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# A BILL FOR AN ACT

RELATING TO STATE DEPARTMENTS.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

- 1           SECTION 1. Chapter 26, Hawaii Revised Statutes, is amended  
2 by adding a new section to part II to be appropriately  
3 designated and to read as follows:
- 4           "§26-       State departments; license and permit operations  
5 manual; requirements. (a) Any department covered under this  
6 chapter that issues a license or permit shall prepare and employ  
7 a license and permit operations manual for use by department  
8 staff to evaluate, approve, or disapprove any license or permit  
9 issued by the department. The department license and permit  
10 operations manual shall cover all licenses or permits issued by  
11 all agencies under, or administratively attached to the  
12 department.
- 13           (b) The department license and permit operations manual  
14 shall include:
- 15           (1) A description of each type of license or permit issued  
16 by the department and any subordinate or attached  
17 agency, including all permitted activities allowed  
18 under each license or permit;



- 1        (2) Qualification requirements, prerequisites, or any  
2            other condition required of applicants for a license  
3            or permit;
- 4        (3) Method and criteria used by a department to evaluate  
5            an applicant for a license or permit;
- 6        (4) Standards for approving and disapproving a license or  
7            permit;
- 8        (5) Specific department divisions, offices, or staff  
9            responsible for processing, evaluating, approving or  
10           disapproving, or issuing a license or permit described  
11           under paragraph (1);
- 12       (6) License and permit timelines, including filing  
13           deadlines, notification requirements, decision-making  
14           deadlines, and any specific deadline that triggers an  
15           automatic approval or disapproval by operation of law;  
16           and
- 17       (7) Filing, document, processing, administrative, late, or  
18           any other fees or other changes regarding a license or  
19           permit."

20        SECTION 2. All license and permit operations manuals  
21 required under this Act shall be in operational use  
22 by



1 SECTION 3. The governor shall submit a report to the  
 2 legislature, no later than twenty days prior to the convening of  
 3 the 2011 regular session, regarding the progress or completion  
 4 of every department's license and permit operations manual.

5 SECTION 4. New statutory material is underscored.

6 SECTION 5. This Act shall take effect upon its approval.  
 7

INTRODUCED BY:

*[Handwritten signatures and names]*

*[Signature]*  
*[Signature]*  
**ANDREW**  
*[Signature]*

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JAN 26 2010



**Report Title:**

State Departments; Licenses and Permits; Operations Manual

**Description:**

Requires all departments to have a written license and permit operations manual that serves as the department staff guide for the evaluation, approval, and disapproval of all department and attached agency issued licenses and permits. Requires the governor to submit a report to the legislature regarding the progress or completion of every department license and permit operations manual.

*The summary description of legislation appearing on this page is for informational purposes only and is not legislation or evidence of legislative intent.*

