



**Hawaii Community Development Authority**

Planning Office  
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**RENOVATION OR ALTERATION OF EXISTING  
NONCONFORMING STRUCTURES**

**Mauka & Makai Areas**

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Submit the following drawings/plans (HCDA file copy required at time of application):

- A. Location map showing the development in relation to the surrounding area.
- B. Plans identifying existing uses, floor area, parking and loading calculations.
- C. Plans identifying proposed changes to the existing property, with regard to uses, floor area, parking and loading calculations.
- D. A design or site plan and the following items if appropriate:
  1. Property lines and easements with dimensions and area.
  2. Location, size, spacing, setbacks and dimensions of all existing and proposed structures.
  3. Building elevations, sections, floor plans and site sections.
  4. Landscaping plans showing open spaces, planting and trees.
- E. For building permit approval, the applicant is required to submit:
  1. Completed development permit application form.
  2. City's building permit application form.
  3. Plans:
    - a. Building Department file copy.
    - b. Job site copy.
    - c. Extra copy for HCDA files.

For additional information regarding the renovation of nonconforming structures, refer to Section 15-22-15 of the Mauka Area Rules or Section 15-23-15 of the Makai Area Rules.