

## Department of Hawaiian Home Lands

### REVOCABLE PERMIT APPLICATION CHECKLIST

- Application and Qualification Form (attach additional pages if needed)
- Certificate of Vendor Compliance (individuals may submit, in lieu, 2 years State and Federal tax returns)
- 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 and outreach for job training, internship, or employment opportunities
- Statement of proposed rent and confirmation that it meets or exceeds minimum requirement
- For **corporation** applicant - certified copy of Articles of Incorporation and Bylaws; For **limited liability company** applicant - certified copy of Articles of Organization and Operating Agreement; For **partnership** applicant - Certified copy of partnership agreement
- Proof of 501(c)(3) or other tax-exempt status, if applicable
- Business plan with 3-year pro-forma (*for Business RP or Community RP only*)
- Financial statements for past two years and current year-to-date (*for Business RP or Community RP only*)
- Proof of funds for rent, improvements, and programs, as applicable
- Proof of all professional certificates held, where applicable
- Proof of history as a commercial tenant, where applicable
- Letter from applicant's banker attesting to creditworthiness (*for Business RP only*)
- Resumes and 2 years State and Federal tax returns of principals and key team members (*for Business RP or Community RP only*)
- Copy of current credit report, if applicable (individuals)
- At least 2, but no more than 5, professional/commercial references
- \$75 check for processing fee, or request for processing fee waiver (*for Community RP only*)
- Description of outreach and consultation conducted with the target community (*for Community RP only*)

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

**4pm HST on Wednesday, April 30, 2025**

Via Email: [DHHL.LMDRP@hawaii.gov](mailto: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