

A GUIDE TO REGULATED SIGNS

HOW TO CONTACT US

- This chart is a reference. Please contact the Building Dept. (327-3520) in West Hawai'i. They enforce sign ordinances from Kohala, Waimea, Waikoloa, Kona, and to South Point Road in Ka'u.

The Building Dept. for East Hawai'i (961-8331) enforces sign ordinances from the southern edge of Na'alehu to Waimea Country Club.

- You may contact the Planning Dept., to verify the applicable zone at the West Hawai'i office (327-3510) or East Hawai'i office (961-8288).

PERMIT APPLICATION

PLEASE COME TO EITHER THE HILO OR KONA BUILDING DIVISION TO FILE AN APPLICATION FOR: Window Signs, Subdivision Identification Signs, Marquee Signs, Wall Signs, Ground Signs, Directory Signs, and Temporary Banners Over a Street.

To complete an application form go to: www.co.hawaii.hi.us - scroll to Public Works and download a sign permit application

WHAT IS REQUIRED OF THE APPLICANT?

Two sets of Plans showing:

- Entire parcel with all buildings on the property including relevant existing signs (if there are any), location of proposed sign, and street frontage(s).
- Detailed illustration of content and the dimensions. Elevation drawings, except for ground signs.
- Description of installation.
- Requirements for an electrical permit, if applicable (see Electrical Requirements for Sign Permit).

The County inspects signs when the installation is complete.

ELECTRICAL REQUIREMENTS FOR SIGN PERMIT

An electrical permit is required for:

- Signs that contain electrical lighting components and that are hard wired to an existing sign circuit.
- Installing a new sign circuit or outlet.
- Lighting installation outside of sign.

Exception: If the sign is a factory-manufactured unit that will be cord-and-plug connected into an existing sign circuit or outlet.

Provide the following information with the electrical permit application:

- Site drawing
- One line circuit diagram
- Location of exterior lighting
- Interior lighting sign detail (type lighting fixture, wattage, etc.)
- Sign lighting electrical components unless factory manufactured
- Sign application

VIOLATIONS

Illegal sign owners will receive a written warning, requesting removal of the sign within 10 working days. If the illegal sign is not removed, Public Works will confiscate it and the owner will be assessed a fine.




Fines: First offense is up to \$500; subsequent violations range up to \$1,000 or \$100 per day, followed by criminal prosecution.

APPEALS

To file an appeal, contact Board of Appeals, c/o Planning Department, Aupuni Center, 101 Pauahi St. Ste. 3, Hilo, Hawai'i 96720. For a copy of the rules and procedures for the Board of Appeals, search "Board of Appeals" at www.co.hawaii.hi.us.

VARIANCES




To file a variance, contact the Hilo or Kona Building Division.

TEMPORARY		
TEMPORARY	BANNER	TEMPORARY PAINTED WINDOW SIGN
		
Any sign which is not permanently installed or constructed.	A sign made from material that is not rigid and is not framed.	A sign that is painted on a window that is seasonal or temporary in nature.

Temporary signs are good for six (6) months. They do not require a permit, but must promote a meeting or a special event occurring at a specific time. Both signs must be removed within 72 hours of the conclusion of the special event.

32 sq feet is the maximum sign size to promote a special event for 30 days in any district, (see districts on the opposite page). The sign does not need to be at the place of the event or the meeting.

For temporary signs up to six (6) months, only one sign is allowed and the signs must be displayed at the location of the event. There are two sizes. For ag/open/residential the maximum size is 8 sq feet. For commercial/industrial the maximum sign size is 32 sq feet.

PROHIBITED		
AERIAL	ANIMATED	PORTABLE
		
A sign that moves and isn't secured to anything. It may be inflatable such as a balloon or an airplane banner.	A sign with moving words or parts, that flashes messages frequently.	Any sign that is not permanently attached to the ground or a permanent structure.

- Sandwich boards
- Signs on utility poles
- Temporary signs for ongoing commercial use such as sandwich boards or banners
- Signs on County property, alongside a road and in a sidewalk
- County-owned property
- Billboards



CONTACT:

**Department of Public Works
Building Division**

Hilo

101 Pauahi Street, Suite 7
Hilo, HI 96720
Phone: 808-961-8331
Fax: 808-961-8410

Kona

75-5706 Kuakini Hwy., Suite 109
Kailua-Kona, HI 96740
Phone: 808-327-3520
Fax: 808-327-3509













www.co.hawaii.hi.us

County of Hawai'i is an Equal Opportunity Provider and Employer

For a copy of the County sign code, go to:
<http://co.hawaii.hi.us/countycode/chapter03.pdf>

Reference Guide

PERMITS REQUIRED

	WALL	WINDOW	DIRECTORY	MARQUEE	PROJECTING	ROOF	GROUND	DISPLAY CASE	ILLUMINATED	PAINTED WINDOW
										
	Placed on a building.	Located or displayed inside or outside of a window.	A ground or a wall sign. It identifies a building, or businesses within.	A sign hung from a canopy. It projects beyond the building, but is supported or attached to a building.	A sign attached to a building and extends beyond the building more than fifteen inches.	A sign erected, constructed, and maintained upon and over the roof of any building.	Supported by a fence, or anchored in the ground, away from a structure.	Placed in a case, situated outdoors and attached to a building.	A lighted sign with art, lettering, designs and logos.	Painted window sign > 2 sq ft
DISTRICTS										
RESIDENCE (RS,RD,RM) RS, single-family residential district RD, double-family residential district RM, multiple-family residential district	6 sq ft	Not Permitted (NP)	NP	NP	NP	NP	6 sq ft			
AG / OPEN RA, FA, A, IA, O RA, residential and agricultural district FA, family agricultural district A, agricultural districts IA, intensive agricultural districts O, open districts	32 sq ft	NP	NP	NP	NP	NP	8 sq ft			
COMMERCIAL INDUSTRIAL CN,CG,CV,MCX,ML,MG CN, neighborhood commercial district CG, general commercial district CV, village commercial district MCX, industrial-commercial mixed use districts ML, limited industrial districts MG, general industrial districts RCX, V RCX, residential-commercial mixed use district V, resort-hotel district	150 sq ft OR 15% OF WALL AREA 32 sq ft or 15%	150 sq ft OR 25% OF WINDOW AREA SAME	Lot ≤ 100' = 16 sq ft Lot > 100' = 24 sq ft for letters and symbols <i>Commercial Lot frontage ≤ 100 ft. = 15% of wall area or 16 sq ft max which ever is the lesser of the two; Lot frontage > 100 ft. = 15% of wall area or 24 sq ft max which ever is the lesser of the two</i> SAME	Hanging sign ≤ 9 sq ft Face sign ≤ 32 sq ft or 15% of marquee face area. Max letter ht. 24" 24 sq ft	16 sq ft SAME	32 sq ft Max letter ht. 24" NP	Lot frontage ≤ 100' = 16 sq ft with max height 8 ft Lot frontage > 100' = 24 sq ft with max height 12 ft SAME			
SUBDIVISION SIGN	16 sq ft	NP	NP	NP	NP	NP	16 sq ft			
KAILUA VILLAGE SPECIAL DISTRICT <i>(The sign code for the Kailua Village Special District (KVSD) differs from the sign code for the rest of Hawaii County, and there are special provisions that affect signs within the Kailua Industrial Subdivision District and the Kailua Village Core area. Signs located within the KVSD need to be reviewed by the Kailua Village Design Commission (KVDC). Eleven copies of your application packages will be needed to distribute to the KVDC before the next scheduled meeting. For the schedule of meetings and deadlines for applicants to submit materials, please contact the Planning Department at 327-3510.)</i> KAILUA VILLAGE CORE AREA (9" maximum graphic height) KAILUA INDUSTRIAL SUBDIVISION DISTRICT (18" maximum graphic height)	<i>Lot frontage ≤ 30 lineal ft = 12 sq ft max; Lot frontage > 30 lineal ft = 22 sq ft max</i> 12 sq ft 75 sq ft	 12 sq ft 22 sq ft	<i>Lot frontage ≤ 30 lineal ft = 15% 12 sq ft max; Lot frontage > 30 lineal ft = 22 sq ft max</i> 16 sq ft 12 / 22 sq ft	 <i>Hanging Sign ≤ 9 sq ft; Face Sign ≤ 22 sq ft or 15% of marquee face area</i> 9 sq ft	16 sq ft 16 sq ft	NP NP	 <i>Lot frontage ≤ 30 lineal ft = 12 sq ft with max height 6 ft; Lot frontage > 30 lineal ft = 22 sq ft with a max height 11 ft</i> Same as KVDC			