



Expedited Building Permit Application

Interim Filing Instructions - Solar PV for Townhomes & Battery

I. GENERAL INFORMATION

Objective:

This interim expedited permitting process is intended to speed up the issuance of building permits for solar PV projects for townhome and battery installation projects. This procedure is consistent with Section 18-5.10, Revised Ordinances of Honolulu. It heavily relies on the due diligence of the licensed architect and engineers and the licensed electrical contractor, their knowledge of the electric, building, and fire codes, and their skill and experience in construction and solar PV and battery industries.

Ineligible Projects:

- Properties located within a designated flood hazard area.
- Meter upgrade requires a separate building permit.

Eligible Solar PV Projects:

- Townhome unit (R-2 structure).
- The solar PV system of 20kW or less per dwelling unit; and
- Each unit have its own dedicated HECO meter.

Eligible Solar Battery Projects:

- New battery for an existing solar PV, 20kW or less, for a townhome or single and two family dwelling.
- All drawings must be prepared and stamped by a licensed electrical engineer registered in the state of Hawaii.

II. BUILDING PERMIT APPLICATION

Filing Building Permit Application:

- Internet Building Permit Applications must be filed electronically.
- Once the application is submitted, a building permit application number is assigned.
- Upload plans and documents onto EPLANS, as described in the Expedited Permit Application, Interim Checklist – Solar PV for Townhomes & Battery including:
 - o The completed ***“Interim Checklist – Solar PV for Townhomes & Battery” form***.
 - o If one application for a solar PV installation covers multiple townhome units, then each townhome owner must submit a checklist.
 - o Line diagram and calculations (as required by the NEC) stamped by an electrical engineer licensed in the state of Hawaii.
 - o Structural drawings, if required, stamped by a structural engineer licensed in the state of Hawaii.
- Upload the completed ***“Interim Affidavit – Solar PV for Townhomes & Battery” form*** into the EPLANS Document Folder.
- BOT Pre-screening: 1) Eplans compliant page size; 2) 5.75”W x 3.75”H space @ upper right corner; and 3) Sheet Nos.
- Manual prescreening - Incomplete plans will be rejected.
- Plan review fee, if applicable, must be paid after passing the manual prescreening and the application is accepted.

Review Time Clock:

- The review clock starts, the calendar day after the plan review fee is paid.
- The review clock stops, when the application is denied/rejected or returned to the applicant with comments.
- The review clock resets, if the plans are withdrawn by the applicant.

Maximum Time Limit to Approve or Deny/Reject a Permit Application:

- Project cost \$50,000 or less, permit must be approved or denied/rejected within 14 calendar days of the 1st review cycle;
- Project cost exceed \$50,000, permit must be approved or denied/rejected within 28 calendar days of the 1st review cycle;
- The time limit of subsequent reviews shall be half of the first review.

Plan Review Process /Auto Approval:

- DPP will perform at minimum, one plan review cycle within the maximum time limit.
- When the maximum review time had lapsed, the “**Request Issuance of Permit**” form completed by the applicant, owner, or consultant must be mailed to dppexpress@honolulu.gov.
- Minor comments/corrections shall be the responsibility of the applicant, owner, or consultant.
 - Exception: If there are missing checklist items on the plans, the plans will be rejected and returned to the applicant for correction.
 - The corrected plans must be resubmitted to DPP for another plan review cycle for half the time limit of the first review cycle.
- The plans will be processed for auto-approval with comments, if applicable.

Acceptance of Comments by the Licensed Professional:

- Each sheet in the ePlans Drawings folder will be stamped “Auto-Approved” with the correction/comment embedded onto the plan by DPP; and
 - The ePlans task will be returned to the applicant.
- The applicant must distribute the plans to the respective self-certifying design professional.
 - The design professional has the option to amend plans to address the comments.
 - Each design professional shall validate the Auto-Approved stamp on the respective sheet, by providing a digital certificate based signature acknowledging the correction/comment and attesting the comment/correction will be or have been addressed prior to construction, then returned to the applicant.
- Prior to the final step of permit issuance, the applicant must upload the sheets with the validated Auto-Approved stamp and return the ePlans task to DPP.

III. REASONS WHY THERE MAY BE DELAYS IN PROCESSING THE APPLICATION

DPP PIB may need to verify:

- Location of the building and/or unit is correctly shown on the plot plan;
- The work limit is within the specific property and does not cross over the property line, e.g., a “Zero lot line”;
- In the event an equipment pad or slab is installed, the equipment and the slab are not within the required yard setback per LUO;
- An enclosure is constructed to house the new battery, equipment, solar water heater, etc.;
- Work is limited to solar PV or PV with battery installations only. No additional work is allowed;
- Check applicability of advisories and/or warnings (i.e. SHPD) and discretionary approvals.



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Interim Checklist – Solar PV for Townhome & Battery Projects

This is a checklist of the minimum information required for processing the building permit application, in accordance with Section 18-5.10 of the Revised Ordinances of Honolulu (ROH). If the applicable information is not provided, the application may be rejected. Plans must be of sufficient clarity to indicate the extent of proposed work and show in detail that it will conform to the provisions of all relevant laws and ordinances. The applicant, consultant, contractor, or agent, who uploads the plans and documents, must include this checklist and the Affidavit forms into the Documents folder in EPLANS.

Project Description:	
TMK & Project Address:	
Application or IBP No.:	

1. SUBMITTAL CHECKLIST: (ALL THE REQUIRED DAWINGS AND DOCUMENTS MUST BE UPLOADED INTO EPLANS BY THE APPLICANT OR CONSULTANT OR CONTRACTOR, OR AGENT)		Initial to Confirm Compliance
1.1	Completed Checklist for Solar PV for Townhome & Battery Projects with signature	
1.2	Completed Auto-Approval Application & Affidavit Form	
1.3	MANDATORY - Plot/site plan showing the following where applicable: - North arrow; location and layout of buildings on lot; and location of project site; - Plans showing the existing solar PV system(s), location of the HECO meter for the unit(s) being worked on and the existing battery; and - Plans showing the proposed new improvements, including the new solar PV system(s) and/or new battery installation.	
1.4	MANDATORY – PV installations for townhomes: - One-line diagram prepared and stamped by an electrical engineer licensed in the state of Hawaii. - Provide calculations required by NEC; - UL, or equal, testing laboratory certification for system components; - Owners/Operator Manual (with a typical schematic diagram); and - Specification sheet for all solar PV and associated equipment.	
1.5	MANDATORY - New battery or replacement of existing battery, not exceeding 20KW per dwelling unit, for single and two-family homes, and townhomes that already have a solar PV system: - UL, or equal, testing laboratory certification for system component; - Owners/Operator Manual (with a typical schematic diagram; and - Specification sheet for the solar PV batteries and associated equipment.	
1.6	Owner had obtained approval from the Home Owners Association (HOA), or will obtain approval from the HOA, prior to starting construction.	

1.7	When applicable, provide the following for PV installations onto roof top: • Installations details onto existing roof structures in compliance with building code and verified by a structural engineer, licensed in the state of Hawaii. • Wall penetration restoration details in compliance with building codes. • Panel & equipment shall be located at minimum one-foot clear from roof vents, in conformance with 2018 UPC Section 906.1 Roof Termination. • Structural drawings prepared and stamped by a licensed structural engineer.	
2 DOCUMENTS REQUIRED FOR PERMIT ISSUANCE		
2.1	Email the Permit Issuance Notification to dppexpress@honolulu.gov	
2.2	Contractor Statement	
2.3	Supplemental Information For Building Owner, Permit Applicant and Contractor	
2.4	Specialty Contractor Statement, if applicable	
2.5	Special Inspection Form, if applicable	
2.6	Insurance coverage, per ROH Section 18-5.10	
3 DOCUMENTS REQUIRED FOR FINAL INSPECTION OF BATTERY INSTALL		
3.1	The following documents stamped by a licensed electrical engineer, registered in the state of Hawaii: • Calculations in compliance with the city adopted electrical codes, as required; and • Site-specific one-line system installation design plans reflecting actual (as-built) installation.	

To the best of my knowledge, I attest that this application is accurate and complete.

Print /Signature of the Applicant/Consultant/Contractor/Agent authorized to upload the plans/documents in Eplans

Date

Applicant Telephone No. & Email: _____

Print/Signature of Homeowner

Date



Expedited Building Permit Application Interim Affidavit - Solar PV for Townhomes & Battery Project

PROJECT NAME:

TMK(s):

PROJECT ADDRESS:

DESCRIPTION OF WORK:

APPLICATION NO.:

Type of PROJECT:

- ☐ New solar PV system 20KW or less per dwelling unit based on PV generation
- ☐ New solar PV system and new battery 20KW or less per dwelling unit based on PV generation
- ☐ New battery for existing (townhome) solar PV system 20KW or less per dwelling unit based on PV generation
- ☐ Replace existing battery for existing solar PV system 20KW or less per dwelling unit based on PV generation

Project Value: _____ (\$50,000 or less, maximum review time is 14 days; exceed \$50,000, maximum review time is 28 days.)

Owner(s) and Consultant Affidavit

By submitting this Application, the Department of Planning and Permitting (DPP) must approve or deny the above referenced building permit application within the specified time in Section 18-5.10, ROH; otherwise, the building permit shall be automatically approved in accordance with Chapter 91, HRS;

By signing below, the Owner(s) and the Consultant(s), which includes the architect(s) and engineer(s) licensed in the State of Hawaii, declare that he or she understands and agrees that:

The automatic approval of the application shall not be construed to be an approval of any violation of applicable code, regulations, or ordinances and it is not an affirmation that the PROJECT is code-compliant, but relies on the self-certification by the Consultant(s);

All necessary approvals from other City, State or Federal agencies that are required for the issuance of this building permit have been obtained;

The self-certifying Consultant(s) are responsible for confirming the installation of a new battery or the replacement of an existing battery, for an existing or new solar PV system, not exceeding 20kW for a townhome or a single or two family dwelling unit, is compatible and designed in compliance with all ordinances, regulations, and codes;

The issuance of the permit for the improvement does not preclude the issuance of a notice of violation, during construction, or when construction is completed, and the Owner(s) and Consultant(s), if applicable, will not be immune from citation and from being required to correct the violation;

However, if the proposed installation occurs outside of the townhome property boundaries, those owners of the affected common area and/or adjacent property(ies) or structure(s) shall be not be cited and will not be responsible for correcting the violation;

The property Owner(s) and applicant shall be responsible for and agree to defend, indemnify and hold the Department of Planning & Permitting and the City & County of Honolulu and the adjoining property owner harmless from all claims, demands, awards, suits, judgements, liabilities, losses, property damage, hardship, personal injury, or inconvenience arising out of or being in any way connected with the design, construction, plan review, permit issuance, or inspection of the PROJECT; and

The Department of Planning & Permitting reserves the right to enforce this agreement in law or equity for any failure to comply with the requirements.

Owner

_____	_____	_____
Print Name	Signature	Date

Address

Owner

_____	_____	_____
Print Name	Signature	Date

Address

Owner

_____	_____	_____
Print Name	Signature	Date

Address

Licensed Architect/Engineer

_____	_____	_____
Print Name	Signature	Date

License No.	Stamp:	

Company Name (if applicable)		

Licensed Architect/Engineer

_____	_____	_____
Print Name	Signature	Date

License No.	Stamp:	

Company Name (if applicable)		

Licensed Architect/Engineer

_____	_____	_____
Print Name	Signature	Date

License No.	Stamp:	

Company Name (if applicable)		

Attach separate page(s) for additional signatures