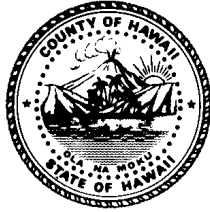


Harry Kim
Mayor



Bruce C. McClure
Director

Jiro A. Sumada
Deputy Director

County of Hawai'i
DEPARTMENT OF PUBLIC WORKS
Aupuni Center
101 Pauahi Street, Suite 7 · Hilo, Hawai'i 96720-4224
(808) 961-8321 · Fax (808) 961-8630
www.co.hawaii.hi.us

Illegal and Legal Signs Fact Sheet

Contacts: Hilo Office
Brian Kajikawa
Building Chief
Ph: 961-8331

Kona Office
Jai Ho Cheng
Deputy
Ph: 327-3520

Aupuni Center
101 Pauahi Street
Hilo, HI 96720

75-5706 Kuakini Hwy.
Kailua-Kona, HI 96720

Hours of Operation: Weekdays 7:45 a.m. to 4:30 p.m.

Online:

For a complete guide to signage on the Island of Hawai'i that meets the County Code, go to www.co.hawaii.hi.us, click on Departments, scroll to Building Division. Section 3 of the County Code is devoted to signage.

Companies that need to file a permit for a legal sign may do so by completing an application that details location and size of the proposed sign, a detailed illustration of its content and how it is to be installed. An inspection by the County is required.

Violations:

Illegal sign owners will receive a warning, requesting removal of the sign within a week. On the second visit, if the illegal sign is not removed, it will be removed by Public Works, placed in a secure area, held for 30 days and a \$300.00 fine assessed to the owner.

Fines:

First offense is a \$300.00 fine; subsequent violations could range up to \$1,000 and be followed by criminal prosecution.

Appeals Process:

To file an appeal, please contact the Board of Appeals, c/o of the Planning Department, Aupuni Center, 101 Pauahi Street, Suite 3, Hilo, Hawaii, 96720. For a copy of the rules and procedures for the Board of Appeals, go online to www.co.hawaii.hi.us and type in "Board of Appeals," in the search box.

Permit Required:

Signs require permits and, are specific as to size and placement of signage. These are for: Windows • Subdivision identification • Marquee Wall • Ground Director and temporary banners.

No Permit Required:

Temporary signs that do not require a permit and are visible at the site of the event for only 30 days are: special event banners or pennants • announcing a new business • political and real estate signs.

Illegal Signs:

Not permitted, and banned are: sandwich boards, flashing, automated and aerial signs, or billboards

A GUIDE TO LEGAL SIGNS – Permits Required

CDH, Downtown Hilo commercial district Geothermal subzone districts PD, Project districts APD, Agricultural project districts CORE 9" (LETTER/SYMBOLS HIGH). See Kailua Village Design Commission Core District Map	12 SQ	12 SQ	16 SQ	9 SQ	16 SQ	NP	12 SQ LOT < 30' / 22 SQ LOT > 30' 12 SQ LOT < 30' / 22 SQ LOT > 30'	area or 16sq max which ever is the lesser of the two; Lot frontage >100ft. – 15% of wall area or 24sq max which ever is the lesser of the two
INDUSTRIAL (18" LETTER HIGH)	75 SQ	22 SQ	12 / 22 SQ	9 SQ	16 SQ	NP		

- 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 Na`alehu. 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 what zone is applicable at West Hawai`i office (327-3510) or East Hawai`i office (961-8288).
- The Hawai`i Sign Code is available on-line at www.co.hawaii.hi.us.com. Click on County Council Clerk and go to County Code/2005 Edition/ Chapter 3 Signs.

How to Calculate the Size of a Sign – See illustration

THESE TEMPORARY SIGNS (UP TO 6 MONTHS) DO NOT REQUIRE A PERMIT:

Temporary Real Estate Signs, Political Signs, Special Event Banners or Pennants, and New Business Signs.

They must promote a special event or a meeting taking place for a specific time frame. (Once the special event is concluded the sign must be removed in 72 hours).

(Sections of the Law cited in the above description: 3-9, 3-10, 3-12; 3-8 & 3-7)

Permit Application

PLEASE COME TO EITHER THE HILO OR KONA BUILDING DIVISION OF PUBLIC WORKS TO FILE AN APPLICATION FOR:

Window Signs, Subdivision Identification Signs, Marquee Signs, Wall Signs, Ground Signs, Directory Signs, and Temporary Banners Over a Street.

(Sections of the Law cited in the above description: 3-9, 3-10, 3-12; 3-8 & 3-7)

The form asks for:

- General applicant information, i.e. name, address, phone number
- A map showing the County street and approximate location of the banner
- A description of where and how the banner will be anchored or secured
- Length and width dimensions of the banner (no more than thirty-two square feet in area)
- The height of the lowest edge of the banner above the highest point of the roadway
- The start and end dates for this permit
- A description or sketch of the banner and verbiage
- Consent from every property owner and lessee directly in front of the proposed banner
- An agreement, to be approved by the corporation counsel, which indemnifies, defends and holds harmless the County of Hawai`i, its officers and agents thereof, from all claims, demands, suits, actions, or proceedings of every name, character, and description which may be brought against the County of Hawai`i for or on account of any injuries or damages to any person or property received or sustained by any person by or in consequence of any act or acts of the holder of the permit for actions done under the permit.

A GUIDE TO LEGAL SIGNS – Permits Required

What is an illegal sign?

If your permitted or temporary sign is placed in the county right of way, or on a telephone pole, a tree, it blocks a driver's vision, it is on county property or advertises an event or activity but not on the site of the event or activity taking place, consider it illegal.

ILLEGAL SIGNS ARE:

Sandwich Boards; Flashing or Automated Signs; Aerial Signs; Temporary Signs for regular; ongoing commercial use such as Sandwich Boards or Banners; and Billboards.

(Sections of the Law cited in the above description: 3-9, 3-10, 3-12; 3-8 & 3-7)