



**Review/Certification of One- and Two-Family Dwelling Plans
INFORMATION BULLETIN NO. 103**

April 1, 1996 (Revised August 23, 2005)

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

City Planning & Development – Development Services (CPD-DS) requires building plans to be reviewed for all building permit applications for one- and two-family dwellings. (See CPD-DS Information Bulletin No. 100, Requirements for Plan Review Submittal, One- and Two-Family Dwellings.)

As a customer service initiative, certified plans will be accepted in lieu of plan review by CPD-DS staff. Plans shall be reviewed and certified as meeting the requirements of applicable Kansas City building codes and ordinances by a registered professional engineer, a registered architect, or a professional building designer certified by the National Council of Building Design Certification. The attached certification form shall be completed and submitted with the plans if exercising this option.

Should you have any questions on this process, please contact the Division Manager of Plans Review or the Supervisor of Residential Plans Review, at 513-1500 (Option 5).

TO: City Planning & Development – Development Services
Division of Plans Review
324 E. 11th Street, 2nd floor
Kansas City, Missouri 64106
Office: (816) 513-1500 (Option 5)
FAX: (816) 513-1505

RESIDENTIAL PLAN CERTIFICATION STATEMENT

Re: Project Address (N/A if Master Plan): _____

Master Plan Name and/or Number (if applicable): _____

I certify that, to the best of my knowledge, the above-referenced residential plans meet the requirements of the Kansas City Building and Rehabilitation Code and the requirements outlined in CPD-DS Information Bulletin 100, Requirements for Plan Review Submittal, One- and Two-Family Dwellings.

Signature: _____ Date: _____

Name: _____

Address: _____

Phone Number: _____

Architect, Engineer, or Certified Professional Building Designer Seal: