

Directions for registering and making application for a Public Works Department Permit from the City of Kansas City, Missouri:

Registration:

- Go To: CompassKC: <https://compasskc.kcmo.org>
- To Register, Click “Guest” in the upper right
- Click on “Register”
- Enter your E-mail address
- Go to your E-mail provider and find the email from CompassKC
- Open the email and click on “Confirm”. It will direct you to a page where you will enter your name and city address information.
- There is a “CAPTCHA / not a robot” test to take; Click “Submit”

Unless there is missing information in your application (which you have to then go back and complete,) you should receive a confirmation via email that you are registered. You will then be able to go to login to the CompassKC site, and proceed to make application.

If the procedure for registering on CompassKC does not work, please call the Help Desk at 311 for assistance.

Application:

At CompassKC.kcmo.org:

- Login and click the “APPLY/PLAN” drop down menu, select PERMIT ALL (189). Select desired permit application and click “Apply”.

Basic Information: Permit Details

- From the drop down menu, select permit type.
- Fill out “Description Box”.

Locations:

- From the drop down menu in the “Add Location” box, select “ROW – Public Works”. Click on the “Plus Sign”.

Address Information:

- In the search box, enter the address where the work is to be done. Hit “Enter” or select the “Magnifying Glass”.
- Select the correct address from the list and click “Add”.

Contacts: Add Contacts

- Billing – click on the “Plus Sign”.
- From the search drop down menu, add your registered Name, E-mail or Company. Hit “Enter” or select the “Magnifying Glass”.
- Select the correct Name, E- mail or Company by Clicking on “Add”.
- Permittee – click on the “Plus Sign”.
- From the search drop down menu, add your registered Name, E-mail or Company. Hit “Enter” or select the “Magnifying Glass”.
- Select the correct Name, E- mail or Company by Clicking on “Add”.

- Quality Assurance Manager (if required) – click on the “Plus Sign”.
- From the search drop down menu, add your registered Name, E-mail or Company. Hit “Enter” or select the “Magnifying Glass”.
- Select the correct Name, E- mail or Company by Clicking on “Add”.

- Applicant (if required) – click on the “Plus Sign”.
- From the search drop down menu, add your registered Name, E-mail or Company. Hit “Enter” or select the “Magnifying Glass”.
- Select the correct Name, E- mail or Company by Clicking on “Add”.

Attachments:

- Location Sketch or Traffic Control Plan (if required) – click on the “Plus Sign”.
- From your computer files, select file to download and Click “Open”.
- Click on “Save Draft”.
- Scroll back to bottom and Click on “Next”.

Instructions:

- Please review and Select “I Accept” from the drop down menu.

General Info:

- Fill out all required information highlighted in Red.
- Click on “Submit”

After successful submission, you will be redirected to your CompassKC Dashboard where you will find your pending application information and number. Please allow 7 to 10 working days for issuance. You will receive an email alerting you that you have an invoice ready for payment. Login to your CompassKC account and click on your “Dashboard”. Select your permit / invoice and add to cart for payment. After payment is received, your permit will be available for printing.