

Honolulu Board of Water Supply (BWS)
Checklist for Non-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.
7. Location of proposed or existing Backflow Prevention Assembly.

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:

1. 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.
2. An itemize list for all new and demo water fixtures.
3. Label all water fixtures as: Existing, New, Relocated, Replaced, and/or Removed.
4. Provide flow requirements. (Follow the attached: "**Flow Requirements**" format)
5. Copies of demolition permit and plan. Provide a floor plan sketch of the demolished structure(s) including water fixtures and demolition permit number.
6. Provide automatic fire sprinkler review notes. (See the attached: "**Automatic Fire Sprinkler Review Notes**")
7. Indicate the meter(s) that each fixture(s) is connected to in each structure for this project.
8. Plans require approval from the Environmental Unit for Cross Connection/Backflow Prevention.
9. 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.
10. Provide Air Conditioning notes. (See attached Air Conditioning Notes)
11. Insert Approved Construction Drawing from BWS in your plans.
12. Submit One Time Review(OTR) letter. (See attached example of OTR letter)

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:

1. Water allocation letter is required.
2. "Conditions for Water Service Above the Service Limit" form

NOTE:

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 Unit, Service Engineering Section at 748-5460.