



Aloha! Use this list to get organized before your renovation. Every building has its own rules. **Many buildings require** the items below, but always check **your own** declaration, bylaws, and house rules, or ask your property manager.

• Typical steps

- 1 Contact your property / resident manager
- 2 Gather your association's rules and forms
- 3 Request an estimate from Y 3 Construction Inc
- 4 Submit your alteration application (owner)
- 5 Board / design committee review
- 6 City building permit, if your scope needs one
- 7 Schedule work: elevator, parking, shutoffs
- 8 Final sign-off with building management

• Documents to gather

- ☐ Declaration (master deed / CC&Rs)
- ☐ Bylaws
- ☐ House rules / design guidelines
- ☐ Alteration application & agreement
- ☐ Contractor rules (hours, parking, debris)
- ☐ Flooring & sound specs (IIC/STC, underlayment)
- ☐ Floor plan or existing drawings
- ☐ Past approvals or permits for your unit

• Ask your building about

- ☐ Allowed work days and hours
- ☐ Elevator reservation & padding
- ☐ Contractor parking & loading
- ☐ Noise rules & neighbor notice
- ☐ Debris removal rules
- ☐ Water / fire sprinkler shutoff scheduling
- ☐ Asbestos / lead testing (older buildings)
- ☐ Deposits, fees & final inspection

• Y 3 can provide (as needed)

- ☐ Contractor license info (BC-26730)
- ☐ Certificate of insurance (send the exact additional-insured wording)
- ☐ Written scope of work & product specs
- ☐ Drawings / plans when required
- ☐ Help with City permits when required
- ☐ Signature on the contractor section of your alteration agreement

• Send with your estimate request

- ☐ Name, phone, email, building & unit #
- ☐ Condo, HOA, or other
- ☐ Owner? If renting, the owner's written authorization
- ☐ Project description + photos
- ☐ Floor plan or rough measurements
- ☐ House rules + alteration form
- ☐ Flooring/sound specs + COI wording
- ☐ Property manager contact, year built, timing

Permits: Plumbing, electrical, fire sprinkler, and structural or wall changes generally need a City & County of Honolulu building permit. Some purely cosmetic work (paint, flooring, cabinets) may be exempt. Don't assume either way; Y 3 can review your scope. **Renters:** the owner must authorize the work. **HOA homes:** exterior changes often need design-committee approval first.

Approval times, costs, and permit needs vary by building and project and can't be promised. Full guide: hawaiihomebuild.com/condo-hoa-guide · info@hawaiihomebuild.com · Mahalo!

Honolulu Home Build is a marketing and referral service and is not a licensed contractor. All construction work is offered, contracted, and performed by Y 3 Construction Inc, Hawaii Contractor License BC-26730.

General information only, not legal advice. Verify contractor licenses at businesscheck.hawaii.gov.