

**Department of Hawaiian Home Lands**

**REVOCABLE PERMIT APPLICATION CHECKLIST**

- ☐ Application and Qualification Form (*attach additional pages if room is needed*)
- ☐ Certificate of Vendor Compliance (*individuals may submit 2 years State and Federal tax returns*)
- ☐ Provide proof and/or statement of ability to secure insurance
- ☐ Statement that the proposed use is in alignment with the Island and Regional Plans
- ☐ Statement that the proposed use does not trigger an Environmental Assessment
- ☐ Proof of holding all permits and licenses needed for proposed use, if applicable
- ☐ Explanation of benefits to DHHL Beneficiaries
- ☐ Demonstrated outreach to beneficiaries for job training, internship, or employment opportunities
- ☐ Proposed Rent and confirmation that it meets minimum requirements
- ☐ Certified copy of the Articles of Incorporation (*businesses and organizations*)
- ☐ Certified copy of the By-laws (*businesses and organizations*)
- ☐ Business plan with 3-year pro-forma (*Business RP*)
- ☐ Proof of all professional certificates held, where applicable
- ☐ Proof of history as a commercial tenant, where applicable
- ☐ Proof of funds for rent, improvements, and programs, as applicable
- ☐ Letter from Applicant's banker attesting to creditworthiness (*Business RP*)
- ☐ Resumes of principals and team members
- ☐ Federal and State tax returns for 2 years
- ☐ Financial statements for past two years and year-to-date (*businesses and organizations*)
- ☐ Copy of current credit report, if applicable (*individuals*)
- ☐ At least 2 or no more than 5 professional/commercial references
- ☐ \$75 check for processing fee
- ☐ Request for processing fee waiver (*Community RP*)
- ☐ Description of outreach and consultation conducted with the target community
- ☐ Proof of 501(c)(3) status, if applicable

Applications must be **received** no later than:

**UPDATE**

**4pm HST on Tuesday, December 13, 2022**

Via Email: DHHL.LMDRP@hawaii.gov

In-person at:

DHHL Land Management Division  
91-5420 Kapolei Parkway  
Kapolei, Hawai'i 96707

Via mail: P.O. Box 1879, Honolulu, Hawai'i 96805