



**STATE OF HAWAII  
DEPARTMENT OF HEALTH**

P.O. BOX 3378  
HONOLULU, HAWAII 96801

In reply, please refer to:  
EMD / WB

**DEPARTMENT OF HEALTH - WASTEWATER BRANCH  
REQUIREMENTS FOR REVIEW PROCESS OF  
INDIVIDUAL WASTEWATER SYSTEMS (IWS)**

The following items must be submitted to the Department of Health, Wastewater Branch for the review of building permit applications (BPAs):

1. Completed Application Form;
2. Construction plans of the IWS prepared by a licensed engineer;
3. Site plan;
4. Floor plans for the dwelling unit(s);
5. Owner's Certification Form;
6. Site Evaluation Form;
7. Operation and Maintenance manual;
8. Sludge Disposal Plan; and
9. Maintenance contracts for aerobic units.
10. Application Fee of \$100 - check payable to **STATE OF HAWAII**.

The review process could take approximately two days to two weeks, depending on the completeness of the submitted paperwork. You will be informed in writing of the approval of your system.

Should you have any questions, please call the Wastewater Branch's Planning & Design Section Engineer at telephone (808) 586-4294. We are located at:

919 Ala Moana Blvd. Room 309  
Honolulu, Hawaii 96814-4920  
Phone (808) 586-4294 Fax (808) 586-4300