



Obtaining Partial and Conditional Building Permits

INFORMATION BULLETIN NO. 123

(June 24, 1998 – Revised November 9, 2005)

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

City of Kansas City, Missouri

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

The City Planning & Development - Development Services's (CPD-DS) Partial and Conditional Building Permit procedure is offered to allow construction to proceed at the owner's risk prior to obtaining full approval of the submitted plans. This Information Bulletin should be used along with **Information Bulletin No. 110, Checklist for Building Permit Plans Review Submittal**.

The CPD-DS Plans Management Branch monitors the progress of the plans review approval process for each project. As approvals and requests for clarifications are received from the City departments, CPD-DS contacts the permit applicant to make the applicant aware of the availability of building permits. Each City department involved in the plans review process will give full approval, partial approval or no approval for partial or conditional building permits after completion of the first review of the submitted plans. When the plans review comments and requested clarifications from City department reviews do not affect critical design parameters, such as the location of the building on the site, the City department will typically give partial approval. When all City departments have completed the first plans review and have given either full or partial approval for issuance of building permits, the Plans Management Branch or the CPD-DS plans examiner will notify the permit applicant of the opportunity to obtain partial or conditional building permits. In most cases, this procedure allows work to begin on the project within 30 days of plans submittal.

Partial permits are permits for portions of the project which have received plan approval and are issued before the full project is approved and typically may include:

- Site grading
- Foundation/basement excavation
- Building footing and foundation
- Building Shell

Note: 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. Because the project is still in review for approval of the full building permit, the applicant is required to bring in two additional sets of building permit plans for issuance of the requested partial building permit.

Conditional permits are full or partial building permits issued to allow construction to proceed with the stipulation that certain conditions will be met prior to a certain event or date (i.e., rezoning and/or platting completed by a certain date, submission and approval of roof truss package prior to erection, etc.).

In order to obtain a partial or conditional building permit, the owner or the owner's representative shall request such permits by letter to the Director of Codes Administration. The request letter shall state the following:

- The type of permit being requested;
- Acknowledgment of the outstanding plans review stipulations;
- The referenced date by which these stipulations will be satisfied;
- The owner's acknowledgment that issuance of a partial or conditional building permit at owner's risk provides no assurance that either a Certificate of Occupancy will be issued or that final project approval will be granted by CPD-DS; and,
- That in the event final approval for the project cannot be obtained, the owner will be responsible to return the site to the condition prior to commencement of construction.

The CPD-DS Plans Examiner assigned to your project will assist you with information required in the letter. The draft letter formats attached to this Information Bulletin may be used in preparing your request for partial or conditional building permit.

Once the partial or conditional building permit has been issued, the Plans Management Branch will monitor the status of the stipulations and conditions applicable to the project to ensure satisfactory completion of the stipulations or conditions. Failure to complete identified stipulations or conditions in a timely manner may result in a stop-work order at the project site, therefore it is essential that the permit applicant also monitor the status of the conditions and stipulations to avoid unnecessary delays in the completion of the project.

Please contact the Plans Management Branch, (816) 513-1500 (Option 4), if you have any questions regarding this procedure.

Standard Partial Building Permit Request Draft Letter Form

(date)

City Planning & Development - Development Services
Building Official
attn: Sy Noorbakhsh, Plans Management Branch Supervisor
324 East 11th Street, 2nd Floor
Kansas City, Missouri 64106

Re: Request for Partial Building Permit
(project name)
(project address)
(project control number)

Dear Building Official:

As the [owner] [or authorized representative of the owner] on the above referenced project, I am requesting that a partial [grading, footings & foundations, building shell, etc.] building permit be issued for this project. I must provide you with acknowledgment from my special inspector (s) (if required) that he will perform special inspections as required by the code; and the special inspector(s), general contractor, and I must attend a Special Inspection Pre-construction Meeting with the Supervisor of Special Inspections, City Planning & Development - Development Services (CPD-DS). I also understand that in order to expedite issuance of the partial building permit, stipulations were noted on the approved plans and that I am responsible for satisfying those stipulations as they apply to work included in the partial permit. Briefly, those stipulations are as follows:

- 1.
- 2.

These stipulations shall be met prior to ____/____/____. I understand that I am responsible for notifying CPD-DS in writing of the completion of these conditions and that failure to comply with these stipulations by this date will result in a stop work order at the project and that no work shall proceed until the stipulations are met.

Finally, I understand that the issuance of a partial building permit at my own risk provides no assurance that either the permit for the entire building will be issued or that a Certificate of Occupancy will be granted. In the event that I cannot obtain final approval for the project, it will be my responsibility to return the site to its condition prior to commencement of construction.

Sincerely,
(signature)
(print name)
(position)

Note: A signed copy of this letter printed on the owner's or the owner's representative's letterhead is required to be submitted prior to issuance of the building permit.

Standard Conditional Building Permit Request Draft Letter Form

(date)

City Planning & Development - Development Services
Building Official
attn: Sy Noorbakhsh, Plans Management Branch Supervisor
324 East 11th Street, 2nd Floor
Kansas City, Missouri 64106

Re: Request for Conditional Building Permit
(project name)
(project address)
(project control number)

Dear Building Official:

As the [owner] [or authorized representative of the owner] on the above referenced project, I am requesting that a conditional [grading, site improvements, surface parking facility, building shell, full, interior tenant finish, etc.] building permit be issued for this project. I also understand that in order to expedite issuance of the conditional building permit, conditions were noted on the approved plans and that I am responsible for satisfying those conditions as they apply to work included in the conditional permit. Briefly, those conditions are as follows:

- 1.
- 2.
- 3.

These stipulations shall be met prior to ____/____/____. I understand that I am responsible for notifying CPD-DS in writing of the completion of these conditions and that failure to comply with these stipulations by this date will result in a stop work order at the project and that no work shall proceed until the stipulations are met.

Finally, I understand that the issuance of a conditional building permit at my own risk provides no assurance that either a Certificate of Occupancy will be issued or that final project approval will be granted by City Planning & Development - Development Services (CPD-DS). In the event that I cannot obtain final approval for the project, it will be my responsibility to return the site to its condition prior to commencement of construction.

Sincerely,
(signature)
(print name)
(position)

Note: A signed copy of this letter printed on the owner's or the owner's representative's letterhead is required to be submitted prior to issuance of the building permit.