SMA] [↔ SMA Phase 5 · 6 · 7] SMA Permit (Minor or Major)** — must be issued by County Planning before building permit can be issued, if property is in the Special Management Area  
*↔ SMA Permit Checklist Phases 5 (decision), 6 (transcription of conditions) and 7 (final QC). Attach stamped SMA approval letter; confirm all SMA conditions are annotated on plans before BPC submittal. See companion document: O'en Maui — Maui SMA Permit Checklist.*
- [COND] Design Review Committee (DRC)** approval letter obtained and filed with Planning Department if project is within a DRC community or association requiring design review
- [COND] All prior-cycle agency comments from MAPPS addressed in this resubmittal; response letter / comment matrix prepared**  
*For resubmittals: prepare a cloud/delta set highlighting all changes; include written response to each comment from each reviewing agency.*

## 12 — Frequently Flagged: Final Pre-Submittal QC Pass

*Based on Maui DSA Frequent Plan Review Corrections*

- [UPDATED] [FLAGGED] [↔ SMA Phase 7] SMA Permit Checklist cross-checked** — if project is in the SMA, confirm SMA Minor/Major permit is issued and all SMA conditions transcribed onto plans (coastal setback, BMPs, lighting, landscaping, hours of construction, etc.) before building permit submittal  
*Use the companion O'en Maui — Maui SMA Permit Checklist (Phase 7 QC pass) to confirm all Phase 1-6 tasks are closed out. Do not submit the BPC if the SMA permit is still pending — DSA will reject under HRS § 205A.*
- [UPDATED] [FLAGGED]** Plan set is OCR PDF (searchable) — not a scanned image file
- [UPDATED] [FLAGGED]** All pages oriented upright / landscape — no sideways or inverted sheets
- [UPDATED] [FLAGGED]** File saved black and white; resolution 150–300 dpi; file size under 100 MB (split by discipline or volume if over)
- [UPDATED] [FLAGGED]** Every sheet bookmarked with sheet number and title (e.g., "A2.1 Floor Plan Level 1")
- [UPDATED] [FLAGGED]** File name uses letters and numbers only — no special characters, slashes, or symbols
- [UPDATED] [FLAGGED]** County stamp area reserved (blank) on title sheet
- [UPDATED] [FLAGGED]** Resubmittal: transmittal/response letter included; revised sheets marked with revision clouds and delta numbers
- [UPDATED] [FLAGGED]** Same-lot multi-structure projects: legacy 10/15/20 ft rule NOT cited as controlling standard — current IBC § 705.3 imaginary line methodology used

- [UPDATED] [FLAGGED]** Imaginary line shown and labeled on site plan with FSD dimensions to each structure's exterior wall face
- [UPDATED] [FLAGGED]** Exterior wall fire-resistance ratings annotated on affected elevations / wall sections per amended Table 602 FSD bands
- [UPDATED] [FLAGGED]** Roof overhangs, eaves, balconies, and canopies near imaginary line checked — none extend within 40" of line (IBC § 705.2)
- [UPDATED] [FLAGGED]** Opening area on affected walls confirmed compliant with IBC Table 705.8 at applicable FSD — annotated on elevations
- [FLAGGED]** Energy Code Certification Block present on A, M, and E sheets — CONFIRMED
- [FLAGGED]** All setbacks correctly dimensioned on site plan for specific zoning district
- [FLAGGED]** Impervious surface area  $\leq 65\%$  — calculated and confirmed on site plan
- [FLAGGED]** Window SHGC  $\leq 0.25$  — confirmed in window schedule and on plan notes
- [FLAGGED]**  $\geq 90\%$  of permanently installed lighting fixtures are high-efficacy — confirmed on lighting plan
- [FLAGGED]** Smoke alarm and CO alarm locations shown on both floor plan and electrical/lighting plan
- [FLAGGED]** Wet bar sink confirmed as small / bar-size — not full kitchen sink width
- [FLAGGED]** Code references throughout plans updated to 2018 IBC / 2018 IECC
- [FLAGGED]** Architect/engineer stamp: seal + signature + date + expiration date all present on every stamped sheet
- [FLAGGED]** Occupancy Group and Type of Construction labeled on cover sheet or first architectural sheet
- [FLAGGED]** Solar water heater requirement addressed (or exception documented with code basis)
- [FLAGGED]** North arrow shown on site plan
- [FLAGGED]** Scale bar shown on every sheet
- [FLAGGED]** Existing structures on site labeled with prior permit numbers
- [FLAGGED]** All easements shown and labeled on site plan
- [FLAGGED]** Insulation R-values labeled on all typical wall and roof sections
- [UPDATED] [FLAGGED]** Every bedroom labeled unambiguously on floor plans; no closeted / egress-windowed rooms left uncategorized (DWS counts these as bedrooms)
- [UPDATED] [FLAGGED]** Complete fixture schedule on plans — includes hose bibs, outdoor showers, bar sinks, laundry; nothing omitted
- [UPDATED] [FLAGGED]** Water Demand Summary block on plans — total bedrooms, total bathrooms, fixture count reference, DWS note
- [FLAGGED]** Multi-structure projects: Ohana / ADU bedroom count separated from main house in demand summary; classification (attached / detached, kitchen, separate entrance) clearly shown
- [FLAGGED]** Owner authorization form current and matches property ownership record at DSA — especially if ownership has transferred since last permit

## 13 — Notes & Open Items

**Companion documents.** This checklist is designed to work in tandem with the *O'en Maui — Maui SMA Permit Checklist*. Cross-references marked **[↔ SMA Phase X]** inside an item point to the corresponding task in the SMA checklist so that Phase 1-7 SMA work is tracked in the sister document rather than duplicated here.

*This document is a working procedural tool, not legal advice. Confirm current Maui County DSA and Planning Department requirements before each filing. Prepared by Erik Thorup, O'en Maui Architecture + Design.*