



# **KANSAS CITY MISSOURI**

# Housing Trust Fund Workshop

Building Permit Requirements

June 18, 2024

*Housing and Community Development*



# Objective

To provide an overview of obtaining permits for new one and two family homes in Kansas City, Missouri.

# 2018 International Residential Code 2021 International Energy Conservation Code

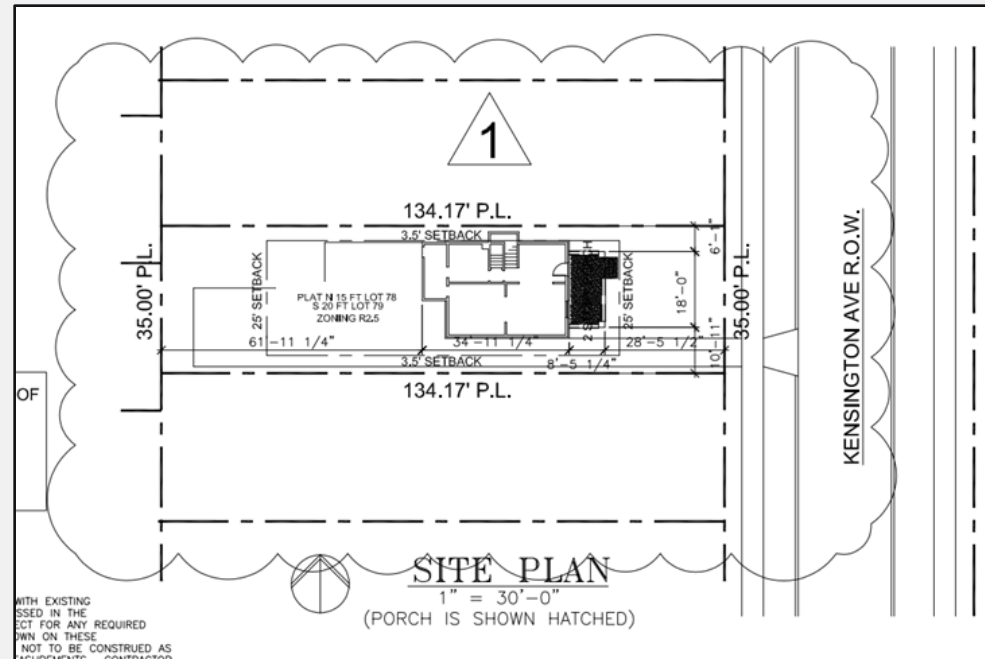
Please reference Information Bulletin 100 and Information Bulletin 171 RE . Log onto [www.kcmo.gov](http://www.kcmo.gov) and search “Information Bulletins”.

# CONSTRUCTION PLANS

- Must include foundation plan, elevations, structural details and relevant details and notes.
- Master plan and certified options are available.

# SITE PLAN

- Must show lot dimensions, setbacks from buildings to property lines, driveways and easements and/or platted build lines.
- If structures are within 10 feet of a property line a staked survey is required



# 2021 INTERNATIONAL ENERGY CONSERVATION CODE

- Plans must include an energy code analysis (ECA).
- Select a compliance method (Prescriptive, Total Building Performance or Energy Rating Index).
- Depending on the method selected the builder may be required to hire an energy rating firm to assist with design and inspections.

# COMPASS KC ONLINE PERMITTING



The screenshot shows the COMPASSKC website interface. At the top left is the COMPASSKC logo with the tagline "CITY SERVICES AT YOUR FINGERTIPS". To the right is the Kansas City Missouri logo. A navigation bar contains links for Home, Apply, Today's Inspections, Report, Fee Estimator, Search, Calendar, Submission Forms, and Helpful Resources. The main content area features a "Welcome to CompassKC" heading and six service tiles: Search Public Records, Apply, Login or Register, Pay Invoice, Map, and Calendar. The background is an aerial view of a city park with a pond.

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

- All plans must be submitted electronically. Reviews can be tracked online.
- Minimum plan review turn around time is 7 business days.


## PERMITTING


Upon plan approval a residential building contractor licensed with the City Planning and Development Department can apply for the building permit.

## Business License

- Issued by the Finance Department
- Valid for 1 year

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


For the operation of: 

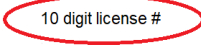


**2022**

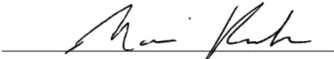
*This license is effective until December 31, 2022. You have until the last day of February to renew.*

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

10 digit license # 

Post at location licensed


  
Mari Ruck, Commissioner of Revenue

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 listing
- City of KCMO as additional insured.


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

**Contractor License  
Residential Building Contractor**

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

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**DBA:**  
**Business Address:**

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**Business Name:**  
**Supervisor Lic#:**  
**Supervisor Name:**

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**Fee Paid:** \$181.00

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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.

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

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

Contractor License


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

**Contractor Certification  
Residential Building Supervisor**

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

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**Qualified Ind. Name:**  
**Qualified Ind. Address:**

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**Fee Paid:** \$181.00

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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.

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

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

Supervisor License

## Trade Work

Separate permits are issued for electrical, plumbing and HVAC.

To find listings of licensed contractors log onto [www.kcmo.gov](http://www.kcmo.gov) and search “Contractor Licensing”.

## Inspections

The last step in any construction project is to request inspections.

Inspections can be scheduled through Compass KC or by calling 816-513-1500.

## CPD Contacts

City Planning website	<a href="http://www.kcmo.gov/planning">www.kcmo.gov/planning</a>
General information	(816) 513-1500
Permit questions	<a href="mailto:cdpermits@kcmo.org">cdpermits@kcmo.org</a>
Planner of the day	<a href="mailto:pod@kcmo.org">pod@kcmo.org</a>
Code questions	<a href="mailto:codequestions@kcmo.org">codequestions@kcmo.org</a>
Contractor licensing	<a href="mailto:cdlicensing@kcmo.org">cdlicensing@kcmo.org</a>

## Comments & Questions

Thank you

[John.Pajor@kcmo.org](mailto:John.Pajor@kcmo.org)

816-513-1533