

Electronic Processing & Information Center Application Guidelines

A guide to electronic submittal & review

By:

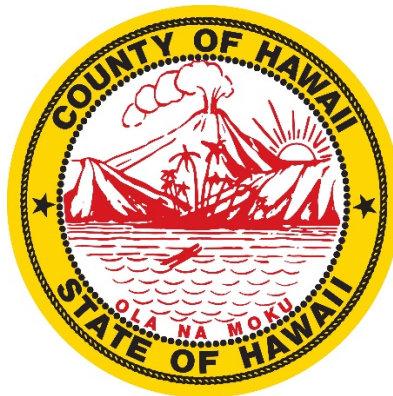
Neil Erickson, Plans Examining Manager

Kelly Wilson, Architect II

Date:

July 27, 2021

Version 1.4



Guidelines 01 Users

The following guidelines are broken down for use of the various users anticipated navigating the system.

1. Overview for the general public, homeowners, real estate agents, etc. including flowchart for the process of review;
2. User guide for builders and design professionals;

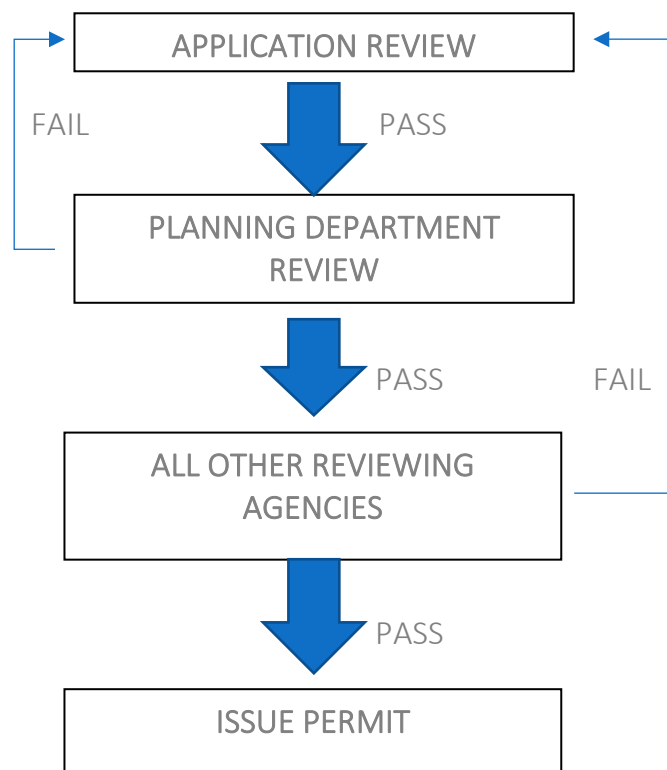
Overview 02 Submittals

Drawings and applications are provided by the owner, contractor, architect/engineer, or designated representative as the “Applicant”.

Building Division Clerks review each application for completeness prior to acceptance. Checklists are available for what information should be included.

Once the application is accepted; drawings found complete; and plan review payment is received, then the review process is “opened” for review by the various departments and divisions as determined by the scope of work.

The application information and reviews will be available for applicants to track online and address once the comments are completed.



User Guide 03 Continued

Builders and Designer Guide

Building Professionals, including contractors, architects, engineers, drafting, and design professionals are encouraged to download and use “Bluebeam” for exporting CAD drawings into a PDF format with the sheet naming conventions used by the County of Hawaii. Scanned images can also be used to upload individual sheets to the online system (EPIC) but *vector* PDF images are preferred. Provide a graphic scale and avoid “scale to fit” pages. Each drawing scale should be labelled. Reports and other documents must be submitted as a separate PDF for each type (calculations, IECC compliance, ADA compliance, Special inspection forms, specifications, reports, studies, etc.).

Application

All applications are now exclusively online. Clerks and kiosk computers will also be available at our offices in East and West Hawai‘i to apply online with help.

Prior to creating an application, it is advisable to have all the required documents in digital form including ADA & Energy compliance statements, Special Inspection forms (if required), Structural Calculations, Hawaiian Homelands Use Letter & DCAB approvals, DBEDT Solar Hot Water Variances, etc. Drawings should be ready to upload and labelled per the county naming conventions.

Drawing sets of up to 25 pages should be “bundled”, or combined, and saved together as one single .pdf document *but each sheet must be a separate file*. This will allow revisions or corrections to be done easily with the online system. Drawing sets over 25 pages should be broken down into disciplines (Architectural, Civil, MEP, etc.) as long as each bundled set of PDF’s does not exceed 25 pages. Ensure pages do not require rotation and display at the correct landscape orientation.

Applications should provide a thorough scope of work and indicate the use and construction type of each structure including specific rooms by name, bath or restrooms, seating (if any) and other specifics such as air conditioning, water supply, and wastewater disposal method.

Drawing Requirements

Construction drawings should be on “D” size paper (24”x36”) rotated to read upright and stamped and signed digitally by the architect or engineer of record. The State of Hawaii Statute 444 requires that each drawing or cover of any document or report also include a two-part statement. Refer to the rules & procedures of the Hawaii Department of Commerce and Consumer Affairs PVL branch.

The Title Sheet must provide an area 6” square on the bottom lower right corner adjacent to the title block for reviewer stamps and signatures. A 3” square area on the upper right is also required on each drawing for digital “reviewed” stamp. All drawings should only be in black and white. The Building Division does not require “wet” stamps on building permit submittals.

Each drawing and document sheets must be named per the Hawaii County conventional naming system and file name to match. (See attached Naming Convention Sheet.)

Tracking Reviews

- Electronic plan review comments may be tracked online following completion of each agency review.
- Comments, if any, will be provided in an email summary by the Building Clerks following completion of all agency reviews.
- Following receipt of the plan review comments, the EPIC software becomes open to upload additional information or replace sheets as appropriate. Bear in mind that digital review “stamps” by agencies are like actual “wet” stamps and replacement of sheets that include these “pinned” reviewed stamps will require re-review by that agency.

Comments

Once the comments have been addressed and each item check by the applicant as addressed and shall be noted where the changes were made i.e. what page or detail was modified or document added. Responses that are clearly addressed will greatly speed the approval process.

Permit Issuance

If an application has no comments, or no additional comment, the Building Clerks will email a summary of instructions to finalize the application process.

The applicant will generally be asked to provide a Project Declaration Form that identifies the Contractor/Sub-Contractors (e.g. Plumbing and Electrical), as well as pay the balance of the permit fee. Once the permit fee is acknowledged as paid, the permit will be issued, and a confirmation email sent to the applicant.

Revisions

- Additions and or alterations of a project under construction are not considered “Revisions”. Many small changes throughout the course of construction may be addressed by a “Revision”. This may be done at any time or following a request by an inspector.
- A “Revision” package should be provided in a similar manner to a new application and include a copy of the approved permitted drawing along with the proposed work shown. This should include a site plan, floor plan, and any
- As with normal electronic applications, revisions are submitted online and routed to the agencies need to review the changes. When completed, the applicant will be notified and available for issuance.

additional plans or details that clarify the change(s).

File Sheet Naming 04

Conventions

When preparing to upload your drawings / plan pages to the EPIC system, please follow the file naming structure shown below:

A	Architectural Drawings	A01, A02, A03, A04, A05, etc.
C	Civil Engineering & Site Work	C01, C02, C03, C04, C05, etc.
D	Demolition Drawings	D01, D02, D03, D04, D05, etc.
E	Electrical Drawings	E01, E02, E03, E04, E05, etc.
F	Fire (Fire Protection) Drawings	F01, F02, F03, F04, F05, etc.
H	Hazardous Materials	H01, H02, H03, H04, etc.
I	Interiors (Interior Design)	I01, I02, I03, I04, I05, etc.
K	Kitchen Plans	K01, K02, K03, K04, K05, etc.
L	Landscape Plans	L01, L02, L03, L04, L05, etc.
M	Mechanical Plans	M01, M02, M03, M04, M05, etc.
P	Plumbing Drawings	P01, P02, P03, P04, P05, etc.
S	Structural Drawings	S01, S02, S03, S04, S05, etc.
T	Title Sheet, Site Plan	T01, T02, T03, T04, T05, etc.

Important: All file names will begin with a letter(s) designation followed by two numbers. Example: Architectural drawings would be designated as A01 through A99. The use of a hyphen “-” is acceptable on drawings but not to be used in the file name where a single period “.” may be used as a subset of drawing types e.g. T01.1 or A02.2 and NOT T-1.1.

The applicant's cover sheet must always start with the Letter "T" (Title sheet) followed by the sheet number "0" (zero).

Remember: Each sheet of your plans and each sheet of your supporting documents will be a separate file and must be named in accordance with the naming standard above. When drawings are sent back to the applicant for corrections, corrected drawings MUST retain the same name as when first submitted.

Changemarks 06 Plan Examiners

Instead of writing plan review comments directly on your plans, comments will be placed on the plans as one or more “changemarks”. A changemark, often associated with a clouded area, is a plan callout created by County’s review staff to quickly identify a portion of the plans that may need to be revised.

Reviewer	Markup Name	Markup Color
Planning Department	PLN	Green
Public Works – Engineering	ENG	Light Orange
State Health Department – Sanitation	DOH	Yellow
State Health Department - Wastwater	SWW	Turquoise
County Wastewater	WW	Brown
Fire Department	FIRE	Red
PW Plumbing	PLMG	Purple
PW Electrical	ELEC	Gray
PW Structural	STRUC	Light Blue
PW Building	BLDG	Blue

Title Sheet 07 Examples

The form layout includes the following elements:

- Top Right:** A dashed box with an 'X' and the text "8'x8' space for 2DPI permit use on EACH SHEET".
- Top Right (Circular Seal):** A circular seal for the "HAWAII STATE ARCHITECTS BOARD" with the text "LICENSED PROFESSIONAL ARCHITECT No. 1734" and "THIS BOARD HAS JURISDICTION OVER ALL ARCHITECTS IN THE STATE OF HAWAII AND ALL ARCHITECTS IN TERRITORIES".
- Top Right (Small Box):** A small rectangular box with the text "SHEET NO. 0000 7/10/20".
- Top Right (Empty Box):** A larger empty rectangular box.
- Top Right (Firm Logo):** The logo for "ARCHITECTURE PLANNING" with contact information: "133 STREET NAME HUA, HI 96720", "PH: 808-555-XXXX", and "FX: 808-555-XXXX".
- Bottom Right (Dashed Box):** A dashed box with an 'X' and the text "8'x8' space for 2DPI permit use on TITLE SHEET ONLY".
- Bottom Right (Form Fields):** A series of fields: "TITLE: LEGAL OWNER'S NAME(S)", "ADDRESS: XXXXXXXX", "CITY: _____", "STATE: _____", "ZIP: _____", "ADDRESS 2: _____", and "SHEET NO. _____".

8 1/2" space for
 DPM use on
 EACH SHEET

8 1/2" space for
 DPM permit use on
 TITLE SHEET ONLY

DESIGN	DATE	PROJECT NO.	SHEET NO.	SHEET TOTAL	COUNTY OF HAWAII DEPARTMENT OF PUBLIC WORKS, BUILDING DIVISION				
					TITLE LINE 1 TITLE LINE 2 JOB NO. B-XXXX <small>HAWAII COUNTY - HAWAII COUNTY</small>				
					SHEET DESCRIPTION				
					REVIEWED:				
					DESIGN BY:				
					DIVISION CHIEF: _____ DATE: _____				
					SHT # X of X SHTS				