



**City & County of Honolulu, Department of Planning and Permitting
Application Checklist for Sign(s) Permit**

The purpose of this checklist is to provide a **GUIDE** to assist permit applicants as to the minimum information required for plans review for City and County of Honolulu sign permit applications. If the minimum information indicated below is not provided, the plan review may not be completed in a timely manner.

Plans shall be of sufficient clarity to indicate the extent of proposed signage and show that it will conform to the provisions of the sign ordinance and all relevant laws.

Note: Where electrical work is involved, a separate building permit for the electrical work must be obtained. In addition, where structure work is involved for sign support, a separate building permit must be obtained.

SUBMITTAL REQUIREMENTS:		NOTE:
1.1	<input type="checkbox"/> Required A completed online Sign Permit Worksheet.....	
1.2	<input type="checkbox"/> Required No. of sets of plans: <u>2 (drawn to scale and dimensioned minimum paper size of 8 ½ X 11)</u> Showing all of following: a. Location of building on lot. b. Location of ground and garden signs on lot. c. Location of establishment with dimension of frontage (Floor plan is required when there are multiple tenants sharing the area of the establishment). d. Location of sign on the building and/or lot. e. Information for all existing sign(s) on the building f. Detailed sign design with dimensions. g. Front or side elevations of building showing proposed sign(s) as appropriate. Side elevations for hanging or projecting sign(s). h. Height dimensions from bottom edge of sign to ground or sidewalk for hanging and projecting sign. i. Distance from front property line to any structure on lot for determination of ground sign. j. Distance from front property line to proposed ground sign support or edge of sign face, whichever is closer. k. Horizontal distance from any sign projecting into the public right-of-way and the street or curb line.	
SPECIAL DESIGN DISTRICT		NOTE:
2.1	<input type="checkbox"/> P <input type="checkbox"/> NA Special Design District (if applicable).....	
ELECTRICAL and/or STRUCTURAL SUBMITTAL REQUIREMENTS (if applicable):		NOTE:
3.1	<input type="checkbox"/> P <input type="checkbox"/> NA Contractor Statement.....	
3.2	<input type="checkbox"/> P <input type="checkbox"/> NA Contract/Specialty Contracts	
3.3	<input type="checkbox"/> P <input type="checkbox"/> NA Specialty Inspection Form	
3.4	<input type="checkbox"/> P <input type="checkbox"/> NA Called Inspection Form.....	

PRINT/SIGNATURE

DATE