

## Letter of Credit Instructions

- 1) An Irrevocable Standby Letter of Credit may be accepted by the City in lieu of a bond.
- 2) The term of the Letter of Credit should cover the length of the permit and any required maintenance period. If the Letter of Credit expires before the permitted work is complete, your permit may be suspended by the City until a new Letter of Credit is received.
- 3) A template Letter of Credit is being provided to you. All blank information must be completed, and the language of the Letter of Credit issued must be the same as the language on the template provided. Any changes will need to be reviewed by the appropriate departments of the City, which will extend the time before a permit can be issued. Any such Letter of Credit must be submitted on the letterhead of the financial institution issuing the Letter of Credit.
- 4) Prior to the financial institution signing the Letter of Credit, an unsigned draft Letter of Credit should be provided online using the City's Compass KC permitting system (available online at [https://compasskc.kcmo.org/EnerGov\\_Prod/SelfService#/home](https://compasskc.kcmo.org/EnerGov_Prod/SelfService#/home) ). The unsigned draft Letter of Credit can be uploaded under your Permit number along with the other items requested as part of your notification e-mail. For assistance in uploading documents in the Compass KC system, please visit the City's website for additional information at <https://www.kcmo.gov/city-hall/departments/city-planning-development/compass-kc-the-new-permitting-system>
- 5) Once City Planning and Development has approved your draft Letter of Credit, a final version must be signed and notarized by the issuing financial institution. The final Letter of Credit should be submitted directly to the City Treasurer at:

City of Kansas City, Missouri  
City Treasurer, City Hall  
414 E. 12<sup>th</sup> Street  
Kansas City, MO 64106