

# City Planning and Development Department – Development Services

Building Permit Application, Plans  
Review, Inspections and  
Certificate of Occupancy  
Procedures

# Step 1:

## Information Bulletin No. 110 - Checklist for Building Permit Plans Submittal

- ◆ Complete information on plans submittal requirements
- ◆ Comprehensive listing of City department contacts
- ◆ available on line at [www.kcmo.org/codes](http://www.kcmo.org/codes)
- ◆ Required to be completed by Design Professional in Responsible Charge

# Step 2: Quality Control Review

- ◆ Non-technical review conducted to verify completeness of the submittal
- ◆ Based upon Certified Checklist
- ◆ Completed within 2 working days of submittal to CPD-DS
- ◆ Expedites review by ensuring that first review results in technical comments
- ◆ Plans review fees paid

# Step 3: Plans Review

- ◆ Plans are routed to City departments involved in the approval process as determined by the Certified Checklist
- ◆ Guaranteed turnaround times of 2 weeks for tenant finish plans and site improvements; and, 4 weeks for new buildings, additions and changes of occupancy
- ◆ Required Special Inspections are identified

# Step 4:

## Review Comment Resolution

- ◆ RCR is conducted by CPD-DS staff when previously noted items are not corrected on resubmittal from the design professional
- ◆ Initiated to ensure understanding of code requirements and to discuss options for compliance
- ◆ Intended to reduce future resubmittals

# Step 5: Permit Issuance

- ◆ On approval of all required plans review disciplines, the building permit is issued
- ◆ Plans stamped “Reviewed for Code Compliance”
- ◆ Remaining fees are paid
- ◆ Conditions of Approval are agreed upon
- ◆ Special Inspections meeting
- ◆ Permit issued – construction begins

# Step 6:

## Required Field Inspections

- ◆ Field inspections are conducted prior to concealment to verify compliance with the plans reviewed for compliance
- ◆ Special Inspections are completed for identified construction items
- ◆ Field tests of life-safety systems are monitored
- ◆ Duty Supervisor available daily to resolve discrepancies between as-built conditions and approved plans/code requirements

# Step 7:

## Certificate of Occupancy

- ◆ Temporary certificate of occupancy issued on completion of all life-safety related issues
- ◆ Certificate of occupancy issued when work is completed according to plans reviewed for compliance

# Optional CPD-DS Services

- ◆ Team Inspections
- ◆ Preliminary Design Review Meetings
- ◆ Code Modification Requests
- ◆ Building & Fire Code Board of Appeals
- ◆ Express Plans Review
- ◆ Deferred Submittals
- ◆ Partial Building Permits
- ◆ Conditional Building Permits
- ◆ Code Question Line  
(816) 513-1511
- ◆ Duty Supervisor Line  
(816) 513-1568

# Design Professional in Responsible Charge

- ◆ Single point of responsibility for coordination of the plans review application and any required resubmittals
- ◆ Typically the architect of record
- ◆ Ensures owner's design team is working together and solving problems in a manner that does not compromise the needs of the owner

# KivaNet – Online access 24/7

- ◆ KivaNet provides valuable information throughout the design and development of a project
- ◆ Data is current within one working day
- ◆ Provides information requested by development community