



# CITY PLANNING AND DEVELOPMENT

## PERMITTING FOR RESIDENTIAL REHAB WORK

February 17, 2023



**JOHN PAJOR**

Development Concierge

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# OBJECTIVE

To provide information and resources to help you comply with permitting requirements for residential remodeling projects in Kansas City, Missouri.



# RESIDENTIAL VERSUS COMMERCIAL



One and two- family homes are reviewed under the 2018 International Residential Code.



3 units or more are reviewed under the 2018 International Building Code.



# RESIDENTIAL VERSUS COMMERCIAL

**Residential:** One and two-family home

Structural plans can be prepared by the contractor.

**Commercial:** 3 units or more

Plans must be prepared by an architect or engineer



# WORK EXEMPT FROM PERMITS

- Fences
- Roofing
- Painting and finish work
- Decks with a height of 30 inches or less
- Replacement of plumbing fixtures, electrical outlets and switches

For a complete listing visit [www.kcmo.gov](http://www.kcmo.gov) and search “Building Permit Exempt Work”.



# SIMPLE PERMITS VERSUS PLAN

## **Permit**

- Non-bearing walls
- Roof sheathing
- Basement finishes  
(See IB 132)
- Repair or replacement in kind of joists/studs/rafters  
(5-5-5)
- HVAC, plumbing, electrical  
(400 amps or less)

## **Plan**

- Accessory buildings 200 sq. ft. +
- Structural repairs
- Additions
- Covered decks and porches
- Retaining walls of 48" or more



# BUSINESS LICENSE VERSUS CONTRACTOR LICENSE

## **Business License**

- Non-structural remodel
- Uncovered decks
- Concrete work on private property
- Roofing/siding

## **Contractor License**

- Structural remodel
- Covered decks and porches
- Trade work (HVAC, electrical, plumbing)





# BUSINESS LICENSE

- Issued by the Finance Department
- Valid for 1 year

City of Kansas City, Mo.  
**BUSINESS LICENSE**  
Revenue Division

For the operation of: 

  
**2022**

*This license is effective until December 31, 2022. You have until the last day of February to renew.*  
Pursuant to City ordinances and conditioned upon payment of the requested fee or tax due, subject to audit and zoning requirements, license is hereby granted for the term and purpose stated.

  
KANSAS CITY  
MISSOURI

  
Mari Ruck, Commissioner of Revenue

10 digit license #  
Post at location licensed


This license may be suspended or revoked in accordance with City ordinances.

This license remains the property of the City of Kansas City, Mo.  
FINANCE DEPARTMENT • REVENUE DIVISION • BUSINESS LICENSE SECTION  
1118 Oak Street • Kansas City, MO 64106-2786 • (816) 513-1120



# CONTRACTOR LICENSE

- Issued by City Planning and Development
- Valid for 4 years
- Must have liability insurance

  
KANSAS CITY MISSOURI

City of Kansas City, Missouri  
City Planning and Development Department  
Contractor Licensing

**Contractor License  
Residential Building Contractor**

**License Number:**  
**ISSUED ON:** 6/21/2021  
**EXPIRES ON:** 6/22/2025

**DBA:**  
**Business Address:** [REDACTED]

**Business Name:** [REDACTED]

**Supervisor Lic#:**  
**Supervisor Name:** [REDACTED]

**Fee Paid:** \$181.00

Issued for the term and purpose stated, subject to City Ordinance.

Upon granting of license, I agree to become familiar with and obey all of the rules and regulations of the Kansas City, Missouri, Building and Rehabilitation Code (Chapter 18, Code of Ordinances), is available on the City's website (CompassKC.com). I understand that failure to comply with any of the requirements contained therein shall be grounds for suspension or revocation of any license issued under the authority of Chapter 18.

I also understand that the license is issued provided that the above supervisor remains in the direct employ of this company in a full-time, active capacity and that, should the supervisor named above leave the employ of this company or otherwise cease to fulfill the supervisory responsibilities in the manner outlined in Chapter 18, CPD-DS shall be notified in writing within ten days of termination of the supervisor's employment or eligibility, and a new license application naming a new qualified supervisor shall be filed, with appropriate fees, within thirty days of such notification. I understand that, if I fail in my responsibilities at either of these junctures, my license shall be immediately suspended. I also understand that any change in business name, ownership, status, or personnel shall render this license invalid on the tenth day following such change.

I affirm that I am not an owner, officer, partner, principal, shareholder, managing employee, member of the board, or other official of any entity whose contractor license is currently suspended or revoked, nor am I in any manner affiliated with such an entity.

This License may be revoked by the Building Official or a designee due to failure to comply with the above. I understand that the application fee is nonrefundable, whether or not this application is accepted.

Tiffany L. Douglas  
Tiffany L. Douglas  
Contractor Licensing & Customer Support Branch Supervisor

Print Date: 4/19/2022 Page 1 of 1

Contractor License

  
KANSAS CITY MISSOURI

City of Kansas City, Missouri  
City Planning and Development Department  
Contractor Licensing

**Contractor Certification  
Residential Building Supervisor**

**License Number:**  
**ISSUED ON:** 29-Jun-2021  
**EXPIRES ON:** 30-Jun-2025

**Qualified Ind. Name:** [REDACTED]

**Qualified Ind. Address:** [REDACTED]

**Fee Paid:** \$181.00

While this certificate is granted to me, I will supervise and/or perform installation, operation, maintenance, and repair work in accordance with all the rules and regulations of Chapter 18 of the City of Kansas City, Missouri, Code of Ordinances (Kansas City Building and Rehabilitation Code). I understand that this certificate is not a substitute for, and does not exempt me from being required to obtain, a contractor license, where appropriate, to actually perform tradeswork.

Tiffany L. Douglas  
Tiffany L. Douglas  
Contractor Licensing & Customer Support Branch Supervisor

Print Date: 2/17/2023 Page 1 of 1

Supervisor License



# INTERIOR STRUCTURAL REMODEL

Structural remodels examples – plans required

- Altering a load bearing wall
- Replacing or sistering more than 5 framing members
- Installing structural supports in a basement

See Information Bulletin 100 for details on plan requirements.



# PREPARING PLANS FOR INTERIOR STRUCTURAL REMODEL

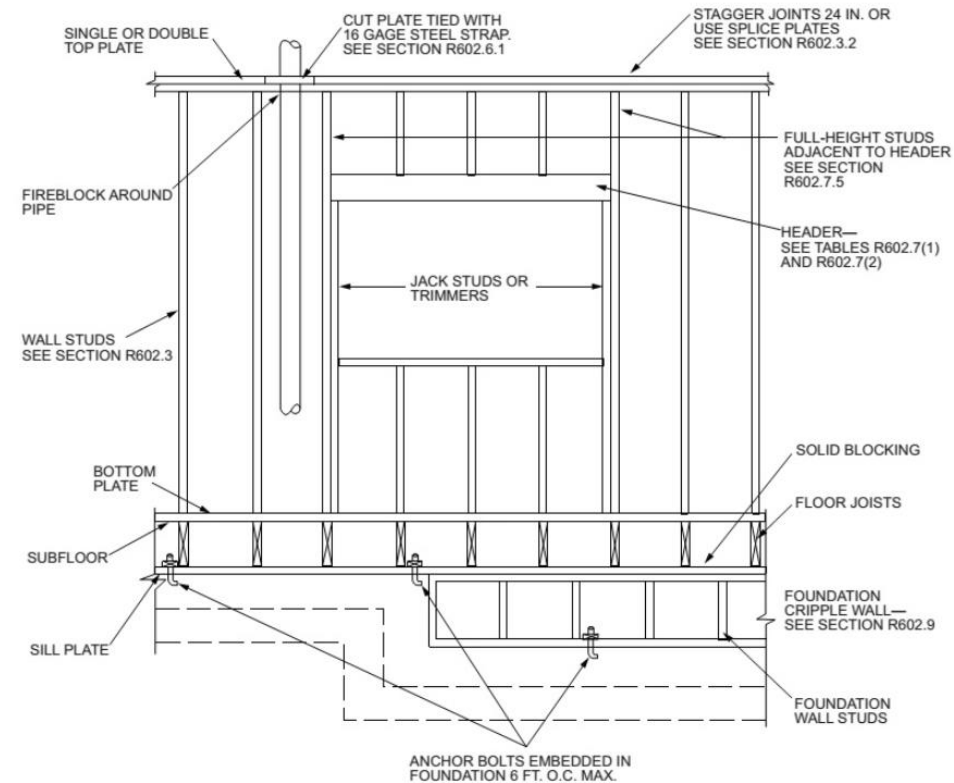
Plans must be legible and clear, for example:

- Show existing conditions and proposed modifications
- List dimensions, grade and species of lumber
- Show spacing of framing members
- Provide details for connections and load paths

See Information Bulletin 100 for details.

# Free Online Reference

FIGURE R602.3(1) TYPICAL WALL, FLOOR AND ROOF FRAMING



For online version of 2018 International Residential Code see  
<https://codes.iccsafe.org/>



# EXTERIOR STRUCTURAL REMODEL ADDITIONS

All additions require:

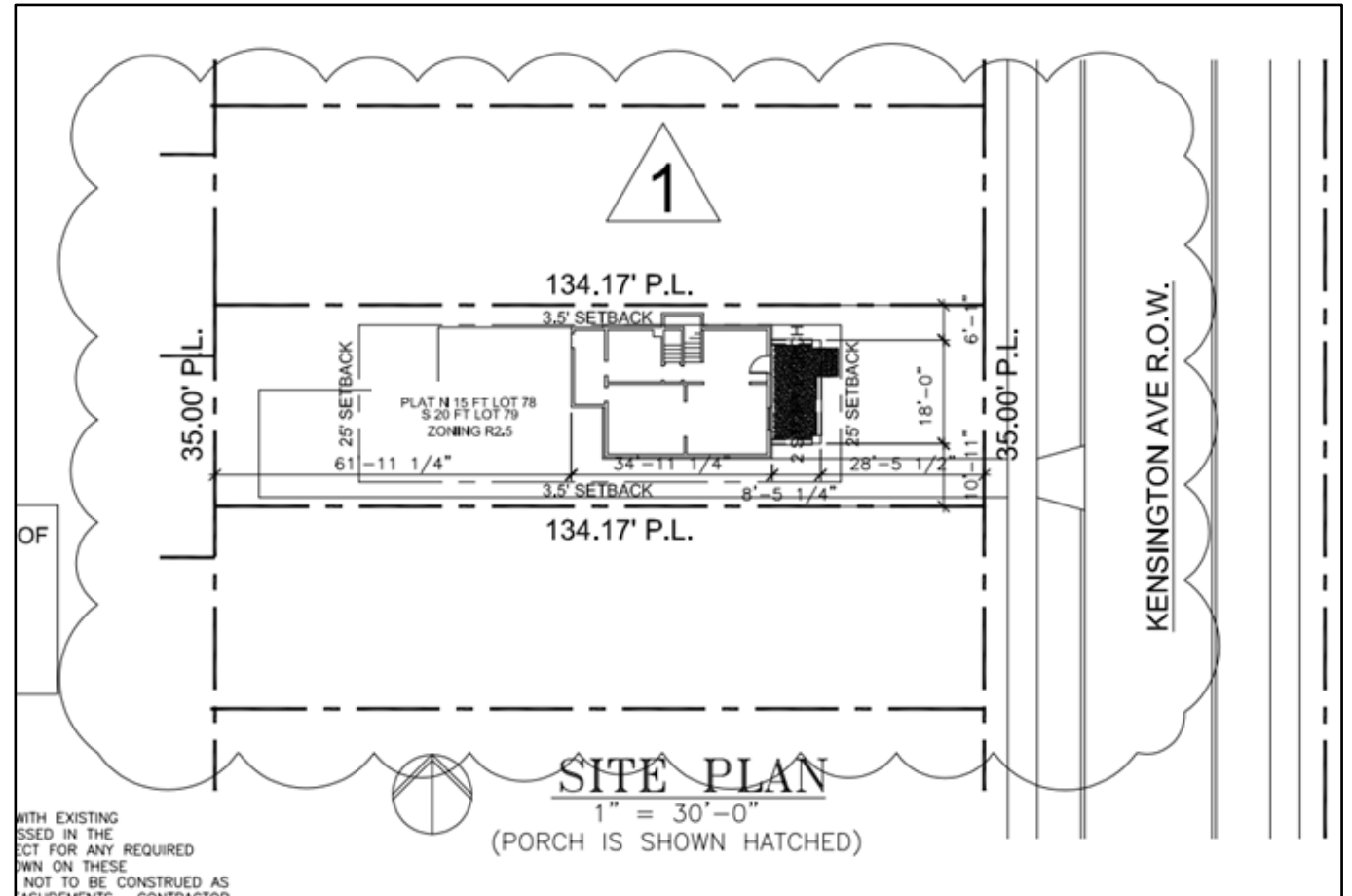
- Structural plans
- Staked survey by licensed surveyor





# TYPICAL SITE PLAN

- Surveyor's seal
- Property lines
- Lot dimensions
- Setbacks of existing structure
- Dimensions of addition
- Setbacks for addition
- Easements and/or platted build lines





# SETBACKS

**Setback** – distance from new addition to property line

- All additions are reviewed for compliance with setback standards.
- If the project does not comply with the standards you must request a variance.
- Approval of a variance takes 6 – 8 weeks. No permits will be issued until the variance is approved.

See Information Bulletin 121 for full explanation.





# FIRE RATED WALLS INTERIOR REMODEL

Structures 5 feet or closer to a property line must be fire rated.

Interior remodel permits for new or replacement of sheetrock on the interior side of a wall within 5ft or less of a property line shall use: 5/8"- Type X sheetrock and screwed with 1-1/4" sheetrock screws at 6" on center edges and 12" on center for the field.



# FIRE RATED WALLS STRUCTURAL REMODEL

Structures 5 feet or closer to a property line must be fire rated.

Structural remodeling or new additions within 5 feet of a property line must include the UL listing number and a drawing that shows the fire rated assembly included as part of the plans.



# COMPASS KC ONLINE PERMITTING

COMPASSKC  
CITY SERVICES AT YOUR FINGERTIPS

KANSAS CITY MISSOURI

Good Morning,

Home Apply Today's Inspections Report Fee Estimator Search Calendar Submission Forms Helpful Resources

## Welcome to CompassKC

- Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**  
This tool can be used to apply for a permit, plan or license.
- Login or Register**  
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice**  
Use this tool to pay for individual invoices.
- Map**  
Explore the map to see the activity occurring in your neighborhood
- Calendar**  
Click here to find out about certain events like holidays and public hearings.

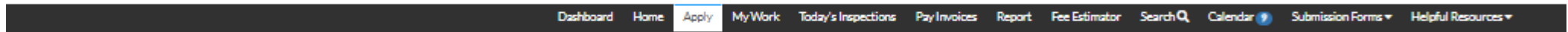


## COMPASS KC USES

- Submit plans and apply for permits online
- Pay invoices
- Request and track inspections
- Download permits and plans
- Monitor contractor license



# SELECTING APPLICATION



## Application Assistant

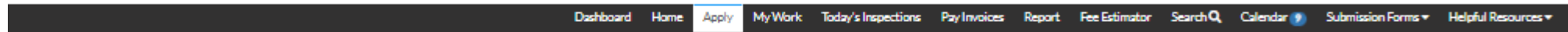
- Structural Remodel to a Single Family House
- Structural Remodel to a Townhouse
- Structural Remodel to a Duplex
- Structural Modifications Only

ates

Use the “Apply” tab from the top menu to search for a key word. When the correct application appears click the magnifying glass icon to retrieve the application.



# UPLOAD PLANS & SUBMIT




## Application Assistant

Structural Remodel to a Single Family House



Show Categories

Show My Templates

	<b>Structural Remodel to a Single Family House</b> Category Name: Building - Residential Application	Description: Construct an interior structural remodel to a Single Family House, this project may include non-structural work as well. (Note: If this remodel does not include structural work, make application for a 'Permit' instead of a 'Plan' as plan submission is not required.) See Information Bulletin #100 at <a href="http://kcmo.gov/planning">kcmo.gov/planning</a> for complete application information.	<a href="#">Apply</a>
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Click the blue “Apply” tab next to the description, fill in the information, upload plans and submit.



# PLANS APPROVED

Plan Number: CRBR-2023-20179

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Structural Remodel to a Single Family House	Status:	Ready for Permit	Project Name:	s/f solar
Applied Date:	01/31/2023	Expiration Date:			
District:	Jackson	Assigned To:	Residential, CPD	Completion Date:	
Description:	Foundation repair - applying intellibraces to foundation wall per plans reviewed for code compliance.				

- Summary
- Locations
- Fees
- Reviews
- Attachments
- Contacts
- Sub-Records**
- More Info

[Existing Sub-Records](#) | [Remaining Sub-Records](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Existing Sub-Records Sort Record Number ▾

Record Number	Type	Status
No records to display.		

Remaining Sub-Records

Type	Action
Other Construction	<b>Apply</b>

When plans are approved click on the “Sub-Records” tab to apply for the permit.



# ADDITIONAL PERMITS

Permit Number: CPBR-2023-00285

• Permit cannot be printed at this time. You do not have access to it.

Permit Details | Tab Elements | Main Menu

Type:	Other Construction	Status:	Issued	Project Name:	Existing S/F
Applied Date:	02/09/2023	Issue Date:	02/14/2023	Expire Date:	
District:	Clay	Assigned To:	Brinkley, Abbey		
Finalized Date:					
Description:	Foundation push piers per plans reviewed for code compliance.				

Summary Locations Fees Attachments **Sub-Records** More Info Conditions

Existing Sub-Records | Remaining Sub-Records | Next Tab | Permit Details | Main Menu

Existing Sub-Records

Sort Record Number

Record Number	Type	Status
---------------	------	--------

No records to display.

Remaining Sub-Records

Type	Action
Electrical Service- Residential	Apply
Mechanical General - Residential	Apply
Plumbing General - Residential	Apply
Residential Certificate of Occupancy	Close time is not available for online



When the building permit is issued additional permits will be listed as Sub-Records.





# HELPFUL RESOURCES TAB



CITY SERVICES AT YOUR FINGERTIPS



KANSAS CITY  
MISSOURI

Good Evening, [Guest](#)

- [Home](#)
- [Apply](#)
- [Today's Inspections](#)
- [Report](#)
- [Fee Estimator](#)
- [Search](#)
- [Calendar](#)
- [Submission Forms](#)
- [Helpful Resources](#)

## Welcome to CompassKC



### Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



### Apply

This tool can be used to apply for a permit, plan or license.



### Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



### Pay Invoice

Use this tool to pay for individual invoices.



### Map

Explore the map to see the activity occurring in your neighborhood



### Calendar

Click here to find out about certain events like holidays and public hearings.



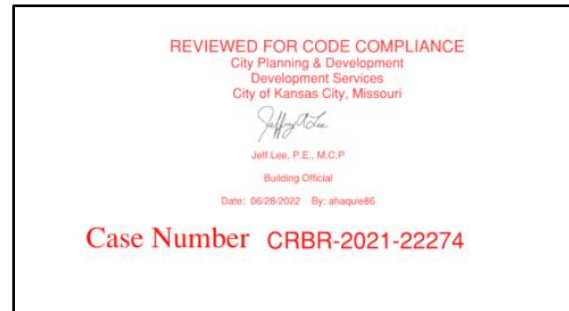
## REQUESTING INSPECTIONS

- Inspections can be scheduled through Compass KC or by calling 816-513-1500.
- Please have the permit number or address ready when you call.
- Provide your cell phone number so the inspector can contact you when they are on the way.



# REQUIREMENTS AT INSPECTIONS

- Work must be inspected before it is concealed (forms for footings, framing, electrical wiring, plumbing, duct work).
- **City stamped plans** must be printed and on-site when the inspector arrives.



- Plans must be printed on large enough paper so the text and details can be read by the inspection. Usually no less than 11 x 17 inches.



# USING THE PARCEL VIEWER ON [www.kcmo.gov](http://www.kcmo.gov)



KANSAS CITY  
MISSOURI

I Want To...

Programs & Ini

Access Employee Home

[Access the Parcel Viewer Map](#)

Find a City Contract

Find a document

Find a job with the City

Find a police report

Find my Councilperson

Find my Trash Day

Know about leaf and brush collection and drop-off sites

Know the due date for my taxes

Look up Municipal Court info

Access the Parcel Viewer Map

Pay my traffic or parking ticket

Pay my water bill

Report a crime

Schedule a Bulky Item Pickup

Start a business

Submit a Sunshine Request

View bid opportunities

View upcoming Council meetings

Watch Channel 2 live

Watch a City Council meeting



KANSAS CITY | MO

Enter Street Address

Search/Tools Results Print Map Download

Measure

Name:  Go

City PIN:  Go

County APN:  Go

Subdivision:  Go

Landmark Search:

Category:  ▼

Type:  ▼

Landmark:  ▼

The Parcel Viewer is a very helpful tool to research properties in Kansas City, Missouri.

A screenshot of the Kansas City Compass KC web application. The top header shows the 'KANSAS CITY MO' logo and the address '328 Kensington Ave'. Below the header are navigation tabs: 'Search/Tools', 'Results', 'Print Map', and 'Download'. A 'Back to search tools' button is visible. The main content area is divided into two sections: 'Parcel Data' and 'Parcel Notification'. The 'Parcel Data' section contains a table with the following information:

Parcel Data	
City PIN:	44181 <a href="#">Code Cases (0)</a> <a href="#">Permits (9)</a> <a href="#">Plans (2)</a> <a href="#">Holds (0)</a>
Jackson County APN:	<a href="#">JA13830102300000000</a> <a href="#">13-830-10-23-00-0-00-000</a>
Plat:	
Lot:	
Block:	
Tract:	
Owner:	[Redacted]
Address:	328 Kensington Ave <a href="#">View all addresses (1)</a>
Zip code:	64124 <a href="#">311 Cases</a>

The right side of the screenshot shows a map of the area around Spruce Ave. A yellow rectangle highlights a specific parcel on the map. A red arrow points from the 'Plans (2)' link in the Parcel Data table to the highlighted parcel on the map. A red text box next to the arrow says: 'Look-up plans and permits that have been submitted for a given property.'

The permit and plan tabs under the Parcel Data menu link directly to applications filed on Compass KC.

# Work Without Permits

- Work done without permits will trigger a triple fee penalty.
- Property owners are responsible for work done without permit by previous owners

# Restoring Utilities

- An electrical reconnect permit is required when Evergy has discontinued service.
- A gas test permit is required for Spire to restore service.
- Contact Water Services at (816) 513-0123 to discuss water reconnect.
- For maps of water service and sanitary lines e-mail [water.gis@kcmo.org](mailto:water.gis@kcmo.org)





# CONTACT INFORMATION

City Planning website

[www.kcmo.gov/planning](http://www.kcmo.gov/planning)

General information

(816) 513-1500

Permit questions

[cdpermits@kcmo.org](mailto:cdpermits@kcmo.org)

Planner of the day

[pod@kcmo.org](mailto:pod@kcmo.org)

Code questions

[codequestions@kcmo.org](mailto:codequestions@kcmo.org)

Contractor licensing

[cdlicensing@kcmo.org](mailto:cdlicensing@kcmo.org)



# QUESTIONS & COMMENTS

THANK YOU!

[john.pajor@kcmo.org](mailto:john.pajor@kcmo.org)

(816) 513-1533