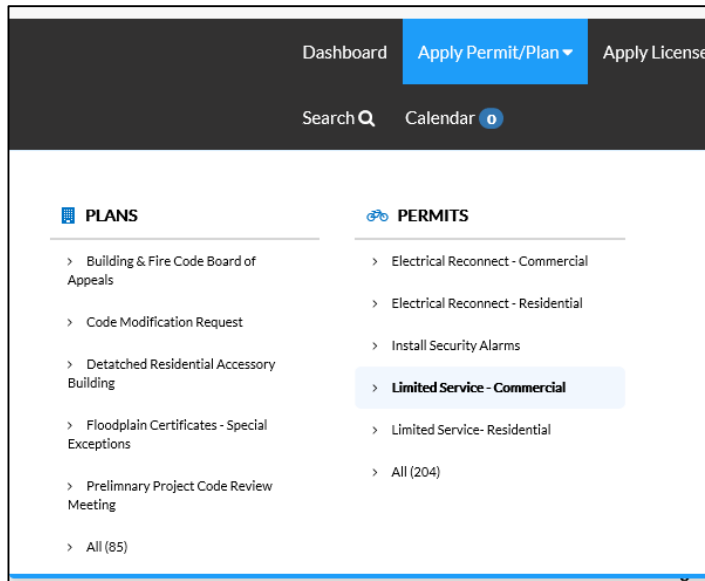


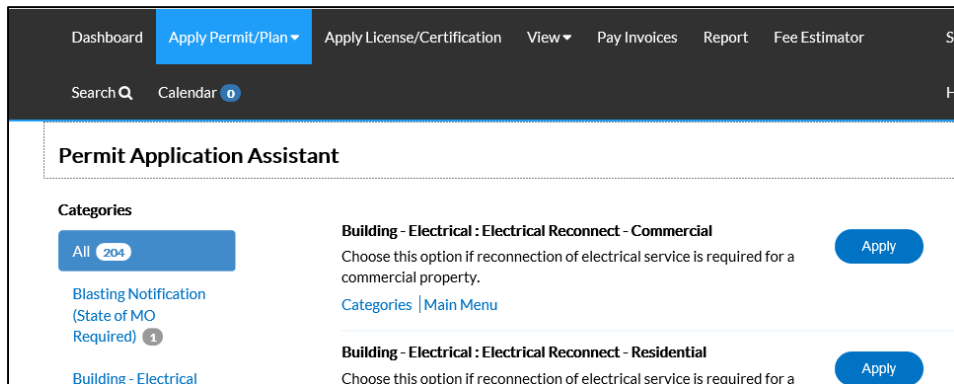


HOW TO APPLY FOR RESIDENTIAL HOMEOWNER PERMITS

1. Login to Compass KC as a registered user and go to Apply Permit/Plan tab. Select Permits and the **All** option at the bottom of the column.



2. Select type of Residential permit, click Apply and it will direct you to apply for permit screen



3. Under the Permit Details, type in the project details into the description field.

Apply for Permit * REQUIRE

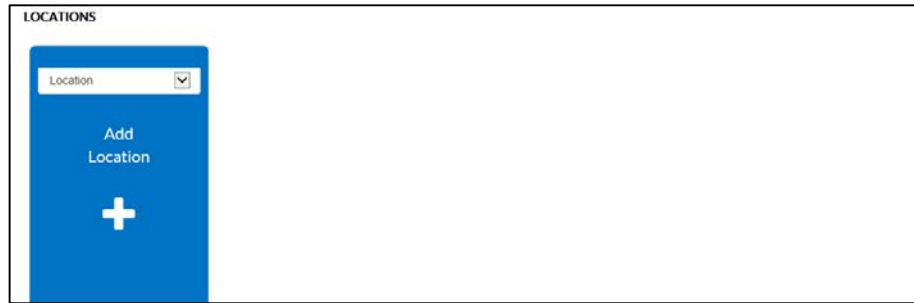
Step 1 of 3: Basic Information

PERMIT DETAILS

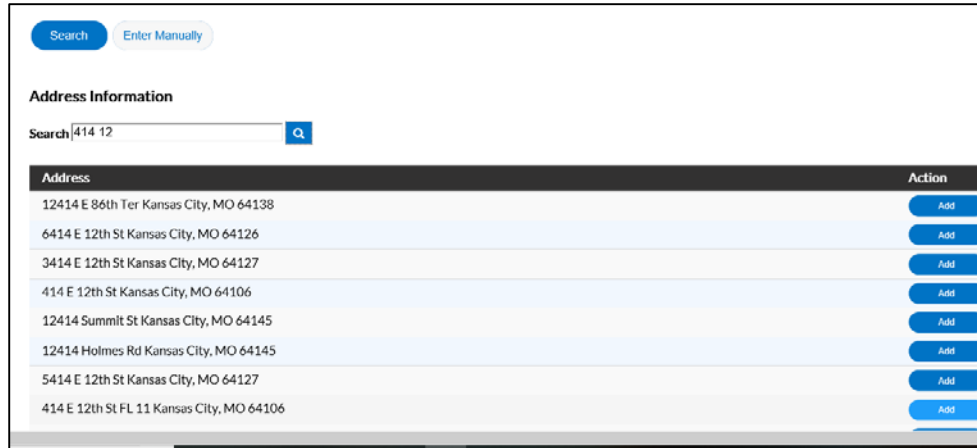
* Permit Type: Residential Furnace

Description:

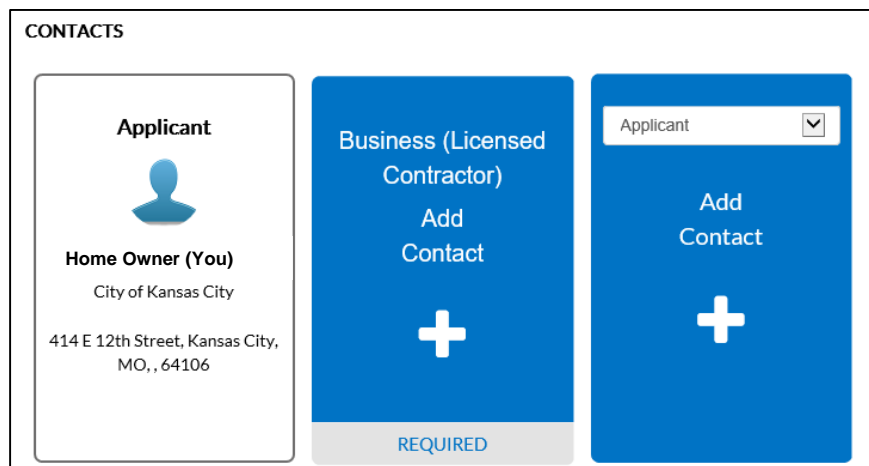
- Then select **Add Location**.



- Select location, search address information for your residence, when search is complete click **Add**



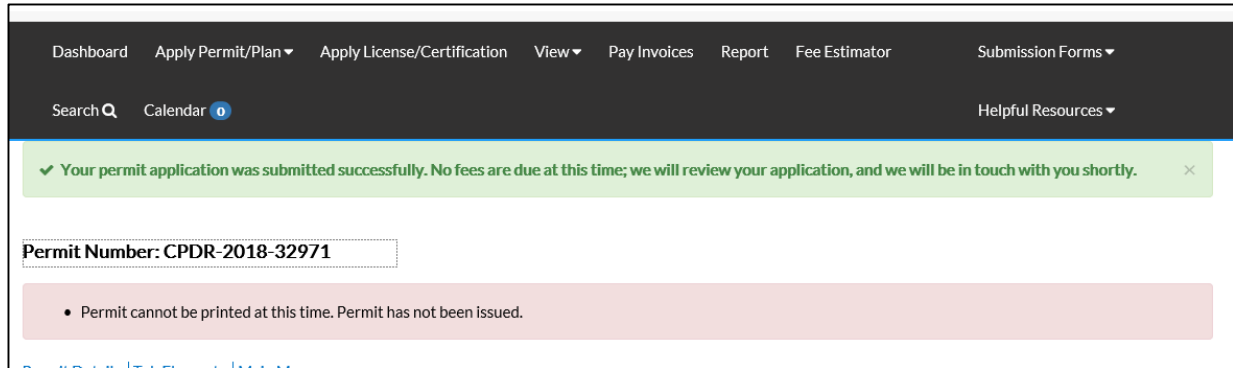
- In the Contacts section it will show you as the Applicant and that a Business (Licensed Contractor) as **REQUIRED**. Select this field to **Add**.



- Enter Homeowner in the Search field and then search. Add "CPD Homeowner to the contacts. You have now met the requirement.



8. Select the **Next** option at the bottom of screen and Review the Acceptance statement and then select **I Accept** form the drop down.
9. Enter the Permit Valuation for all items will be required, enter "0" into all fields that are not applicable for the permit you are applying for. Enter total valuation into the **Value Used in Fee Determination** field at the bottom of page.
10. Message will be displayed showing that your submittal was successful.



11. When permit is approved you will receive notification via email, with instructions to follow for payment. Once payment is received you will receive your permit to print for your project.