

Permit and Expediting Information

Honolulu has a unique and sometimes lengthy permit process. In order to ensure Tenants receive permits in a timely manner, **Taubman has retained PALEKANA PERMITTING & PLANNING which shall be used by all Tenants.** This firm will work directly with each tenant ****at no cost to the Tenant** to facilitate submitting and obtaining the required Construction Permit from the local authorities having jurisdiction. Palekana Permitting & Planning is **certified** by the City and County of Honolulu as a Third-Party permit plan reviewer.

THE CITY UTILIZES A SPECIAL ASSIGNMENT INSPECTIONS (SAI) PROCESS:

Special Assignment Inspection

Special Assignment Inspection allows construction to proceed prior to the issuance of a building permit per ROH Sec. 18-3.1(c). Work done under a special assignment inspection proceeds at the applicant's risk without assurance that a building permit will be issued. Any violations discovered may result in the suspension of the special assignment inspection, a notice of violation, a stop work order, or suspension of the review of the building permit application.

Submit the [Special Assignment Inspection Request Form \(opens in a new tab\)](#) with a check for \$1,000.00 made out to the City and County of Honolulu and a set of the current plans to 650 S. King Street, 12th Floor

Please note, the Hawaiian Electric Metering release is not allowed on a Special Assignment Inspection and may only be obtained after a valid building permit has been issued.

Typical Overview of How SAI Works (thru 3rd Permit Expediter):

- Selective Demo is allowed until City approved full demo - this includes items outside of any MEP scope. (i.e., flooring, cabinetry, fixtures, etc.).
- Upon City approval Tenant can complete "full" demo of space – this is typically granted more quickly.
- Meanwhile, Construction Documents (CD's) are submitted to the City.
- Tenant's Expediter applies for an SAI (see link to form above) at the same time.
- Once SAI approval is granted, Tenant proceeds with Construction and schedules the interim SAI inspections as needed **while waiting for final building permit.**
- Net-Net: Tenant can perform Construction under Courtesy inspection status utilizing the Courtesy Inspections as Construction Progresses.

Important Milestones

Working on an island can carry significant lead times for material and equipment deliveries. Tenants and their contractors are strongly encouraged to preorder all special items, such as mechanical and electrical equipment, storefront systems, custom millwork, fixtures and especially finishes. These items could take several months to ship to Waikiki, as there are no local resources on any of the islands from which they can be purchased. Tenants and /or their Contractors should be prepared to send these materials months ahead of starting construction so that they are available when needed during their construction schedules. Tenants and their contractors are free to contact Taubman's onsite Tenant Coordination team with any questions or recommendations about working on the island. **See TC Website for contact information.**

Access Landlord Criteria and Submit Drawings at website below:

[Taubman Tenant Coordination \(squarespace.com\)](https://www.squarespace.com)