

KivaNet System

User Guide

November 9, 2005

City Planning & Development – Development Services (CPD-DS) Building Development KivaNet Implementation

Permit Type Descriptions

The City Planning & Development – Development Services (CPD-DS) uses “C” as the first letter of the four-character permit type. The second character defines the CPD-DS division applicable to the permit type as follows:

Building Official’s Office	-	CD__
Inspections Division	-	CI__
Permits Division	-	CP__
Plans Review Division	-	CR__
Investigations Division	-	CV__

The last two characters are used in the Permits Division to identify the general permit type as follows:

CPB__	-	Building Permits
CPE__	-	Electrical Permits
CPM__	-	Mechanical Permits
CPP__	-	Plumbing Permits
CPF__	-	Fire Protection Permits
CPS__	-	Sign Permits
CPV__	-	Elevator Permits

See the List of CPD-DS Permit Types for a complete description of permits by division.

Permit Genealogy

Building plans submittal is required for all applications requiring detailed plans review. In order to monitor the status of building permit plans review, CPD-DS Plans Review Division uses CR__ permit types. The KIVA system utilizes permit genealogy to identify application relationships; CPD-DS uses permit genealogy as follows:

Parent Permits

Subject/Sibling Permits

Child Permits

Plans Review Application CR__ Permit Type	-	Applications Required for Plans Review Approval, Building Permit and Special Inspections	-	Applications required for the construction and occupancy of the building.
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By use of permit genealogy, any application processed by CPD-DS is related and accessible. For those applications that do not require a plans review submittal, the building permit or major construction permit is the parent and all applications required for approval, construction and occupancy are child permits.

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Plans Review Applications

The screen flow displayed on KivaNet is based on the application setup, for plans review applications, the following applies:

The first box displays the permit type and number, the permit type description, the project name, the application status, the entered and issued dates and the completed date.

Permit Summary

Permit:	CRTF 200511106	Flags:	NO
Description:	COMMRCIAL TENANT FINSH/REMDL PLANS REVW		
Project:	CR200511106 PIZZA SHOPPE & PUB RESTAURANT		
Status:	OPEN	Entered:	23-Dec-2004
Issued:	23-Dec-2004	Completed:	
Expiration:		Next Renewal:	
Decision:			

The Address box shows the land address for the project, the Summary will show the land information and the Map will display a GIS map of the parcel related to the application.

Address	
7687 NW PRAIRIE VIEW RD	Summary Map

The Scope of Work box is a description of the scope of work for included in the application.

Scope of Work
Construct interior renovation per approved plans.

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The Applicant Information box identifies the person indicated in the application as the party to whom plans review comments will be sent and the party who will be contacted when the requested permit is ready to write. If an e-mail address is listed, it can be clicked to send an e-mail to the applicant.

Applicant Information			
Applicant:	JOHN SMITH ARCHITECTS		
Representative:	JOHN SMITH		
Title:	ARCHITECT		
Address:	1000 GRAND		
City/State/Zip:	KANSAS CITY,MO 64106		
Work Phone:	816-123-4567	Extension:	
Home Phone:		FAX:	816-123-4568
E-Mail:	john@jsmitharch.com		

Contact Information			
Contact:			
Representative:			
Title:			
Address:			
City/State/Zip:			
Work Phone:		Extension:	
Home Phone:		FAX:	
E-Mail:			

Permit Owner
There is no permit owner.

Professionals/Contractors
JOHN SMITH ARCHITECTS as DPRC 1000 GRAND KANSAS CITY,MO 64106 NONE - License: Expires:

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The Structure Classification box includes the total project cost (Initial Value), the building valuation (Calculated Value), the Structure Class code (see attached table), the Construction Type and Occupancy Group as defined by the building code, and the total building area.

Structure Classification			
Initial Value:	\$173,000.00	Calculated Value:	\$120,000.00
Standard Plan:		Public Project:	NO
# of Structures:		# of Res. Units:	

Structure Class:	437	EXIST - NONRESIDENTIAL BLDG-ADDN-ALTER-CONV
Model:		
Construction Type:	V-BS	COMBUSTIBLE - NO RATING - SPRINKLERED
Occupancy Type:	A-2 IBC	ASSEMBLY ROOM - RESTAURANTS, NIGHTCLUBS,
Total Floor Area:	0	

The Quantities box includes detailed information related to the application such as additional building and parcel information, building code information, and CPD-DS plans filing information.

Quantity Group: PERMIT FEE DATA

Quantity	Amount	Rate	Unit	Value	Y/N	Date
BUILDING PERMIT VALUATION	120,000.00	0.00		\$0.00		29-DEC-04
MECHANICAL PERMIT VALUATION	20,000.00	0.00		\$0.00		29-DEC-04
ELECTRICAL PERMIT VALUATION	15,000.00	0.00		\$0.00		29-DEC-04
FIRE SPRINKLER PERMIT VALUATION	2,000.00	0.00		\$0.00		29-DEC-04
PLUMBING PERMIT VALUATION	18,000.00	0.00		\$0.00		29-DEC-04

Quantity Group: PERMIT INFORMATION

Quantity	Amount	Rate	Unit	Value	Y/N	Date
MIXED OCCUPANCY GROUP CLASSIFICATION	0.00	0.00		\$0.00		
OCCUPANT LOAD CERTIFICATE INFORMATION	156.00	2,003.00	A2	\$312,468.00		12-JAN-05
Dining						
MIXED TYPE OF CONSTRUCTION	0.00	0.00		\$0.00		

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INFORMATION						
NUMBER OF STORIES	1.00	0.00		\$0.00		12-JAN-05
PROJECT FLOOR AREA	3,850.00	0.00		\$0.00		12-JAN-05
ZONING DISTRICT	0.00	0.00		\$0.00		
C3A1						

Quantity Group: PLANS/FILE LOCATION

Quantity	Amount	Rate	Unit	Value	Y/N	Date
PLANS LOCATION	0.00	0.00		\$0.00		
K-2						

Quantity Group: REVIEW COMMENT QCR

Quantity	Amount	Rate	Unit	Value	Y/N	Date
REVIEW COMMENT QCR	0.00	0.00		\$0.00		
1/12/05 NS, ME, EL, PL, JJ7259						

Quantity Group: REVIEW COMMENT RESOLUTION

Quantity	Amount	Rate	Unit	Value	Y/N	Date
REVIEW COMMENT RESOLUTION	0.00	0.00		\$0.00		
2/09/05 NS, ME, JJ7259; 5/13/05 ME, JJ7259						

Fees			
Fee Code	Description	Fee Amount	Amount Due
CR008	PLAN CHECK FEE	\$696.94	\$0.00
Total:		\$696.94	\$0.00

The Conditions of Approval form includes tracking information related to the application that must be satisfied prior to permit and/or certificate of occupancy issuance.

Conditions of Approval			
Seq.	Condition	Description	Status
1	CRSPRCLR	SUBMIT FIRE SPRINKLER	

The Inspections box displays field inspections conducted under the application, plans review applications do not typically include field inspections. The building and other construction permit applications include field inspection results, corrections and notes.

Inspections						
Inspection	Result	Completed Date	Completed By	Schedule	C	N
There are no inspections for this permit.						

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The Activities box is also known as the Clearance Checklist and is used by CPD-DS Plans Review Division to monitor the various submittal and review activities for which the City is responsible. The Nodes indicate the critical path schedule applicable to the application. Please note that the Scheduled date is calculated from the date the complete plans review submittal was filed and the the date by which the plans review activity will be completed. The Completed date accurately reflects the date the activity was signed off as indicated in the Decision. In order to determine whether an application has received approval for permit issuance, it is necessary to review the status of all activities to see that each has received an APPROVED or PART APPRVD decision. If an activity is NOT APPRVD, clicking the activity will display the actual plans review comments as described later in this document.

Activities							
Description	Assigned	Nodes		Dur.	Scheduled	Completed	Decision
		Beg	End				
QUALITY CONTROL REVIEW	RL9073	1	2	1	23-Dec-2004	28-Dec-2004	APPROVED
COMPLETE PROJECT LOG-IN	GS2161	2	3	6	29-Dec-2004	29-Dec-2004	COMPLETED
ROUTE PLANS FOR DEPARTMENTAL REVIEW	GS2161	2	3	6	29-Dec-2004	29-Dec-2004	COMPLETED
ELECTRICAL PLANS REVIEW	CS9626	3	4	14	12-Jan-2005	12-Jan-2005	APPROVED
HEALTH-FOODS PLANS REVIEW	LT7299	3	4	34	01-Feb-2005	01-Feb-2005	APPROVED
Comment: APPROVED PENDING ON SITE INSPECTION							
MECHANICAL PLANS REVIEW	CS9626	3	4	14	12-Jan-2005	12-Jan-2005	NOT APPRVD
MECHANICAL PLANS REVIEW	CS9626	3	4	10	13-Jan-2005	09-Feb-2005	APPROVED
Comment: APPROVED							
MECHANICAL PLANS REVIEW	CS9626	3	4	98	18-May-2005	13-May-2005	APPROVED
Comment: REV-OK-MAIL							
NONSTRUCTURAL PLANS REVIEW	CS9626	3	4	14	12-Jan-2005	12-Jan-2005	NOT APPRVD
NONSTRUCTURAL PLANS REVIEW	CS9626	3	4	10	13-Jan-2005	09-Feb-2005	APPROVED
Comment: APPROVED							
PLUMBING PLANS REVIEW	CS9626	3	4	14	12-Jan-2005	12-Jan-2005	APPROVED
WSD IND WASTE PLANS REVIEW	RL1542	3	4	7	05-Jan-2005	05-Jan-2005	APPROVED
Comment: APPROVED							
WSD SERVICE	VP5439	3	4	19	27-Jan-	26-Jan-	PART

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PLANS REVIEW					2005	2005	APPRD
Comment: COND. FULL BUILDING							
WSD SERVICE PLANS REVIEW	VP5439	3	4	41	27-Feb-2005	17-Feb-2005	APPROVED
Comment: APPROVED PER VP E-MAIL.							

Flags are displayed for the permit, project, and parcel. Open flags are reviewed for applicability to the specific application and appropriate action is taken by CPD-DS staff. Flags are described elsewhere in this user guide.

Permit Flags			
Flag	Description	Status	
There are no permit flags on this application.			
Project Flags			
Flag	Description	Status	Permit
CIREINSFEE	PERMIT REINSPECTION FEE DUE	RESOLVED	CPPL 200532121
Parcel Flags			
Flag	Description	Status	
There are no flags on any parcels tied to this application.			

The Comments box is used by CPD-DS in the plans review applications to track documents submitted by the applicant in the application process. The Comments box will also document when a Ready to Write call was made to the applicant notifying them that the plans have received full approval and that a permit may now be issued.

Comments
<p>Entered By: RL9073 - RODNEY LEINEN Date: 28-Dec-2004 REC'D 4 SETS OF PLANS.</p>
<p>Entered By: GC9406 - GWENDOLYN CUBIT Date: 31-Jan-2005 REC'D 1 DAC BLDG PERMIT PL RESUB FORM DATED 01-28-05, 1 LTR TO CHRIS SPANGLER OF CPD-DS DATED 01-28-05, 4 SETS OF REV DRWGS SHTS A1 THRU A6, M1. P1, E1, L1. OPEN HF ACTIVITY. ADDED NS, ME ACTIVITY. RT TO NS, ME.</p>
<p>Entered By: GC9406 - GWENDOLYN CUBIT Date: 18-Feb-2005 READY TO WRITE.</p>

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<p>Entered By: PW1030 - PHYLLIS WOODSON Date: 02-May-2005</p> <p>ON HOLD. NO RESUB FORM, NO RESPONSE LTR. REC'D 1 DELIVERY RECEIPT FROM WESTERN BLUE PRINT DTD 4/29/05, S HTS DWG M1. FAXED HOLD NOTICE & CALLED JIM SULLIVAN @913-888-8540,</p>
<p>Entered By: GC9406 - GWENDOLYN CUBIT Date: 04-May-2005</p> <p>REC'D 1 DELIVERY RECEIPT RECEIVED 04-29-05, 1 CPD-DS BLDG PERMIT PL RESUB FORM DATED 04-28-05, 2 INCOMPLETE PL REV RESUB HOLD FAX NOTICE DATED 05-03-05, 3 SHTS OF REV DRWG M1. ACTIVATED THE RESUB HOLD FROM 05-02-05 INTO PL REV. RT TO ME.</p>

Viewing Plans Review Comments and Activity Notes

As noted above in the description of the Activities box, clicking the description of a specific activity allows you to see full name and telephone number of the plans examiner assigned to the review activity. The system is being upgraded now to include an e-mail link to the plans examiner. CPD-DS uses the Start Work Date to indicate the date the turnaround time for the review activity begins and this can be compared to the Sign Off Date to determine whether turnaround time goals were met. When the Activity Status is DONE and the activity has been signed off the review is complete. If the plans examiner has provided plans review comments, these are listed as NOTES, clicking on EXIST displays these review comments or notes.

Permit: CRTF 200511106	Project: CR200511106
Address: 7687 NW PRAIRIE VIEW RD	

[\[ACTIVITY LIST\]](#)

Activity Code: CRNONSTRCT	Activity Status: DONE
Description: NONSTRUCTURAL PLANS REVIEW	
Assigned To: CHRIS SPANGLER Chris.Spangler@kcmo.org	
Available: 30-Dec-2004	Target Completion: 12-Jan-2005
Start Work: 28-Dec-2004	Est. Completion: 12-Jan-2005
Total Days: 13	Allocated Days: 14
Est. Days: 14	Working Days: 9
Comments:	
Sign-off By: CS9626	Date: 12-Jan-2005
Decision: NOT APPRVD NOT APPROVED - NEED CLARIFICATION	

Actions				
Description	Tickler Date	Status	Completed	Notes

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PLANS REVIEW COMMENTS		DONE	12-Jan-2005	EXIST
PLANS REVIEW DISPOSITION LETTER		DONE	12-Jan-2005	NONE
ASSIGN SITUS ADDRESS TO PERMIT		OPEN		NONE
SCOPE OF WORK		OPEN		NONE
ENTER/VERIFY STUCTURE CLASSIFICATION		OPEN		NONE
ENTER/VERIFY CPPRMTINFO DATA		OPEN		NONE
ENTER/VERIFY CRBLDGINFO DATA		OPEN		NONE
CONDITIONS OF APPROVAL		OPEN		NONE
OCCUPANT LOAD CERTIFICATE CALCS		OPEN		NONE
PERMIT MANAGER - STATUS		OPEN		NONE

In this example, clicking EXIST for the plans review comments above displays the following:

Permit: CRTF 200511106	Project: CR200511106
Address: 7687 NW PRAIRIE VIEW RD	

[\[ACTIVITY LIST\]](#)

Activity: CRNONSTRCT - NONSTRUCTURAL PLANS REVIEW	
Action: CRREVIEW - PLANS REVIEW COMMENTS	
Status: DONE	Completed: 12-Jan-2005

Notes			
Note Description	Status	Entered By	Date
GENERAL PLANS REVIEW COMMENT			12-JAN-05
NON-STRUCTURAL 1. City records indicate shell construction type to be V-B-S while tenant finish plans indicate construction type to be II-B-S. Please clarify. 2. In wheelchair accessible compartments, the front partition and at least one side partition shall provide a toe clearance complying with Section 306.2 and extending 6 inches deep beyond the compartment-side face of the partition per ANSI A117.1-1998 section 604.8.1.4. Toe clearance at the side partition is not required in a compartment greater than 66 inches wide. Plans on sheet A1 indicate no toe clearance and compartment 65 inches wide (women) and 63 inches wide (men). Please clarify. 3. A wheelchair turning space complying with section 304 shall be provided within the room. Doors shall not swing into the clear floor or ground space or clearance for any fixture per ANSI A117.1-1998 section 603.2.1 and section 603.2.3. Plans on sheet A1 indicate doors of toilet rooms swing into the wheelchair turning space. Please clarify.			

The status and applicable review comments for all plans review activities can be monitored in this manner.

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Permit Applications

The screen flow displayed on KivaNet is based on the application setup, for CPD-DS construction permit applications, the following applies:

The first box displays the permit type and number, the permit type description, the project name, the application status, the entered and issued dates and the completed date.

Permit Summary

Permit:	CPBB 200315029	Flags:	NO
Description:	NEW/ADDN COMMERCIAL BUILDING PERMIT		
Project:	CR200211437 BLOCK AND COMPANY RETAIL BUILDING		
Status:	OPEN	Entered:	23-Jul-2002
Issued:	23-Jul-2002	Completed:	
Expiration:		Next Renewal:	

The address box shows the land address for the project, the Summary will show the land information and the Map will display a GIS map of the parcel related to the application.

Address	
8430 WARD PKWY	Summary Map

The Scope of Work box is a description of the work authorized by the permit.

Scope of Work
Construct new building per approved plans.

The Applicant Information box indicates the person or company that is the permit holder and includes an e-mail link to the person who obtained the permit when an e-mail address is provided.

Applicant Information	
Applicant:	BUILD IT CONSTRUCTION
Representative:	JOHN JONES
Title:	PROJECT MANAGER
Address:	13004 SUNNY LANE
City/State/Zip:	GRANDVIEW, MO, 64030
Work Phone:	816-987-6543
Extension:	

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Home Phone:		FAX:	
E-Mail:			
Contact Information			
Contact:			
Representative:			
Title:			
Address:			
City/State/Zip:			
Work Phone:		Extension:	
Home Phone:		FAX:	
E-Mail:			
Permit Owner			
There is no permit owner.			
Professionals/Contractors			
JANE DOE & ASSOC P C			
123 MAIN ST			
LEES SUMMIT, MO 64086			
NONE -			
License: Expires:			

The Structure Classification box includes the total project cost (Initial Value), the building valuation (Calculated Value), the Structure Class code (see attached table), the Construction Type and Occupancy Group as defined by the Kansas City Building and Rehabilitation Code, and the total building area.

Structure Classification			
Initial Value:	\$950,000.00	Calculated Value:	\$745,000.00
Standard Plan:		Public Project:	NO
# of Structures:		# of Res. Units:	

Structure Class:	327	NEW STORES AND CUSTOMER SERVICE BUILDGS
Model:		
Construction Type:	II-BS	NONCOMBUSTIBLE – NO RATING - SPRINKLERED
Occupancy Type:	MIXED	MIXED OCCUPANCY SEE QUANTITY CRBLDGINFO
Total Floor Area:	0	

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The Quantity box included detailed information related to the application such as additional building and parcel information, building code information, and CPD-DS plans filing information.

Quantity Group: PERMIT INFORMATION

Quantity	Amount	Rate	Unit	Value	Y/N	Date
SITE PLAN REQUIRED?	0.00	0.00		\$0.00	N	
ZONING DISTRICT	0.00	0.00		\$0.00		
pd/c2						
NUMBER OF STORIES	0.00	0.00		\$0.00		
BUILDING GROSS FLOOR AREA	0.00	0.00		\$0.00		
PLANS REQUIRED?	0.00	0.00		\$0.00	Y	

Quantity Group: BUILDING CODE INFORMATION

Quantity	Amount	Rate	Unit	Value	Y/N	Date
ALARM AND COMMUNICATIONS INFO	0.00	0.00		\$0.00		
AMUSEMENT BUILDING INFO	0.00	0.00		\$0.00		
ALLOWABLE AREA INCREASE INFO	4.75	0.00		\$0.00		
ATRIA INFO	0.00	0.00		\$0.00		
AUTOMATIC FIRE SPRINKLER INFO	0.00	0.00		\$0.00	Y	
APPLICABLE TO BUILDING LIFE/SAFETY? Y/N	0.00	0.00		\$0.00		
BUILDING HEIGHT INFO	27.00	0.00		\$0.00		
CENTRAL COMMUNICATIONS CENTER INFO	0.00	0.00		\$0.00		
RATED CORRIDOR INFO	0.00	0.00		\$0.00		
ELECTRICAL SYSTEMS INFO	0.00	0.00		\$0.00		
ELEVATOR INFO	0.00	0.00		\$0.00		
ENERGY INFO	0.00	0.00		\$0.00		
EXIT SEPARATION INFO	0.00	0.00		\$0.00		
EXTERIOR WALL OPENEING INFO	0.00	0.00		\$0.00		
FIRE DAMPER INFO	0.00	0.00		\$0.00		
FOAM PLASTIC INFO	0.00	0.00		\$0.00		
FR CONSTR REQMTS OR SUBSTITUTION INFO	0.00	0.00		\$0.00		
HAZARDOUS MATERAIL INFO	0.00	0.00		\$0.00		
HELIPORT INFO	0.00	0.00		\$0.00		
HIGHRISE INFO	0.00	0.00		\$0.00		
HORIZONTAL EXIT INFO	0.00	0.00		\$0.00		
HEIGHT INCREASE INFO	0.00	0.00		\$0.00		
KITCHEN HOOD INFO	0.00	0.00		\$0.00		
PROXIMITY TO PROPERTY LINES INFO	0.00	0.00		\$0.00		
bza 7466-a-13 for 8' setback variance rear yard set back						

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MALL INFO	0.00	0.00	\$0.00		
MECHANICAL SYSTEMS INFO	0.00	0.00	\$0.00		
MEZZANINE INFO	0.00	0.00	\$0.00		
OCCUPANCY USE GROUP INFO	0.00	0.00	\$0.00		
A2/M					
OCCUPANT LOAD INFO	0.00	0.00	\$0.00		
SHELL SO NOT ABLE TO CALCULATE UNTIL TF					
OTHER INFO	0.00	0.00	\$0.00		
PARKING GARAGE INFO	0.00	0.00	\$0.00		
PEDESTRIAN WALKWAY INFO	0.00	0.00	\$0.00		
PENTHOUSE INFO	0.00	0.00	\$0.00		
BUILDING AREA (SF) - FOOTPRINT	14,000.00	0.00	\$0.00		
PLUMBING SYSTEMS INFO	0.00	0.00	\$0.00		
PRESSURIZATION SYSTEMS INFO	0.00	0.00	\$0.00		
SEISMIC INFO	0.00	0.00	\$0.00		
ENGINEER CLASSIFIED SITE CLASS AS D					
AREA SEPARATION INFO	0.00	0.00	\$0.00		
OCCUPANCY SEPARATION INFO	0.00	0.00	\$0.00		
A2/M 2 HOUR SEP REQUIRED					
SHAFT ENCLOSURE INFO	0.00	0.00	\$0.00		
SPECIAL SIGNAGE INFO	0.00	0.00	\$0.00		
SMOKE COMPARTMENT INFO	0.00	0.00	\$0.00		
SMOKE CONTROL INFO	0.00	0.00	\$0.00		
SMOKE DETECTION INFO	0.00	0.00	\$0.00		
STAIRWAY INFO	0.00	0.00	\$0.00		
STANDBY EMERGENCY SYSTEMS INFO	0.00	0.00	\$0.00		
STANDPIPE INFO	0.00	0.00	\$0.00		
ALLOW/ACTUAL NUMBER OF STORIES INFO	1.00	0.00	\$0.00		
STRUCTURAL INFO	0.00	0.00	\$0.00		
TYPE OF CONSTRUCTION INFO	0.00	0.00	\$0.00		
2BS					
UNLIMITED BUILDING AREA INFO	0.00	0.00	\$0.00		
SPECIAL BUILDING LIFE/SAFETY INFO	0.00	0.00	\$0.00		
Fees					
Fee Code	Description	Fee Amount	Amount Due		
CP02	COMMERCIAL PERMIT FEES	\$3,052.00	\$0.00		
	Total:	\$3,052.00	\$0.00		

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The Conditions of Approval form includes tracking information related to the application that must be satisfied prior to specified dates and/or certificate of occupancy issuance.

Conditions of Approval			
Seq.	Condition	Description	Status
1	CISPINSP	SPECIAL INSPECTIONS REQUIRED	OPEN

The Required Inspections and Inspections boxes display field inspections required and conducted under the permit. Clicking an Inspection code will display the Comments "C" or Notes "N" as indicated in the right hand columns of the form.

Required Inspections			
Inspection	Description	Clear Date	Cleared By
CBFINAL	BUILDING FINAL		

Inspections						
Inspection	Result	Completed Date	Completed By	Schedule	C	N
CBFIREWALL - FIRE-RESISTIVE WALL ASSEMBLY	PASS	20-Dec-2002	PM0588	20-Dec-2002		Y
CBFIREWALL - FIRE-RESISTIVE WALL ASSEMBLY	FAIL	19-Dec-2002	PM0588	19-Dec-2002	Y	Y
CBOTHER - OTHER BUILDING INSPECTION	PASS	27-Nov-2002	DP1532	27-Nov-2002		Y

Activities							
Description	Assigned	Nodes		Dur.	Scheduled	Completed	Decision
		Beg	End				
There are no activities for this application.							

Flags are displayed for the Permit, Project and Parcel. Most common flags related to permits are CIREINSFEE - PERMIT REINSPECTION FEE DUE, CPPENALTY - CPD-DS DOUBLE FEE DUE SEE COMMENT.

Permit Flags		
Flag	Description	Status
There are no permit flags on this application.		
Project Flags		

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Flag	Description	Status
There are no flags on other permits in the same project.		
Parcel Flags		
Flag	Description	Status
CPPENALTY	CPD-DS DOUBLE FEE DUE SEE COMMENT	RESOLVED

[\[ADD\]](#)

Comments
There are no comments on this application.

The Utility Clearance form is used to indicate electrical and gas service inspection approvals and are displayed automatically to the utility companies through a KivaNet report they can run at any time with their userids and passwords.

Utility Clearances
There are no Utility Clearances on this application.

Inspections comments and notes

As noted above in the Inspections box descriptions, clicking an Inspection code will display any applicable inspections comments or notes. The name of the inspector is also displayed, the system is being upgraded to include the inspectors telephone number and e-mail address.

Permit: CPBB 200315029	Project: CR200211437
Address: 8430 WARD PKWY	

Inspection Detail

[\[INSPECTION LIST\]](#)

Permit: CPBB 200315029	Project: CR200211437
Address: 8430 WARD PKWY	

Type: CBFIREWALL - FIRE-RESISTIVE WALL ASSEMBLY
Requestor: PETER PIPER/MK
Scheduled: 19-Dec-2002

Result: FAIL-REQUIRES CORRECTIONS
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Arrived: 1027	Departed: 1100
Odometer: 8594	Work Units: 1
Inspection Comments	
FIRE WALL NOT APPVD	
Assigned Inspector:	PM0588
Completed By: PM0588 PATRICK MCNAMARA 19-Dec-2002	

[Same Address](#) [Same Parcel](#) [Same Project](#)

Corrections			
Seq.	Code	Description	Compl.
1	C23	MISC CORRECTION ITEM	
23-1--PROVIDE UL TO MATHCH ASSEMBLY OF BUILD PER PLANS*			

Certificates of Occupancy

KivaNet allows you to monitor the status of building permits to the point of issuance of the certificate of occupancy. Temporary certificates of occupancy are CITO permit types and full certificates of occupancy are CICO permit types. These permit types appear in KivaNet permit genealogy has Child applications to the related building permit. By clicking Genealogy on the permit summary form for the building permit the certificate of occupancy applications can be viewed.

Permit Genealogy

[CPBS 200310676 \[SUMMARY\]](#)

[\[NEW PERMIT\]](#)

Parent Permit(s)		Sibling Permit(s)		Child Permit(s)	
CRSF 200310059	[SUMMARY]	CPBS 200311488	[SUMMARY]	CPPM 200310881	[SUMMARY]
				CPMP 200315435	[SUMMARY]
				CPEM 200316198	[SUMMARY]
				CITO 200310846	[SUMMARY]
				CICO 200311354	[SUMMARY]

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Clicking Summary next to the CITO application shows the same screen flow described earlier, the first box indicates the issuance and expiration date of the temporary certificate of occupancy, this certificate has a status of expired as indicated.

Permit:	CITO 200310846	Flags:	NO
Description:	TEMPORARY CERTIFICATE OF OCCUPANCY		
Project:	CP200310676 DUPLEX		
Status:	EXPR	Entered:	22-Nov-2002
Issued:	22-Nov-2002	Completed:	
Expiration:	20-Dec-2002	Next Renewal:	

Clicking Summary next to the CICO application shows the issuance date of the certificate of occupancy. The permit status is also indicated as DONE.

Permit:	CICO 200311354	Flags:	NO
Description:	CERTIFICATE OF OCCUPANCY		
Project:	CP200310676 DUPLEX		
Status:	DONE	Entered:	04-Dec-2002
Issued:	04-Dec-2002	Completed:	05-Dec-2002
Expiration:		Next Renewal:	

A CITO in OPEN status is a valid temporary certificate. EXPR status represents that the certificate has expired. The issued date and the expiration date can be viewed in the Permit Summary. A temporary certificate is not issued and is therefore not valid until signed by a responsible party on behalf of the applicant or owner.

A CICO permit will only be in OPEN status while it is being processed. It will be changed to DONE status when it has been signed and distributed for mailing to the project applicant. The Entered Date typically represents the date of final inspection approval; the Completed Date represents the date it was approved and signed by a CPD-DS supervisor.

Note that a CITO or CICO in temporary status (i.e. the permit number begins with the letter 'T') is NOT a valid certificate as it is not yet issued.

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Code Modification Requests and Building and Fire Code Board of Appeals Cases

Code modification requests (CMR) and Building and Fire Code Board of Appeals (BFCBA) cases are monitored in KivaNet as the following permit types, the case number is the Kiva permit number:

CDMR – Code Modification Request

CDBA – Building and Fire Code Board of Appeals

The Activities box will indicate the status of the application. For CMRs, the Review and Recommendation For CMR activity shows the Staff Report by clicking the activity and then the existing notes for the Staff Report action. The CMR Decision Information activity provides the final decision for the request.

For BFCBA cases, Staff Report activity provide the staff recommendation and review of the case. The BFCBA Hearing activity provides the decision of the Board. The Complete Hearing Activities activity provides the Findings and Minutes of the hearing as action notes.

These applications are also related to the applicable plans review application through Permit Genealogy as described above.

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