

Honolulu Board of Water Supply (BWS)  
***Checklist for Single Family Dwelling Projects***

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Please **provide** the following information **on the plot plan**:

1.  All BWS facilities and easements within the property.
2.  Ingress/egress (i.e. driveways) to property.
3.  All meter box locations with meter number(s) that are fronting the property.
4.  Elevation of property and finish floor elevation for all structures.
5.  Property Lines.
6.  All structures (New and Existing) and their use.

**If any of the items below are checked off by BWS, these items will be required on the Building File & Job Site plans prior to our review:**

- A.  Show all water fixtures on a floor plan for all structures connected to the same meter as the project. Example: Toilet, Urinals, Bidet, Tub/Shower, Lavatory, Kitchen Sink, Dishwasher, Laundry Tray, Washing Machine, Bar Sink, Hose Bib etc.
- B.  Label all water fixtures as: Existing (Regular/Low Flow), New, Relocated, Replaced/Retrofitted, and/or Removed.
  - Water fixtures that are to be retrofitted need to be labeled accordingly on the plan. However, if all existing fixtures are being retrofitted, provide the following note on the plan.  
*"All existing water fixtures to be retrofitted to low-flow water fixtures."*  
(Note: Only fixtures installed prior to 1993 can be retrofitted.)
- C.  Copies of demolition permit and plan. Provide a floor plan sketch of the demolished structure(s) including water fixtures and demolition permit number.
- D.  If a new fire sprinkler system is being installed and/or alteration work is being performed on an existing system, the following note is required to be placed on the "Building and Job Site Plans."  
*"The new fire sprinkler system will require a maximum demand of \_\_\_\_\_ gallons per minute (GPM)."*
- E.  Indicate the meter(s) that each fixture(s) is connected to in each structure for this project.
- F.  If the existing water meter for your project does "**NOT**" serve any existing "Irrigation" and/or "Automatic Fire Sprinkler" system, indicate a note on the plans to reflect this.

**If any of the items below are checked off by the BWS, these items will be required prior to the approval of the Building Permit Application:**

- I.  Water allocation letter is required.
- II.  "Conditions for Water Service Above the Service Limit" form

NOTE:

A **quotation** of applicable charges will be provided after the review of the building permit plans is **completed**. Prior to approval of the **building permit application**, if the plans do not reflect the current **quotation**, a new **quotation**, will be prepared based on the **revised** plans and the previous **quotation** will not be valid. **All applicable payments** will be required prior to approval of the **building permit application**. The **building permit application** must be accompanied by the Building File and Job Site plans. Payments can be made by cash or check payable to the "**Board of Water Supply**".

If you have any questions, please call Board of Water Supply, Customer Care Division, Service Engineering Section at 748-5460 or 748-5490.

**For new water meter installations or relocation of existing water meters, please provide the items listed below:**

1. Property lines.
2. Location of proposed Houses/Structures on the lot.
3. Addresses of the houses (as assigned by The Department Of Planning and Permitting).
4. Location for the new water meter.
5. Distance from property line for new water meter box location.
6. New property piping from the new water meter for the house and respective structures contain plumbing fixtures.
7. Driveway. (Please label New or Existing)
8. Distance from the property line to the edge of the road.
9. Type of sidewalk. (i.e. grass, concrete, dirt, asphalt, etc.)
10. Street Name that fronts the lot.
11. Tax Map Key Number for the lot.

**Note:** A thorough sketch will help expedite the process of the new water meter installation or water meter relocation. Photos showing the frontage of the property are also helpful.

**If you need assistance in preparing the sketch, please call the Service Engineering Section at ph# 748-5460 or 748-5490.**

# Sample Sketch (Does not need to be drawn to scale)

