



# CITY PLANNING & DEVELOPMENT

Commercial Construction Permit – Reviewing Agencies and Contact Information  
Information Bulletin No. 110 Part B

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

## Purpose

This Information Bulletin (IB) provides the various departments involved in the review of building permit applications, a description of the scope of projects reviewed by each department, and their contact information. If you have questions or require additional service, please contact the City Planning and Development Department (CPD) Permits Division, 816-513-1500 or [cdpermits@kcmo.org](mailto:cdpermits@kcmo.org). Approval of the plans depends on the accuracy and completeness of the plans submitted by the design professional in responsible charge (DPRC). See [City Planning Plans Review webpage](#) for anticipated turnaround times.

## City Planning and Development Department

### Plans Management Branch

[Cpd-pmb@kcmo.org](mailto:Cpd-pmb@kcmo.org)

414 E 12th St, 5<sup>th</sup> Floor  
Kansas City, MO 64106  
816-513-1500

The applicant will be informed within two business days if the plans are incomplete and will be informed of the minimum information required to allow the plans to be accepted for review.

### Building Plans Review Division

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

414 E 12<sup>th</sup> St, 5<sup>th</sup> Floor  
Kansas City, MO 64106  
816-513-1500

Type of projects requiring review:

New buildings, building additions, tenant finishes, remodeling, grading, parking lots/site improvements, modifications to electrical/plumbing/mechanical/fire protection systems, elevators, changes in the use or occupancy group classification of a building, telecommunication towers, etc.

Applicable Codes, Standards, and Ordinances:

Kansas City Building & Rehabilitation Code, [Chapter 18, Code of Ordinances](#)

International Building Code, 2018 Edition

International Existing Building Code, 2018 Edition (Optional)

International Mechanical Code, 2018 Edition

International Energy Conservation Code, 2021 Edition

International Fuel Gas Code, 2018 Edition

Uniform Plumbing Code, 2018 Edition

National Electrical Code, 2018 Edition

International Residential Code, 2018 Edition

International Private Sewage Disposal Code, 2018 Edition

American National Standards Institute Standards as follows:

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ICC/ANSI-A117.1 Providing Accessibility and Usability for Physically handicapped People, 2009 Edition

Note: The project owner and design professional are responsible for compliance to the federal Americans with Disabilities Act (ADA) and Fair Housing Guidelines. Info may be found at [ada.gov](http://ada.gov) and [access-board.gov](http://access-board.gov).

ASME A17.1 Safety Code for Elevators and Escalators, 2016 Edition

National Fire Protection Association Standards (see IBC Chapter 35 for complete list of NFPA Standards)

Kansas City Zoning and Development Code, [Chapter 88, Code of Ordinances](#)

Fences and Walls, [Chapter 27, Code of Ordinances](#)

Floodplain Management, [Chapter 28, Code of Ordinances](#)

### ***Floodplain Certificates***

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

414 E 12<sup>th</sup> St, 5<sup>th</sup> Floor

Kansas City, MO 64106

816-513-1500

Type of projects requiring review:

All projects where construction or site improvement activities are located in the regulated floodplain.

Applicable Codes and Ordinances:

Floodplain Management, [Chapter 28, Code of Ordinances](#)

### ***Development Management Division***

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

414 E 12<sup>th</sup> St, 15<sup>th</sup> Floor

Kansas City, MO 64106

816-513-8801

Type of projects requiring review:

New buildings, building additions, tenant finishes involving a change in use, exterior alterations, parking lots, similar projects within planned or redevelopment districts, projects which have a special use permit (SUP), or which have gone through the development plan review process. All projects involving tax increment financing (TIF) are also reviewed by CPD in coordination with the Economic Development Corporation (EDC) of Kansas City (816-221-0636).

Applicable Codes and Ordinances:

Kansas City Zoning and Development Code, [Chapter 88, Code of Ordinances](#)

### ***Historic Preservation***

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

414 E 12<sup>th</sup> St, 16<sup>th</sup> Floor

Kansas City, MO 64106

816-513-2902

Type of projects requiring review:

Exterior alterations and improvements to properties listed on the Kansas City Register of Historic Places. No building permit for exterior modifications to buildings or sites may be issued for a project listed on the register without first being issued a Certificate of Appropriateness by the Landmarks Commission.

Applicable Codes and Ordinances:

Landmarks Commission, [Chapter 2, Article VI, Division 8, Code of Ordinances](#)

**Department of Aviation**  
***Planning and Engineering Division***  
601 Brasilia Ace  
Kansas City, MO 64153  
816-243-3031

Type of projects requiring review:

New buildings and/or additions to buildings on or adjacent to Aviation Department Property. New buildings and additions to buildings that exceed the airport height zone limits as established by Chapter 6, Code of Ordinances.

Applicable Codes and Ordinances:

Airports and Aviation, [Chapter 6, Code of Ordinances](#)

**Department of Fire**

***Fire Codes***

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

635 Woodland Ave, Ste 2103  
Kansas City, MO 64106  
816-513-4610

Type of projects requiring review:

New buildings and building additions, fire suppression systems, fire alarm systems, emergency generators, and paint spray booths.

Applicable Codes and Ordinances:

Fire Prevention and Protection, [Chapter 26, Code of Ordinances](#)

International Fire Code, 2012 Edition, as adopted by [Chapter 26, Code of Ordinances](#)

Related permits issued:

See International Fire Code, 2012 Edition, as adopted and amended by [Chapter 26, Code of Ordinances](#)

**Department of Health**

***Air Quality***

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

2400 Troost Ave, Ste 3000  
Kansas City, MO 64108  
816-513-1500

Type of projects requiring review:

Any new, or modification to an existing, installation with potential annual emissions equal to or greater than deminimis levels for a regulated pollutant. All incinerators are regardless of capacity. Generators with capacity in excess of 185 kW. Deminimis levels for regulated pollutants may be found in Section 8-2 of the KCMO Air Quality Control Code.

Particulate matter less than 10 micrometers in mean diameter (PM10), nitrogen oxides (NOx), sulfur oxides (Sox), volatile organic compounds (VOC), carbon monoxide (CO), lead (Pb), and hazardous air pollutants (HAP) are all regulated pollutants.

Numerous processes and activities emit regulate pollutants. Painting/cleaning operations, printing plant operations, combustion processes, chemical manufacturing/transfer/storage, grain/aggregate handling, tire retreading, dry

cleaning, surface coating, concrete plants, plating shops, asphalt plants, and steel manufacturing are example of activities that may emit regulated pollutants.

Applicable Codes and Ordinances:

Air Quality, [Chapter 8, Code of Ordinances](#)

MO State Rules (MSR) 10 CSR 10-6.060, 10 CSE 10-6.061, and 10 CSR 10-6.062

Related permits issued:

Air quality construction permit - Contact the Air Quality Program for information on permit requirements for a proposed activity and possible exceptions.

### ***Food Protection Program***

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

2400 Troost Ave, Ste 3000

Kansas City, MO 64108

816-513-6315

Type of projects requiring review:

Construction, conversion, or renovation of a food establishment including restaurants, bars/taverns, and institutions (schools/hospitals), remodeling of existing kitchens and other used involving food preparation for public consumption including grocery stores, cafeterias, and convenience stores.

Applicable Codes and Ordinances:

Food and Food products, [Chapter 30, Code of Ordinances](#)

Health and Sanitation, [Chapter 34, Code of Ordinances](#)

Food Code, 1999 Edition, as adopted by the Director of Health

Related permits issued:

Food Establishment Permit - contact the Food Protection Program for details on Food Establishment Permit timelines

### ***Community Environmental Health Program***

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

2400 Troost Ave, Ste 3000

Kansas City, MO 64108

816-513-6315

Type of projects requiring review:

Day care centers for children and public water recreational facilities (swimming pools, spas, etc.) other than for single-family dwellings.

Applicable Codes and Ordinances:

Health and Sanitation, [Chapter 34, Code of Ordinances](#)

Related permits issued:

Operational permits are required for swimming pools, spas, and wading pools issued by the Kansas City Health Department. Childcare facilities providing care for five or more children are licensed by the MO Dept. of Health and Senior Services, Bureau of Child Care Safety and Licensure (816-350-5450).

**Department of Parks and Recreation**  
***Planning and Design Services Division***

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

4600 E 63<sup>rd</sup> St  
Kansas City, MO 64130  
816-513-7500

Type of projects requiring review:

New buildings, building additions, and parking lots located on boulevards, parkways, or adjacent to City Parks.

Applicable Codes and Ordinances:

Parks and Recreation, [Chapter 2, Code of Ordinances, Article V, Division 7](#)

Related permits issued (on a boulevard or parkway):

Drive approach and sidewalk permits in right-of-way, curb replacement permits, street tree planting permits

**Department of Public Works**

***Traffic Operations Center***

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

5310 Municipal Ave  
Kansas City, MO 64120  
816-513-2551

Type of projects requiring review:

All submittals involving the installation of commercial drive approaches in the public right-of-way.

Applicable Codes and Ordinances:

Streets, Sidewalks, and Public Places, [Chapter 64, Code of Ordinances](#)

Subdivisions, Chapter 66, Code of Ordinances

APWA 5600

Related Permits Issued:

Street and sidewalk closure permits, hauling permits

***Development Services***

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

414 E 12<sup>th</sup> St, 18<sup>th</sup> Floor  
Kansas City, MO 64106  
816-513-2551

Type of projects requiring review:

New buildings, building additions, parking lots, drive improvements, storm improvements, and sanitary sewer improvements for projects on private property. Private property improvements which include modification to public facilities, easements, and rights-of-way are also reviewed (i.e., sidewalk, curb, grading, drive approach, sewer connection; construction and/or reconstruction, etc.)

Applicable Codes and Ordinances:

Sewers and Sewage Disposal, Chapter 60, Code of Ordinances

Storm Water management, Chapter 63, Code of Ordinances

Streets, Sidewalks, and Public Places, Chapter 64, Code of Ordinances

APWA 5600

Erosion and Sediment Control Specifications, Approved by MDNR November 23, 1992

Related permits issued:

Site Disturbance Permit for disturbed areas of 1 acre or more (SEC 8 Type).

Drive approach, public sidewalk, curb and gutter permits (SEC 1 Type).

Sanitary sewer connection permits (SEC 2 where applicable and not covered by a Master Sewer Connection approval)

Permits for construction of public improvements, except water mains (SEC 3, 4, 5, 6, and 7 Type).

### ***Arterial Street Impact Fees***

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

414 E 12<sup>th</sup> St, 18<sup>th</sup> Floor

Kansas City, MO 64106

816-513-2551

Types of projects requiring review:

New buildings, alterations and/or additions to residential buildings which increase the number of dwelling units, alterations to nonresidential buildings which increase the floor area, other projects as described in Chapter 39.

Applicable Codes and Ordinances:

Arterial Street Impact Fees, [Chapter 39, Code of Ordinances](#)

### **Department of Water Services**

#### ***Water and Sewer Service Connections***

[Heather.massey@kcmo.org](mailto:Heather.massey@kcmo.org)

414 E 12<sup>th</sup> St, 5<sup>th</sup> Floor

Kansas City, MO 64106

816-513-2174

Types of projects requiring review:

New buildings, building additions, or renovations that involve new connections to or disconnects to existing water and sewer mains.

Applicable Codes and Ordinances:

Water Services, [Chapter 78, Code of Ordinances](#), [Chapter 60, Code of Ordinances](#)

[Water Services Rules and Regulations](#)

Related permits issued:

Water service connection permits and backflow preventor permits on water service lines

#### ***Water Main Extensions and Relocations***

[Kirk.rome@kcmo.org](mailto:Kirk.rome@kcmo.org)

4800 E 63<sup>rd</sup> St

Kansas City, MO 64130

816-513-2174

Water main extensions shall be submitted separately and directly to the Water Services Department, Water Main Extension and Relocation Section, for plans review, contract approval, and permitting. Building permit plans submittals are routed for reference only. Plans should indicate the location of private fire hydrants, water mains, extensions and relocations.

Applicable Codes and Ordinances:

Water Services, [Chapter 78, Code of Ordinances](#)  
[Water Services Rules and Regulations](#)

**Regulatory Compliance Division**

[Scott.cahil@kcmo.org](mailto:Scott.cahil@kcmo.org)

1001 Harrison St  
Kansas City, MO 64106  
816-513-0385

Types of projects requiring review:

For commercial, industrial, or mixed-use residential buildings - new construction, additions, remodeling, changes in the use or occupancy group classification of a building, swimming pools for other than one and two- family dwellings. Please contact the Industrial Waste Division for information on requirements and specifications for grease interceptors and sampling manholes for commercial and industrial users.

Applicable Codes and Ordinances:

Sewers and Seage Disposal, [Chapter 60, Code of Ordinances](#)  
Uniform Plumbing Code

Related permits:

Wastewater discharge permit, 90-day processing time

**Department of Neighborhood Services**

**Regulated Industries**

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

635 Woodland Ave, Ste 2101  
Kansas City, MO 64106  
816-513-4561

Plans are not routed for Regulated Industries' review. Establishments planning on selling alcohol, providing a dance floor or adult entertainment should contact the Regulated Industries office for licensing information.

**Department of Finance**

**Business Licensing**

[Business.license@kcmo.org](mailto:Business.license@kcmo.org)

414 E 12<sup>th</sup> St, 1<sup>st</sup> Floor  
Kansas City, MO 64106  
816-513-1120 - option 3

Plans are not routed to Business Licensing; however, the applicant is advised to contact this office for information on business license requirements.

**Flood Control Levee Districts**

These agencies are notified of the plans submittal by CPD and agency approval, as applicable, is required prior to issuance of building permits. In all levee districts, the applicant is required to submit 3 sets of plans, specification and calculations and a cover letter describing the project. The applicant is advised that after completion of the work 3 sets of as built drawings are to be submitted for approval by the Corps of Engineers.

***Department of the Army - Kansas City District, Corps of Engineers***

Kathleen E. Lust, P.E., Local Protection Chief  
Engineering & Planning Division - Geotechnical Branch  
Local Protection Section (Levees and Channels)  
601 E 12<sup>th</sup> St, 8<sup>th</sup> Floor  
Kansas City, MO 64106  
816-983-3612

***Kansas City, Missouri Levee Committee***

Richard Gaskin, P.E., Chairman of the KCMO Levee Committee  
East Bottoms Unit - North Kansas City Unit - Airport Section - Central Industrial Unit - Missouri Section  
4800 E 63<sup>rd</sup> St  
Kansas City, MO 64130  
816-513-0352  
[Richard.gaskin@kcmo.org](mailto:Richard.gaskin@kcmo.org)

***Birmingham Drainage District***

Tedrick Housh  
Board of Supervisors, Birmingham Drainage District  
Lathrop and Gage  
2345 Grand, Ste 2600  
Kansas City, MO 64108  
816-460-5642  
[Thoush@lathropgage.com](mailto:Thoush@lathropgage.com)

Types of projects requiring review:

All excavation riverward and within 500 feet landward of the levee centerline, including excavation for building foundations, basements, piers, loading pits, and ditches, pipe trenches.

Applicable Codes and Ordinances:

Kansas City Flood Control project, Operation & Maintenance Manual, latest edition as published by the United States Corps of Engineers

***Missouri Department of Transportation (MODOT)***

***Maintenance and Traffic Division, District 4 - Kansas City Area***

Beth Wright, P.E., District Manager  
Missouri Department of Transportation, District 4  
600 NE Colbern Rd  
P.O. Box 648002  
Lee's Summit, MO 64064  
816-622-0134 (direct)  
1-888-ASK-MODOT  
[Beth.wright@modot.mo.gov](mailto:Beth.wright@modot.mo.gov)

Plans are not routed to MODOT by CPD, however MODOT should be contacted when a proposed project is adjacent to state right-of-way. Drive approach locations on state right-of-way must be approved and permitted by MODOT prior to installation.