



## **SCHEDULED EXPRESS REVIEW**

**INFORMATION BULLETIN NO. 115** (April 10, 1997 - Revised October 24, 2005)

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

City of Kansas City, Missouri

<http://www.kcmo.org/codes/>

Scheduled Express Review is available for those projects which require limited plans review time and little or no review by other City departments. Eligibility for Scheduled Express Review is determined by CPD-DS Plans Review staff based upon the complexity of the review and availability of staff to perform the review. Generally, tenant finishes, minor building additions, one- and two-family dwellings, surface parking lots, grading, minor structural alterations, fire sprinkler systems, and similar projects which require approved plans are eligible for Scheduled Express Review. Please contact CPD-DS's Code Question Line, (816) 513-1511, with any questions concerning the eligibility of a specific project for this service.

This service offers the benefit of a one-stop permit or a complete list of items which require further clarification "on-the-spot" while the applicant is with the plans examiner. Architects and engineers for the project may "red line" plans and make changes during Scheduled Express Review to satisfy code requirements and obtain a permit. For those projects which may be required to be routed to other City departments for approval prior to issuance of permits, the benefit of this program is the applicant is aware of CPD-DS's plans review comments immediately and, therefore, has more time to prepare and submit required clarifications and revisions.

Please reference **Information Bulletin No. 100-Requirements for Plan Review Submittal, One and Two Family Dwellings** or **Information Bulletin No. 110-Checklist for Building Permit Plans Review Submittal**, for commercial projects, as appropriate, to ensure that plans are complete and that all required information is provided for review.

Scheduled Express Review may be scheduled through CPD-DS's Plans Review Division by calling (816) 513-1500 (Option 5). The Scheduled Express Review fee for one- and two-family dwellings is \$24.00, in addition to the building permit fee. Commercial projects are charged \$60.00, in addition to the building permit fee.



CPD-DS SCHEDULED EXPRESS PLANS REVIEW FORM

<b>Project Information</b>														
Control Number:						Date:								
Project Name:														
Project Address:						Suite/Floor:								
Scope of Project:														
Parent Control/Permit Number:														
<b>Applicant Information (Please provide the name of the person who will be signing the permit)</b>														
Applicant/Company Name:														
Contact Person:						Position:								
Address:				Suite/Floor:										
City:			State:			Zip:								
Phone:			Fax:			e-mail:								
<b>Permit Valuation</b>														
Total Project Value (Bldg, Site Work, M, E, P & Fire Sprinkler): \$														
Bldg Value: \$				+ Site Work Value: \$				= Bldg Permit Value: \$						
Plbg Value: \$						Mech Value: \$								
Elect Value: \$						Fire Sprklr Value: \$								
<b>Plans Review Activities (Plans Review Comments Printed from KIVA, White Sheet Notes in KIVA Quantities – CRBLDGINFO, CPFEEDATA and CPPRMTINFO)</b>														
1 <sup>st</sup> Review Date:						1 <sup>st</sup> Review Disposition:								
Resubmittal Date:						Resubmittal Disposition:								
Changes to Prev Appd Plans – Prmt #:						Changes to Prev Appd Plans Disposition:								
NS		ST		ME		EL		PL		FP		ZN		SPK
Scope of Work Permit per Letter Dated:														
<b>Permit Conditions of Approval (check as required) (Conditions of Approval noted are entered in the KIVA Conditions of Approval for this Control Number)</b>														
<input type="checkbox"/> Special Inspections required.														
<input type="checkbox"/> Conditional/partial permit per letter dated:														
<input type="checkbox"/> Submit complete design package for review and approval prior to fabrication/installation of:														
<input type="checkbox"/> Other Condition of Approval:														
Occupant Load Certificates – number required?														
<b>Permit Scope of Work:</b>														
Occupancy Group:						Construction Type:								
Tenant Finish Area:						Zoning:								
Model code package: IBC 2000 ed.						Other:								
<input type="checkbox"/> Scheduled Express Review Fee: \$60.00														
<input type="checkbox"/> Stamping Additional Sets of Approved Plans Fee: \$14:00														
<b>PMB Route Plans to City Departments Listed:</b>														
Ready to Write Date:						Bin #:			Plans Examiner:					