

**Request for Permanent Reduction OR  
Permanent Increase of Licensed Premises  
CHECKLIST**

<b>SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:</b>	<b>Form Number</b>	<b>HLC Initial</b>
<input type="checkbox"/> Notification of Authorized Agent (if applicable)	LIQ-LIC-106	
<input type="checkbox"/> Request for Approval of Permanent Reduction <u>or</u> Permanent Increase of Licensed Premises	LIQ-LIC-127	
<input type="checkbox"/> Landlord Authorization for Increase of Licensed Premises (form must be submitted with an original signature)	LIQ-LIC-128	
<input type="checkbox"/> Provide a copy of the Lease Agreement and amendment showing increase by Landlord.		
<input type="checkbox"/> Current Floor Plan Drawn to Scale Must include the <b>current</b> licensed area outlined in “red” <input type="checkbox"/> New Proposed Floor Plan Drawn to Scale Must include the <b>proposed</b> area to be licensed outlined in “red” <input type="checkbox"/> Reduced 8-1/2”x11” copies of both floor plans (current and proposed) Must also include the current and proposed licensed areas outlined in “red”		
<input type="checkbox"/> If the proposed permanent extension is equal to or greater than 50% of the current licensed area, notification to the Chair of the respective neighborhood board is required. Provide <b>original</b> certified mail receipt of neighborhood board notification (postcard mailed back to you, the sender, as confirmation of receipt)  <i>For information regarding your Neighborhood Board, contact:</i> Neighborhood Commission Office <a href="http://www.honolulu.gov/nco">www.honolulu.gov/nco</a> Kapalama Hale, 925 Dillingham Boulevard, Suite 160, Honolulu, HI 96817 Phone: (808)768-3710 Email: <a href="mailto:nco@honolulu.gov">nco@honolulu.gov</a>		
Approval from one of the following: <input type="checkbox"/> Zoning Clearance – Dept. of Planning & Permitting (808)768-8000 <u>or</u> Dept. of Hawaiian Homelands (808)620-9590 <input type="checkbox"/> If your business is located in the Kakaako/Kalaheo Area, obtain Zoning Approval from HCDA (Hawaii Community Development Authority): (808)594-0300 Complete the HCDA Request for Zoning Clearance form <a href="http://dbedt.hawaii.gov/hcda/permits/">http://dbedt.hawaii.gov/hcda/permits/</a> <input type="checkbox"/> If your business is located at Aloha Tower, obtain Zoning Approval from Aloha Tower Development Corporation: (808)587-3651 79 S Nimitz Highway, Honolulu, Hawaii 96813  <i>Request may be submitted with Statement of Affirmation Form prior to receiving Zoning Clearance approval.</i>	LIQ-LIC-122  LIQ-LIC-140 Statement of Affirmation (optional)	

**Note: Any application that is inaccurate or incomplete will be returned.**  
**For questions about forms, please email: [liq-licensing@honolulu.gov](mailto:liq-licensing@honolulu.gov)**