



INFORMATION BULLETIN NO. 110 (Revised December 20, 2013)

BUILDING PERMIT INFORMATION INTRODUCTION Part A

City Planning & Development Department - Development Services (CPD-DS)

City of Kansas City, Missouri

www.kcmo.gov/planning

(816) 513-1500

Introduction: This information bulletin is furnished for the purpose of expediting the City's review of plans and specifications submitted for commercial building permits issued by the City Planning and Development Department - Development Services (CPD-DS). Approval of the plans depends upon the accuracy and completeness of the submitted plans by the owner's design professional in responsible charge. Please use the checklist to ensure completeness of the submittal. For 1 & 2 Family Residential Project applications, see [Information Bulletin 100](#). If you have any questions about this application process, please contact our Permits Division.

This Information Bulletin contains 4 additional parts for use as follows (note that these are published as separate documents):

[IB110 Part B Building Permit Review Agencies and Contact Information](#) - reference [IB110 Part C Building Permit Checklist](#) - Items required to be shown on plans submitted for review.

[IB110 Part D Application for Building Permit](#) – Form required to accompany the building permit plan submittal.

[IB110 Part E Building Permit Plans Resubmittal](#) – Form required to accompany all building permit resubmittals.

Development Assistance Team: The Development Assistance Team (DAT) is an optional service available prior to the formal development submittal process at no additional fee. A DAT meeting is designed to provide preliminary information about the development of your specific site and a complete schedule of applications and approvals required for the project. Representatives from all City departments involved in the development process related to your project will participate. Contact Jim Hedstrom, Projects Coordinator, Business Assistance Center, at (816) 513-2852, for information on scheduling a DAT meeting.

On-line data access: All building permit processes, from initial application through plans review, permitting and inspection may be monitored online via KIVANET. Once you have submitted your application for development permit plans review, the assigned project number may be used to access all related records. A KivaNet link is available on our Department homepage www.kcmo.gov/planning. The direct phone number and email link for the staff member associated with each activity signoff are provided for easy reference.

PLAN PREPARATION

Design Professional in Responsible Charge: All building permit applications shall have a designated **Design Professional in Responsible Charge (DPRC)** who is responsible to ensure that the construction plans are complete and in compliance with applicable regulations, standards, laws and ordinances; and, shall review and coordinate submittal documents prepared by the owner's design team, including resubmittals, phased submittals and deferred submittals for building permit plans review, for compatibility with the design of the building.

Plans: Drawings shall be of such size necessary to provide legible text, dimensions and details. Plans submitted for permit review by the City shall be completed 'For Construction' documents. Plans including the phrase 'Preliminary - Not For Construction' will not be accepted for permit review. This requirement is necessary to expedite your project through the City's plans review procedures and save unnecessary delays caused by review of construction plans that are incomplete and not for construction.

Professional Designer's Seals: All plans, specifications, calculations, soils reports and storm drainage studies must bear the non-photocopied seal of an architect or engineer registered to practice in the State of Missouri on the first sheet of each design discipline (Exception: Three (3) sets of required plans shall bear non-photocopied seals – additional required sets may bear photocopied seals).

The use of an architect's or engineer's seal shall be in accordance with Missouri Statute. The use of an architect's seal for engineering work is limited to "engineering work as is incidental and necessary to the completion of" the associated architectural work. The use of an engineer's seal for architectural work is limited to "architectural work as is incidental and necessary to the completion of" the associated engineering work. "Incidental practice" is generally construed to apply to design which is a small part of a larger project, is simple in complexity, and for which the designer is qualified.

Fire protection design documents shall bear the non-photocopied seal of an engineer registered in the state of Missouri. Where the fire protection system design is shown on plans sealed by a Missouri-registered engineer, the fire protection shop drawings may be prepared by a NICET Level III certified engineering technician, provided that the engineer-of-record indicates his/her review and approval of the shop drawings via an acceptance stamp on the shop drawings.

DESIGN DOCUMENT & APPLICATION SUBMITTAL

Required Plans and Design Documents: The initial submittal shall include a completed the [IB110 Part D Application for Building Permit](#), and a minimum number of drawing sets as follows:

- New buildings and building additions -- **six (6) sets**
- New buildings or building additions in planned zoning districts, including SR and URD districts -- **eight (8) sets**
- Tenant finish projects not requiring review by other City departments -- **three (3) sets**
- Site grading and excavation -- **three (3) sets (Note: Scale shall be not less than 1:60)**
- Site improvements (parking lots, parks, playgrounds, etc.) -- **five (5) sets**
- Communications Towers -- **five (5) sets**
- Floodplain Development Permit – **three (3) sets**

In addition to the required building plans:

- Specifications - **two (2) sets** [three (3) sets for properties on the Historic Register];
- Structural calculations - **one (1) set**;
- Soils report - **one (1) set**;
- Certified modular building plans, prefabricated metal building plans, precast concrete building plans and truss design plans [as required] - **two (2) sets**; and,
- Storm drainage studies - **three (3) sets** (Note: A letter addressing stormwater runoff prepared and sealed by the DPRC may be accepted in lieu of a storm drainage study for minor projects.)

Electronic Submittal Option: An option for electronic submittal of design documents and application forms is available. See complete information via the 'Electronic Plan Submittal' link on our Department homepage www.kcmo.gov/planning.

Express Review Option: Minor projects may be eligible for submittal and plans review by appointment via an 'express review'. Please reference Information Bulletin No. 115 – Scheduled Express Review for more information.

Submittal: Building permit applications shall be directed to:

City Planning and Development Department - Development Services

Attn: Sy Noorbakhsh, C.B.O., Supervisor of Plans Management

Permits Division, Plans Management Branch

414 E 12th Street, 5th Floor

Kansas City, Missouri 64106

e-mail: sy.noorbakhsh@kcmo.org

Telephone:(816) 513-1500

FAX:(816) 513-1457

PLANS MANAGEMENT BRANCH / QUALITY CONTROL REVIEW

Upon receipt of a building permit application, the Plans Management Branch (PMB) will perform a **Quality Control Review (QCR)** of the project documents. For some applications, an in-person meeting for the Quality Control Review (QCR) may be required. In such cases, upon filing of the permit application, PMB staff will immediately coordinate and schedule a QCR meeting with the applicant contact of record.

Upon completion of the QCR the applicant will be informed immediately if the plans are incomplete and will be informed of the minimum information required to allow the plans to be accepted for review. The applicant will also be informed if additional sets of plans will expedite plans review by allowing all applicable City departments to begin review immediately.

CRITICAL QCR ITEMS TO START PLANS REVIEW: The following items shall be included in the initial application design submittal package (as applicable). **The detailed plans review approval process will not commence until these items have been received and accepted by QCR.**

- a) Completed application form Part C of this checklist, certified by signature of the project DPRC.
- b) Minimum number of plan sets as specified above. Building Code information such as construction type, occupancy group, and applicable codes.
- c) Construction valuation information for scope of work, and payment of applicable plan review fee (see fee information below).
- d) When applicable, site plan showing location & dimensions of all property lines and legal description of the property.
- e) Storm water drainage design information.
- f) Design information regarding control & maintenance of erosion, sedimentation within the project boundaries at all times during construction period.
- g) Location & size of water mains, point of service connection lines to sewer, water mains, and location of backflow prevention devices.
- h) Location of existing and proposed fire hydrants.
- i) Location of sanitary sewer sampling manhole.
- j) Deferred submittal letter for items being deferred (See [Information Bulletin No. 144 for details](#)).
- k) Application for issuance of floodplain development permit when work is proposed in the 100-yr regulatory floodplain.
- l) A completed Health Department Plan Review Audit Form (<http://www.kcmo.org/health/pdf/planreviewauditformfinal.pdf>) for food service establishments.
- m) Structural calculations and soils report where applicable.

To avoid potential delays in building permit issuance, please submit any required Public Improvement Plans, especially the Site Disturbance Permit Plans, at the same time as your building permit application. See details below.

CPD-DS will route the plans to all applicable City departments for review and forward departments' comments to the applicant as they become available. Upon full or partial approval from all City departments, CPD-DS will contact the applicant to make the applicant aware of the availability of building permits. Requests for partial or conditional permits may be considered upon completion of initial plans review by all City departments involved in the project. Please reference Information Bulletin No. 123-Obtaining Partial and Conditional Building Permits for more information.

RESUBMITTAL

Resubmittal of Plans: All resubmittals shall include a completed CPD-DS Building Permit Plans Resubmittal Form (Part E); and a letter signed by the design professional in responsible charge, identifying the project name, address and control number, and keying your responses to the specific plans review comments of the City departments. One set of drawings is required for each reviewer's comments being addressed by the resubmittal, with a minimum of three (3) sets. You may contact the Plans Management Branch, (816) 513-1500, to inquire about the required number of revised drawing sets prior to making a resubmittal.

You are encouraged to contact each plans examiner to clarify the requirements of their review, but no approvals may be received without resubmitting required plans or other documents through the owner's DPRC and CPD-DS for incorporation into the approved building permit plans. Please reference Information Bulletin No. 133 – Guidelines for Plans Review Resubmittal for more information.

Review Comment Resolution: If a resubmittal to previous plans review comments is not approved, your plans examiner will conduct a review comment resolution (RCR). The plans examiner will consult with their supervisor and then contact you to ensure that there is a full understanding of the requirements of the noted plans review comments and resolve any questions you may have concerning achieving compliance with the Code of Ordinances.

PERMITS / FEES

Permit and Licensing Requirements: Upon approval of the submitted plans, the applicant shall obtain the building permit for the project. The building permit applicant must be the property owner, property owner's representative (e.g. architect or engineer), or the general contractor. All contractors are required to have a valid business license as issued by the Business License Division of the Finance Department. Permits for electrical, plumbing, mechanical, fire sprinkler, refrigeration, pipefitting, elevator, and sign installation for the project shall be obtained by the licensed trades contractor performing the work as required by section 18-14, Chapter 18, KCBRC, Code of Ordinances.

Permit Fees: Building permit fees are based upon the value of the work. A plan review fee of 1/2 the building permit fee (based on building permit valuation only, including site work) is required when the plans are submitted for initial review. The fee schedule and fee calculator is available on our Department homepage www.kcmo.gov/planning.

Partial permit fees shall be determined as separate permit fees and not as supplemental permit fees. Dividing a job into two or more partial permits will result in higher total permit fees than one full permit. Resubmittal plans review fees of one-eighth of the total permit fee, maximum \$263.00, shall be due when identified as required by the plans reviewer due to previously identified deficiencies remaining uncorrected on subsequent submittals.

RELATED APPLICATIONS

The applicant is advised that additional permits/licenses may be required from other City departments outside of this plans review submittal. Specifically, air quality permits issued by the Health Department and wastewater discharge permits issued by the Water Services Department require separate applications and additional processing time for approval. Please reference the requirements for related permits and contact those City departments, as applicable, to reduce project delays.

Public Improvements: Plans for public improvements not associated with a building permit application are to be submitted via separate application. Submit plans for all public improvements to the appropriate department for review, approval and permit issuance. Plans for public improvements shall be delivered to the following departments:

1. Public street, curb, sidewalk, storm, sanitary sewer construction plans and land disturbance permit plans are reviewed and permitted by CPD-DS Land Development Division, (816) 513-2551, 5th Floor City Hall, 414 E. 12th Street, Kansas City, MO 64106. Include the Public Infrastructure Plan Submittal Checklist, Information Bulletin No. 159.
2. Water main construction or extensions and fire hydrant installations are reviewed and permitted by the Water Services Department, Engineering Division, Water Main Extensions, Systems Engineering Division, Joseph Calzarano, (816) 513-0315, 4800 East 63rd Street, Room 201, Kansas City, Missouri 64130.

Site Disturbance Permits: For projects with disturbed areas of one acre or more, the Code of Ordinances prohibits the issuance of building permits prior to the issuance of a site disturbance permit. Therefore, in order to accept building permit applications, the site disturbance permit application shall be submitted as a separate application at the same time. Delays in submitting the site disturbance application will lead to delays in issuance of the building permit for the project. For the required design information, please reference the Public Infrastructure Plan Submittal Checklist, Information Bulletin No. 159.

Arterial Street Impact Fees: Arterial street impact fees shall be paid prior to issuance of any temporary or permanent certificate of occupancy. Please reference Chapter 39, Arterial Street Impact Fees, Code of Ordinances, Section 39-3, Applicability and Exemption, for more information.