

**State of Hawaii
Department of Health
Indoor and Radiological Health Branch**

**GUIDE FOR REQUESTING AN EXTENSION FOR COMMUNITY NOISE PERMIT
(CONSTRUCTION ACTIVITIES)**

General Information

1. Every extension request for an issued permit shall be submitted on the requesting company's letterhead. The request needs to originate from the Authorized Individual on the original permit application or a letter of authorization will be required. See below "Letter of Authorization."
2. Submit an updated construction schedule and an updated equipment schedule. If there are no changes to the equipment to be used, indicate in the extension request letter "No changes to equipment."
3. Every applicant shall pay the applicable *annual* fees if the extension request extends coverage beyond the amount of time covered by the original payment issued. Should your permit require extension for 1.5 more years, submit the applicable fee(s) for 2 more years.

Specific Information

All required information must be provided and relevant fee(s) paid for your request for extension to be processed. An incomplete application shall not be considered or acted upon.

I. *The Extension Request Letter*

This letter shall be on company letterhead and shall contain reference to the original permit number, the original date of expiration, the new date requested for coverage, and a brief explanation as to why the extension is needed. The authorized individual on the original application shall sign the *extension request*.

If someone other than the authorized individual requests the extension, you will be contacted to provide a Letter of Authorization (see IV below).

II. *Updated Construction Schedule & Equipment list*

This updated construction schedule and equipment list shall show the latest project duration through the dates requested for project permit coverage and the breakdown of the construction activities to occur and their estimated durations, as well as list equipment changes, if any. If there are accommodations in the time requested for possible delays due to material lead times or weather or worker availability, etc., please make that known. If adding equipment such as pile drivers or hydraulic hammers to the list, see V below.

The submitted schedule should reflect the project timeline as accurately as possible. For projects lasting slightly more than a year's period, such as a year + a few weeks or within a month, it is recommended that an application be submitted for one year; and renewed thereafter, if necessary.

III. *Community Noise Permit Renewal/ Extension Fee Schedule (Annual)*

\$25 per year for activities involving demolition, construction, extension, additions or renovation of a *single family dwelling or single condo unit*.

\$50 per year for all other activities, including but not limited to demolition of building structures, construction of buildings, residential subdivisions, shopping centers, bridges, parking lots, reservoirs, utilities, roadway (including improvements), site work for subdivisions and golf courses.

Fees shall not be refunded or applied to any subsequent application.

Fees shall be made payable to the *State of Hawaii*.

The assessment of appropriate fees shall be based upon the estimated duration of the construction project, as indicated on the application. For example, if the estimated duration for construction of a commercial complex is submitted as April 1, 2024 through July 1, 2025. A total permit application fee of \$100.00 (\$50.00 for the first year; and \$50.00 for the partial second year) shall be assessed.

The submitted schedule should reflect the project timeline as accurately as possible. For projects lasting slightly more than a year's period, such as a year + a few weeks or within a month, it is recommended that an application be submitted for one year; and renewed thereafter, if necessary.

IV. *The Letter of Authorization*

If the original Authorized Individual is available: This letter shall be on company letterhead and shall contain reference to the issued permit number, the original authorized individual, the request for the transfer and/or expansion of the Authorized Individual(s) for the permit, the name of the new Authorized Individual(s) and their contact information, and a brief explanation as to why the transfer or expansion is requested. The existing authorized individual(s) shall sign the letter.

If the original Authorized Individual is not available: This letter shall be on company letterhead and shall contain reference to the issued permit number, the original authorized individual, the request for the transfer and/or expansion of the Authorized Individual for the permit, the name of the new Authorized Individual(s) and their contact information, and a brief explanation as to why the transfer or expansion is requested. The newly named authorized individual(s) sign the letter.

V. Additional Notes on Equipment List Updates

List all equipment to be utilized on the site which may exceed the allowable decibel limit. Submit as attachment, if necessary.

"Construction equipment" is defined by rules as "any device designed and intended for use in construction, including but not limited to any air compressor, pile driver, bulldozer, pneumatic hammer, steam shovel, derrick, crane tractor, grader, loader, power saw, pump, pneumatic drill, compactor, on-site vehicle, and power hand tool."

It is not necessary to list manual hand tools.

The following equipment may be restricted to 9:00 a.m. to 5:30 p.m., Monday through Friday:

- a. Pile Drivers
- b. Hydraulic Hammers
- c. Jackhammers
- d. High Pressure Sprayers
- e. Chain Saws

If pile drivers or hydraulic hammers are to be used, the following additional information shall be required:

- a. The number of pile drivers and/or hydraulic hammers to be utilized.
- b. For pile driving activities, the number of piles to be driven.
- c. Duration of the pile driving or hydraulic hammer operations.
- d. Name and on-site telephone number of the person responsible for responding to noise complaints.

For activities resulting in adverse noise impacts such as pile driving or hydraulic hammer operation, notification of the surrounding affected areas shall be required. In addition, the department may further require the contractor to conduct a public information meeting in order to provide the surrounding community with information pertaining to the proposed noise emitting activity. This requirement is subject to the duration of such operations and the extent of the impacted area.

Based on the determination that potential adverse noise impact from the construction activities may occur, the department may require submittal of plans, procedures and specifications for the abatement of noise emissions from specific construction equipment, which may include the best available control technology (BACT). In addition, information pertaining to other alternatives to replace the operation of the noise source may be required.

Important Information Pertaining to Permit Requirements

1. Submission of additional information after the application has been submitted may be required to ensure that the application is complete and non-deficient.
2. The period of the permit initially granted may be extended upon showing that an extension is justified; provided that the extension request may not exceed five years, and that extensions shall be subject to annual fees.
3. Permit may be renewed upon application for any term not exceeding five years; provide that renewal shall be subject to annual fees.
4. An application for modification of a permit shall be submitted in writing.
5. The department shall be notified in writing of the permanent termination of the permit. If such notice is not received by the expiration date specified in the permit, the permit shall automatically terminate and the permittee shall be divested of all rights therein.