A-Z REBUILD CHECKLIST

This checklist is available to guide homeowners and professionals through the post-disaster construction process and requirements in Maui.

A - Prep Work 2
B - Concept and Design 2
C – Property Surveys 3
D – Contractor Selection 3
E – Labor and Materials List 3
F – Job Estimate 4
G – Building Permits 4
H – Initial Permits Issued 4
I - Clearing/ Excavating 5
J – Pouring Foundation 5
K - Plumbing 6
L - Framing 6
M – Roof and Exterior 6
N – Rough Electrical and Plumbing 7
O – Framing Inspection 7
P – Plumbing Inspection 7
Q – Electrical Inspection 7
R – Cooling Needs 8
S – Complete Interior 8
T - Painting 8
U – Install Fixtures 9
V - Finishing 9
W – Install Driveway 9
X – Final Inspections 10
Y - Post-Construction Insurance Considerations 10
Z – Trusts and Deeds 10
Appendix A: Visual Guide through A-Z Rebuild Steps 11
Appendix B: Glossary of Rebuild Terms 12

A - Prep Work

ACTION	RESPONSIBLE PARTY
☐ **Complete all steps in the debris removal process to receive a C for a cleared lot. Follow the County/Army Corps steps to eligible debris removal here: https://www.mauirecovers.org/debrisremoval**	Property Owners
☐ **Request support for ineligible debris disposal such as driveways, trees, sidewalks, walls, and gravel. Request help: https://www.allhandsandhearts.org/programs/hawaii-wildfire-relief/**	Property Owners
☐ **Apply for a pre-development grant to support professional services (architect, engineers, permit fees, expediting, and site surveys). Guidelines and application: https://www.hawaiiancouncil.org/predevelopment/**	Property Owners
☐ **To obtain support from an adjustor to navigate your insurance process (such as required claim documents, damage reports, estimates, or other loss-related documents) contact: [insert contact details here]**	Property Owner
☐ **Develop your construction budget to determine how much square footage can be covered with your available resources. See guides and sample templates: Budget Tools**	Property Owner

B - Concept and Design

ACTION	RESPONSIBLE PARTY
☐ **Prior to contacting your architect, calculate the area of your land. Click here to see a tutorial: (Brandy working on this).**	Property Owner

ACTION	RESPONSIBLE PARTY
☐ **Create blueprints (architectural plans) for your home. You have many options to accomplish this:** o You can connect with an architect on your own for a custom blueprint o There are free or reduced-priced pre-built blueprints available. See options and requirements here: Blueprint Options	Property Owner Architect

C – Property Surveys

ACTION	RESPONSIBLE PARTY
☐ **Get a property survey. This can happen at the same time as creating your blueprints (architectural plan).** **o** For available options: Property Survey Options	Property Owner

D – Contractor Selection

ACTION	RESPONSIBLE PARTY
☐ **Choose a contractor or subcontractor.** **o** For available options: Contractor Options	Property Owner

E – Labor and Materials List

ACTION	RESPONSIBLE PARTY
☐ **Select your materials for the project.** o Choose painting colors inside and outside, windows, roofing, siding, flooring, lighting, bathroom and kitchen fixtures, etc. **o** FEMA may refund for using fire resilience materials. For more information: [insert link]	Property Owner Contractor Architect

F – Job Estimate

ACTION	RESPONSIBLE PARTY
☐ **For insurance purposes, create an estimate of labor and/or material costs to meet all current codes.** o Create a list of upgraded building codes needed to be used from the previous house code for insurance companies. You will need a price for each upgrade from old code to send to insurance companies. **o** Please talk to the architect/contractor about what new codes are being used from the old codes of the original house.	Property Owner Contractor Architect

G – Building Permits

ACTION	RESPONSIBLE PARTY
☐ **Submit your blueprints (architectural plans) to the County to obtain proper building permits at the right time. The permit is required throughout the construction project and working with an experienced construction firm helps immensely. Follow the steps for the permitting process here: [insert link]** o The property owner has the option to file for a permit as an Owner Builder, but will require a licensed electrician and plumber. **o** For properties without County sewer, refer to requirements: [insert link]	Owner Builder Contractor

H – Initial Permits Issued

ACTION	RESPONSIBLE PARTY
☐ **Once the permit is issued from the County of Maui (4Leaf), sign your contract with a contractor/subcontractor and begin construction.**	Property Owner

I - Clearing/ Excavating

ACTION	RESPONSIBLE PARTY
☐ **Excavate the land.** ○ After obtaining your initial building permits, this includes removing any trees, boulders, gravel or other obstacles that are in the way of your building, and leveling or grading the ground. ○ For excess gravel, property owners may choose to: ▪ Keep gravel on the property ▪ More info from Brandy on gravel places	Owner Builder Contractor

J – Pouring Foundation

ACTION	RESPONSIBLE PARTY
☐ **Pour the foundation.** **o** When the space you are building is cleared and excavated, the foundation can be poured. **o** Depending on the size of your building and the stability of the land, preparing the subsurface may need to be done prior to the foundation being poured.	Owner Builder Contractor
☐ **Schedule a foundation inspection.** o The Maui County Building Inspection Section is responsible for overseeing the inspection of the structural construction work associated with building permits. ○ To apply for inspections go online to MAPPS CSS, select My Work, then REQUEST INSPECTIONS. o Once an inspection request form has been received by the building inspection section, the inspection will be performed within 48 hours.	Contractor Owner Builder Applicant

K - Plumbing

ACTION	RESPONSIBLE PARTY
☐ **Request a plumbing inspection.**	Licensed Plumber

L - Framing

ACTION	RESPONSIBLE PARTY
☐ **Complete the framing.** ○ Once the foundation has been poured and cured, framing begins on your building. This may include installing windows, and wood frames, CMU blocks OR steel beams. This process does take a while, and it is important that everything is done correctly. This essentially sets the groundwork upon which all the other aspects of your building will follow.	Owner Builder or Contractor

M – Roof and Exterior

ACTION	RESPONSIBLE PARTY
☐ **Install the roof.** ○ About the same time that the rough plumbing work is done, roofers come in to complete the roof on the building. This needs to be done before any further work inside of the building can take place, as rain and outdoor elements can damage the work that is taking place in the next few steps. About this time, contractors/subcontractors will also be called in to complete the exterior of the building, further protecting the interior work that is about to take place.	Owner Builder or Contractor

N – Rough Electrical and Plumbing

ACTION	RESPONSIBLE PARTY
☐ **Complete the rough electrical and plumbing** ○ After the building has been completely framed out, specialty contractors will come in to complete rough electrical and plumbing work. This involves installing the pipes and wires where they need to go. Their job will not be completed at this point, but it helps to get the rough work in place so drywall, insulation and ceilings can go up.	Specialty Contractors or Subcontractors

O – Framing Inspection

ACTION	RESPONSIBLE PARTY
☐ **Request framing inspection. [insert link]**	Contractor Owner Builder Applicant

P – Plumbing Inspection

ACTION	RESPONSIBLE PARTY
☐ **Request plumbing inspection.**	Licensed Plumber

Q – Electrical Inspection

ACTION	RESPONSIBLE PARTY
☐ **Request electrical inspection.**	Licensed Electrician

R – Cooling Needs

ACTION	RESPONSIBLE PARTY
☐ **Address cooling needs.** o Once the building has exterior walls and a roof, install vents, ductwork, and cooling units.	Owner Builder or Contractor

S – Complete Interior

ACTION	RESPONSIBLE PARTY
☐ **Complete the interior.** ○ Upon any cooling work being completed, add insulation, any other electrical and plumbing, put up drywall and install ceilings (in this sequence).	Owner Builder or Contractor Licensed Electrician Licensed Plumber
☐ **Request drywall inspection. [insert link]**	Owner Builder or Contractor or Applicant

T - Painting

ACTION	RESPONSIBLE PARTY
☐ **Paint the walls.**	Owner Builder or Contractor

U – Install Fixtures

ACTION	RESPONSIBLE PARTY
☐ **Install all interior fixtures.** ○ Once the interior walls are up, all of the fixtures inside of a space can be added. This includes things like toilets, cabinets and doors. An electrician often comes out during this stage and finishes up adding outlets and lighting fixtures.	Owner Builder or Contractor Licensed Electrician Licensed Plumber

V - Finishing

ACTION	RESPONSIBLE PARTY
☐ **Complete finishing touches on the building.** ○ The last stage of the construction phase involves putting the finishing touches on the building. This involves installing flooring, putting countertops in or adding faucets in the bathrooms. Once this stage is done, the building process will be completed and you will be left with a beautiful building.	Owner Builder or Contractor

W – Install Driveway

ACTION	RESPONSIBLE PARTY
☐ **Install the driveway last.**	Owner Builder or Contractor
☐ **Request driveway permit?**	

X – Final Inspections

ACTION	RESPONSIBLE PARTY
☐ **Request all final inspections.** ○ Plumbing inspection ○ Electrical inspection ○ Building inspection is done last after the above two are done and PASSED.	Licensed Plumber Licensed Electrician Owner Builder or Contractor or Applicant

Y - Post-Construction Insurance Considerations

ACTION	RESPONSIBLE PARTY
☐ **Updated insurance policies?**	Homeowner

Z – Trusts and Deeds

ACTION	RESPONSIBLE PARTY
☐ **Creating trust funds?**	Homeowner
☐ **The deed?**	Homeowner

Appendix: Glossary of Rebuild Terms

Pre-Work: Initial preparation steps involving property owners to ensure compliance with county or federal guidelines before rebuilding begins.

Clear Lot: A property that has been cleared of debris and is ready for rebuilding or new construction.

Ineligible Debris: Debris that does not qualify for removal under certain assistance programs.

Debris Removal: The process of clearing debris such as driveways, trees, sidewalks, and walls from a property to prepare for construction.

Pre-Development Grant: Funding provided to assist with the initial stages of development, such as planning and design, before construction begins.

Builder's Risk Insurance: A specialized insurance that covers buildings under construction against damage.

Course of Construction Insurance: Insurance that provides coverage for construction projects against various risks, often overlapping with builder's risk.

Concept and Design: The initial phase of construction where the building's design is conceived and detailed plans or blueprints are created.

TMK (Tax Map Key): A property identification system used to search for land parcels and property details.

Blueprints: Detailed architectural drawings that guide the construction process, showing dimensions, layouts, and materials to be used.

Foundation: The base structure of a building that provides stability, typically made of concrete, and must be completed before other construction can proceed.

Contractor: A professional or firm responsible for overseeing construction projects, managing workers, and ensuring that the project meets all specifications and building codes.

Owner-Builder Permit: A permit that allows property owners to act as their own contractor, assuming responsibility for the construction project.

Clearing and Excavating: The process of removing obstacles from the land and preparing it for construction by leveling or grading.

Foundation Inspection: An official review of the poured foundation to ensure it meets building standards and codes.

Framing: The construction of the skeletal structure of a building, which forms the framework upon which the rest of the construction will be built.

Roof Installation: The process of adding a roof to the structure, providing protection from the elements, and completing the exterior shell.

Rough Electrical and Plumbing: The initial installation of electrical wiring and plumbing systems within the building, which is done before walls and ceilings are finished.

Heating and Cooling: The installation of HVAC (Heating, Ventilation, and Air Conditioning) systems to regulate the temperature and air quality inside the building.

Insulation: Material used within walls, ceilings, and floors to prevent heat loss or gain and improve energy efficiency.

Drywall: Panels used to create walls and ceilings inside the building, which are then painted or finished.

Interior Finishing: The final steps in construction, including painting, and installing fixtures, cabinets, doors, and other interior features.

Final Inspections: The last set of inspections, including plumbing, electrical, and building, to ensure the construction complies with all regulations and is safe for occupancy.

Driveway Installation: The creation of a paved or gravel access route from the street to the building.

Building Permit: Official authorization, required for construction, alterations, or demolition of buildings, ensuring compliance with local regulations.

Sweat Equity: The contribution of labor by homeowners, particularly in programs like Habitat for Humanity, where participants help build their homes or those of others.

Fire Resilience Materials: Construction materials designed to withstand fire, may qualify for FEMA reimbursement in some disaster recovery projects.

Upgraded Building Codes: New or revised building standards must be followed during reconstruction to improve safety and resilience.

Trust Funds: Financial accounts set up to manage funds for specific purposes, such as rebuilding efforts after a disaster.

Deed: A legal document that represents ownership of property.