

Charter Commission

Department of Planning and Permitting

George I. Atta, Director



Functions of Department

1. **Visioning, Planning & Policy Development:** General Plan, Development Plan, Special District, Transit-Oriented Development, Functional Plans
2. **Drafting and Amending Land Use Development Regulations and Codes**
3. **Permitting:** Issuance of Land Use, Site Development, Subdivision, and Building Permits
4. **Monitoring/Inspections/Enforcement:** Compliance to Zoning and Development Regulations, Permit Conditions & Requirements
5. **Boards & Commissions:** Planning Commission, Zoning Board of Appeals, Building Boards of Appeals

Revised Ordinances Affecting Building Permits (12 out of 41)

- **Chapter 14:**
 - Public Works Infrastructure
- **Chapter 16:**
 - Building Code
- **Chapter 17:**
 - Electrical Code
- **Chapter 18:**
 - Fees and Permits for Building , Electrical, Plumbing and Sidewalk Codes
- **Chapter 19:**
 - Plumbing Code
- **Chapter 20:**
 - Fire Code
- **Chapter 21:**
 - Land Use Ordinance
- **Chapter 23:**
 - Shoreline Setbacks
- **Chapter 25:**
 - Special Management Area
- **Chapter 27:**
 - Housing Code
- **Chapter 32:**
 - Building Energy Efficiency Standards
- **Chapter 33:**
 - Development Agreements

DEPARTMENT OF PLANNING AND PERMITTING

2015 ORGANIZATION CHART

HONOLULU LAND INFORMATION SYSTEM (768-8058)

GIS Administrator: Ken Schmidt

- City-Wide Geographic Information Systems (GIS) Services
- Public One Stop Service (POSSE) Technical Support
- City-GIS and Department Web Pages
- Historical Map Archives
- HoLIS Data Distribution

ADMINISTRATION

Director: George I. Atta
 Director Secty.: Blanche Chong (768-8000)
 Deputy Director: Arthur D. Challacombe
 Deputy Dir. Secty.: Sarah Tajima-Ueki (768-8001)

Information Officer
 (768-8284)
 Curtis Lum

ADMINISTRATIVE SERVICES ASO: Wayne Miyashiro

- Personnel/Fiscal (768-8002)
- Planning Commission (768-8007)
- Zoning Board of Appeals (768-8006)

BUILDING DIVISION (768-8120) Tim Hiu

Mechanical Code Branch Clayton Oku (768-8242)

- Plumbing Code Compliance and Inspections
- Building Energy Efficiency Standards
- Plumbing Code Plan Review
- Grease Traps

Zoning Plan Review Branch Anne Lau (768-8245)

- Building Permit Review for LUO Compliance

Building Code Branch Willard Nishigata (768-8232)

- Commercial Plans Examining Engineers
- Wendel Ko**
- Building Code Compliance and Inspections
- Certificates of Occupancy

Research Branch (768-8122)

- Building Code Amendments
- Special Inspector Certification
- Alternative Methods and Materials Approval
- Building Board of Appeals

Electrical Code Branch Dean Pang (768-8239)

- Electrical Code Compliance and Inspections
- Electrical Code Plan Review

PLANNING DIVISION (768-8053) Kathy Sokugawa

Community Planning Branch Bonnie Arakawa (768-8048)

- Sustainable Community Plans
- Neighborhood Master Plans
- State Special Use Permits

Policy Planning Branch (768-8041)

- General Plan
- Functional Plan Reviews
- State Land Use District Boundary Amendments
- Zone Changes

Development Plans and Zone Change Branch Robert Stanfield (768-8051)

- Development Plans for Ewa, Central Oahu, and East Honolulu
- Affordable Housing
- Unilateral Agreement Monitoring
- Zoning District Boundary Adjustments

Planning Research Branch Steve Young (768-8037)

- Land Use Monitoring and Forecasting
- Land Use Modeling and Socioeconomic Statistics
- Development Plan Annual Report
- U. S. Census Coordination

LAND USE PERMITS DIVISION (768-8011) Jamie Peirson

Urban Design Branch Tony Ching (768-8028)

- Special Districts
- Cluster Housing
- Planned Development Housing
- Street Trees
- Existing Use (Residential)

Zoning Regulations & Permits Branch Ardis Shaw-Kim (768-8021)

- Temporary Use Permits
- 201H Housing Projects
- Zoning Adjustments
- Waivers
- Conditional Use Permits (Minor) (e.g., Joint Development and Off-Site Parking)

Land Use Approval Branch Joyce Shoji (768-8014)

- Special Management Area Permits and Shoreline Setback Variances
- Conditional Use Permits (Major and Minor) (e.g., Meeting and Day-Care Facilities)
- Plan Review Uses
- Existing Use (Non-Residential)

Other Land Use Permits Processed by Division (768-8022)

- Land Use Ordinance Amendments
- Zoning Variances

SITE DEVELOPMENT DIVISION (768-8097) Marvin Fukagawa (Acting)

Traffic Review Branch Mel Hirayama (768-8078)

- Review Construction Plans for Compliance with City Streets and Traffic Standards
- Driveway/Access Locations for New Developments
- Traffic Impact Analysis Report Review and Approval
- Road Widening Setbacks
- Plan Review Coordination for the Installation of Street Lights

Wastewater Branch Tessa Ching (768-8197)

- Review of Subdivision and Private Projects for Compliance with City Wastewater (Sewer) Requirements
- Approval to Build Over Sewer Easements
- General Sewer Information
- Wastewater System Facility Charge
- Industrial Wastewater Discharge Permits

Subdivision Branch Mario Siu-Li (768-8098)

- Land Subdivision and Street Names
- Construction Plan Review (Infrastructure)
- Flood Hazard Districts
- Park Dedication

CUSTOMER SERVICE OFFICE (768-8117) Wally Carvalho

Permit Issuance Branch Wayne Inouye (768-8223)

- Building Permit Intake
- Permit Fee Collection
- Housing Numbering
- Sign Permits

Data Access & Imaging Branch

- JoAnn Lau (768-8272)**
- Document Imaging
 - Historical Permit and Map Files, Including As-Built Drawings
 - General Self-Service Research Center

Civil Engineering Branch Marvin Fukagawa (768-8102)

- Review of Subdivision and Private Projects for Compliance with Standards for Roads & Drainage Systems
- Grading, Stockpiling, Grubbing, Trenching Permits
- Drain Connection and Dewatering Permits
- Variances – Sidewalk Surface Encroachments
- Variances – Driveways, Sidewalk Finishes & Materials (768-8106)
- Subdivision Construction Plans
- Ordinance 2412
- Easements – Drainage, Flowage, and Slope
- Permit and Subdivision Inspections

TRANSIT-ORIENTED DEVELOPMENT DIVISION (768-8294) Harrison Rue

Commercial & Multi-Family Code Enforcement Branch Angel Barcelo (768-8151)

- Complaint Investigations Related to Zoning, Building and Housing Codes for Commercial and Multi-Family Buildings
- Site Inspections for State Licensing and Public Reports
- Complaint Investigations on Commercial Signs

Residential Code Enforcement Branch (768-8159)

- Complaint Investigations Related to Zoning and Housing Codes for One- and Two-Family Dwellings
- Sidewalk Maintenance
- Vacant Lot Overgrowth

Code Compliance Branch Terry Hildebrand (768-8110)

- Civil Fine Enforcement Program
- Nonconforming Use Certificates for Transient Vacation Units (TVU) and Bed and Breakfast Homes (B&B)
 - SMA and Shoreline Setback Enforcement