

DEPARTMENT OF BUDGET AND FISCAL SERVICES

Adoption of Chapter 4-5-20  
City and County of Honolulu Administrative Rules

October 1, 2024

SUMMARY

Chapter 4-5-20, City and County of Honolulu Administrative Rules, entitled "Schedule of Fees for Real Property Tax Records" is adopted.

CITY AND COUNTY OF HONOLULU ADMINISTRATIVE RULES

TITLE 4

DEPARTMENT OF BUDGET AND FISCAL SERVICES

SUBTITLE 5

REAL PROPERTY ASSESSMENT DIVISION

CHAPTER 4-5-20 .

SCHEDULE OF FEES FOR REAL PROPERTY TAX RECORDS

Subchapter 1 General Provisions

§4-5-20-1 Purpose  
§4-5-20-2 Definitions

Subchapter 2 Schedule of Fees

§4-5-20-3 Schedule of Fees  
§4-5-20-4 Acceptable Forms of Payment

Subchapter 3 Exemption from Payment of Fees

§4-5-20-5 Exemption from Payment of Fees

Subchapter 4 Format and Transfer of Files

§4-5-20-6 Format  
§4-5-20-7 Transfer of Files

SUBCHAPTER 1

GENERAL PROVISIONS

**§4-5-20-1 Purpose.** Provide a schedule of fees relating to documents or records of the division that are open to public inspection. [Eff **OCT 21 2024** ] (Auth: ROH Article 6-11) (Imp: ROH Article 6-11)

**§4-5-20-2 Definitions.** For purposes of these rules, the following definitions apply unless the context clearly indicates or requires a different meaning.

"Division" means the Real Property Assessment Division of the Department of Budget and Fiscal Services of the City and County of Honolulu.

"Extract" means a copy of selected portions of documents or records that are open to public inspection.

"Certified copy" means an attestation by the division or its authorized representative that the reproduction is a true copy of the documents or records requested.

"Public records" means documents or records maintained by the division that are not confidential or protected from public disclosure by law.

[Eff **OCT 21 2024** ] (Auth: ROH Article 6-11) (Imp: ROH Article 6-11)

SUBCHAPTER 2

SCHEDULE OF FEES

**§4-5-20-3 Schedule of fees.** (a) Fees set forth in the foregoing table entitled "Fee Schedule (10/1/2024)" will apply to public requests for documents or records maintained by the division.

Fee Schedule (10/1/2024)

Item	Fee Amount (\$)
Request for public data (bulk file)	250.00/file
Certification of public data	5.00/file
Copy of maps, plans, diagrams	5.00/unit
Certification of maps, plans or diagrams	Per ROH §6-11.1(k)
All map files of O'ahu	750.00
Searches of real property tax records	Per ROH §6-11.1(m)
City-provided medium:	
USB flash drive 4gb	10.00/flash drive
Compact disc	2.00/CD
Compact disc 650MB (approx. 3,000 maps)	.35/TMK

(b) Fees for items listed in the "Fee Schedule (10/1/2024)" table must be paid before any documents or records are furnished by the division. [Eff **OCT 21 2024**] (Auth: ROH Article 6-11) (Imp: ROH Article 6-11)

**§4-5-20-4 Acceptable forms of payment.** (a) Payments can be made by cash or checks made payable to City and County of Honolulu. [Eff **OCT 21 2024**] (Auth: ROH Article 6-11) (Imp: ROH Article 6-11)

SUBCHAPTER 3

EXEMPTION FROM PAYMENT OF FEES

**§4-5-20-5 Exemption from payment of fees.** The public may request an exemption from the payment of fees for documents or records under ROH Article 6-11 or other laws. Exemption requests must be made in writing and must specify the applicable ordinance or other laws that allow the exemption. [Eff **OCT 21 2024**] (Auth: ROH Article 6-11) (Imp: ROH Article 6-11)

## SUBCHAPTER 4

### FORMAT AND TRANSFER OF FILES

**§4-5-20-6 Format.** Public data files may be produced in a LIS format or text file. The requestor is responsible for converting the data files into its preferred readable format. [Eff **OCT 21 2024** ] (Auth: ROH Article 6-11)  
(Imp: ROH Article 6-11)

**§4-5-20-7 Transfer of files.** (a) Documents or records may be given to the requestor through one of the following methods upon written request:

- (1) Electronic mail attachment
- (2) Cloud storage services
- (3) File transfer protocol (FTP)
- (4) USB flash drive

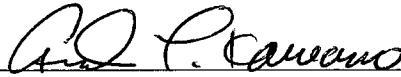
(b) Such electronic transfers may depend on the requirements, speed and security established by the person requesting the documents or records.

(c) The person(s) requesting any of the methods described in (a) above is responsible for any costs and security measures associated with setting up the transfer of documents or records. [Eff **OCT 21 2024** ] (Auth: ROH Article 6-11) (Imp: ROH Article 6-11)

DEPARTMENT OF BUDGET AND FISCAL SERVICES

Chapter 4-5-20, City and County of Honolulu Administrative Rules, on the Summary Page dated October 1, 2024, were adopted on October 1, 2024, following a public hearing held on September 30, 2024, after public notice was given in the Honolulu Star Advertiser on August 28, 2024.

The adoption of chapter 4-5-20 shall take effect ten days after filing with the Office of the City Clerk.



Andrew T. Kawano, Director  
Department of Budget and Fiscal  
Services  
City and County of Honolulu

APPROVED:



Rick Blangiardi, Mayor  
City and County of Honolulu

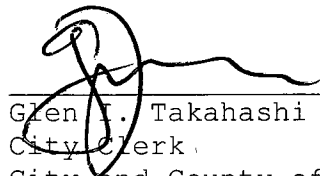
Dated: 10/9/24

APPROVED AS TO FORM:



Deputy Corporation Counsel  
City and County of Honolulu

FILED:



Glen T. Takahashi  
City Clerk  
City and County of Honolulu