



**FAX PERMIT PROCESS  
INFORMATION BULLETIN NO. 109  
(August 20, 1996 – Revised May 1, 2009)**

City Planning & Development Department – Development Services  
City of Kansas City, Missouri      <http://www.kcmo.org/codes/>

The City Planning & Development Department - Development Services (CPD-DS) can process your permit application by FAX with payment by credit card (Visa, Mastercard, Discover and American Express). This service is offered as a convenience to our customers in our continuing effort to provide prompt, accurate and courteous service.

**This service may be utilized in obtaining electrical, mechanical and plumbing permits, building permits for new one and two family residences with an approved master plan number, fast-track sprinkler permits, and building permits for swimming pools and decks.**

Please follow the following procedure if you would like to use this service:

1. Fill out the attached FAX permit application.
2. Fill out the attached Credit Card Authorization form. A completed form is required for each permit application.
3. FAX both forms to the City Hall Permit Center at (816) 513-1456.

Once your application is received at the City Hall Permit Center, it will be processed and active by the end of the next business day. When we have completed processing your application, we will FAX you a validated copy of the permit, and you may begin work and request inspections.

Please feel free to contact our office at 816-513-1500, option 3, if you have any further questions or comments on this procedure. We hope this will be an added convenience for you.



# CITY OF KANSAS CITY, MISSOURI

## FACSIMILE PERMIT APPLICATION

City Planning & Development Department  
 Development Services  
 5th Floor City Hall  
 414 E. 12th St.  
 Kansas City, MO 64106

Permit Center (816) 513-1500 Option 3  
**To Fax Permit Applications (816) 513-1456**  
 Inspections Office (816) 513-1500 Option 2

To Fax Inspection Requests: (816) 513-1536  
 24-hour Inspection Hotline: (816) 513-1500 Option 1

PROJECT ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_ PERMIT NO.: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ BUILDING USE: \_\_\_\_\_

PERMIT TYPE: \_\_\_\_\_ TYPE OF WORK: \_\_\_\_\_

APPLICANT:					
NAME			ADDRESS		
CITY	STATE	ZIP	PHONE	FAX	
CONTRACTOR LICENSE NO.:			OCCUPATIONAL LICENSE NO.:		

ZONING DISTRICT: \_\_\_\_\_ OCC GROUP: \_\_\_\_\_ CONST. TYPE: \_\_\_\_\_

BCBA/BZA CASE NO.: \_\_\_\_\_ DANG. BLDG. CASE NO.: \_\_\_\_\_ CONTROL NO.: \_\_\_\_\_

PLOT PLAN: \_\_\_\_\_ LEGAL DESCRIPTION: \_\_\_\_\_

VOL.: \_\_\_\_\_ PLAT.: \_\_\_\_\_ PARCEL: \_\_\_\_\_ SUBDIV.: \_\_\_\_\_

SIDEWALK SQ. FT.: \_\_\_\_\_ DRIVEWAY SQ. FT.: \_\_\_\_\_ INSURANCE EXPIR. DATE: \_\_\_\_\_

NO. OF STORIES: \_\_\_\_\_ GROSS BUILDING AREA: \_\_\_\_\_ DWELLING UNITS: \_\_\_\_\_

DESCRIPTION OF THE WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VALUE OF WORK: \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_

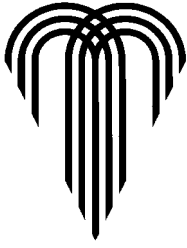
APPLICANT: I, \_\_\_\_\_, \_\_\_\_\_, hereby certify that I am the  OWNER  AGENT FOR THE  
PRINT NAME POSITION

OWNER, and affirm the above statements as true and correct and also agree to comply with the provisions of the Building Code and other ordinances and laws.

\_\_\_\_\_  
 SIGNATURE OF APPLICANT DATE \_\_\_\_\_

PERMISSION FOR ABOVE DESCRIBED WORK IS HEREBY GRANTED  _____ DATE _____ FOR THE BUILDING OFFICIAL
--

**THIS FORM IS A PERMIT ONLY  
 WHEN VALIDATED HERE**



# Credit Card Authorization

CITY PLANNING & DEVELOPMENT DEPARTMENT  
City Of Kansas City, Missouri

## American Express, Discover, Mastercard and Visa Accepted

Permit Center: FAX (816) 513-1456 (Permits, Reinspection, Contr. Licensing & Registration)  
Plans Review: FAX (816) 513-1484 (Code Modification Requests, Permits, Elevator Inspections)  
Business Services: FAX (816) 513-1457 (BFCBA, Returned Checks, Newsletter)

Project Name/Address: \_\_\_\_\_

Card Holder Name (as it appears on front of card): \_\_\_\_\_

Account No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I hereby authorize the City Planning & Development to charge the credit card listed above in the amount of \$\_\_\_\_\_. This charge is for fees or services and is accepted by City Planning & Development in good faith. Should I have any questions concerning credit card charge(s) made to my account, I will make every attempt to resolve the issue directly with City Planning & Development, (816) 513-1500.**

This charge is authorized for payment of the following (check all applicable):

- |   |   |
|---|---|
| <input type="checkbox"/> Fax Permit                             | <input type="checkbox"/> Code Modification Request (CMR)        |
| <input type="checkbox"/> LSR Permit                             | <input type="checkbox"/> Contractor Licensing & Registration    |
| <input type="checkbox"/> Bldg/Fire Code Brd Of App. (BFCBA)     | <input type="checkbox"/> Encroachment Ordinance Request         |
| <input type="checkbox"/> Board of Zoning Adjustment             | <input type="checkbox"/> Landmarks                              |
| <input type="checkbox"/> Certificate of Qualification           | <input type="checkbox"/> Periodic Inspections (elevators, etc.) |
| <input type="checkbox"/> Certificate of Supervisor Registration | <input type="checkbox"/> Reinsp'n Fee - Prmt # _____            |
| <input type="checkbox"/> Cert. Legal Non-Conf. Use (CLNU)       | <input type="checkbox"/> Returned Check Fees                    |
| <input type="checkbox"/> City Plan Commission                   | <input type="checkbox"/> Other                                  |
| <input type="checkbox"/> Code Compliance (zoning) Letter        |   |