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CITY PLANNING & DEVELOPMENT

CPD-Obtaining Partial and Conditional Building Permits

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Information bulletin no. 123

The City Planning & Development (CPD) Partial and Conditional Commercial 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 assigned Plans Examiner and/or a member of Plans Management Branch can assist in the progress of the Plans Review approval process for each project upon request. As approvals and requests for clarifications are received from the City departments, [CompassKC](#) and/or CPD 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 commercial building permits after completion of the first review of the submitted plans. Prior to proceeding with partial or conditional permits, all reviews must achieve an "Approved" or "Partial Approved" review status. When the plans review comments and requested clarifications from City department reviews do not affect critical design parameters, the City departments will typically give partial approval. When all City departments have completed the first plans review and/or have granted partial approval for issuance of building permits, CPD Plans Examiner or the Plans Management Branch will notify the permit applicant of the opportunity to obtain partial or conditional commercial building permit(s). In most cases, this procedure allows work to begin before full approval is obtained.

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
- Partial Building Demolition and Shoring/Bracing
- Building Footings and Foundation which may include underground utilities (note: underground utilities will require supplemental sub-permits issued to the applicable licensed contractor(s))
- Building Shell or Superstructure (when/as applicable)

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. Since the project is still in review for approval of the full building permit, the applicant may be required to submit an additional set of partial 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.

To obtain a partial or conditional building permit, the owner or the owner's representative shall request such permits by letter to the Building Official. The request letter shall state the following:

- The type of permit being requested.
- Acknowledgment of the outstanding plans review stipulations.
- The referenced date/event 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; 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.

Partial and Conditional Permits require the following items to be completed:

- For Partial Permits: Partial Permit Construction Valuation shall be provided to determine the Partial Permit Fee.
- The CPD-Special Inspections Preconstruction Meeting must be held (no exceptions).
- The site disturbance permit must be issued (*when required*) by CPD-Land Development Division.
- The Floodplain Development Permit (*when required*) must be issued when any development occurs in a special flood hazard area.

The CPD 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 Review Division 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 or your assigned plans examiner at (816) 513-1500 if have any questions regarding this procedure.

Standard Partial Building Permit Request Draft Letter Form

(date)

City Planning & Development Department
Jeff Lee, P.E., M.C.P., Building Official and Division Manager of Plans Review
Attn: Plans Management Branch Supervisor
414 E. 12th Street, 5th Floor
Kansas City, Missouri 64106

Re: Request for Partial Commercial 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 they will perform all 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 (CPD). 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 issuance of a full building permit. I understand that I am responsible for notifying 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 Department
Jeff Lee, P.E., M.C.P., Building Official and Division Manager of Plans Review
Attn: Plans Management Branch Supervisor
414 E. 12th Street, 5th Floor
Kansas City, Missouri 64106

Re: Request for Conditional Commercial
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 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 City Planning & Development (CPD) will grant final project approval. 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.