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CITY PLANNING & DEVELOPMENT

Commercial Construction Permit – Information & Introduction
Information Bulletin No. 110 Part A

Purpose:

The purpose of this document is to expedite the City's review of plans and specifications submitted for commercial construction permits issued by the City Planning & Development Department (CPD). This application is for private development construction regulated by the Kansas City Building & Rehabilitation Code (KCBRC), Ord. [Chapter 18](#).

Approval of the plans depends upon the accuracy and completeness of the submitted plans by the owner's design professional in responsible charge. Please use the Part C – Checklist to ensure completeness of the submittal. For residential project applications under the International Residential Code, see [IB 100](#). If you have any questions about this application process, please contact our Permits Division at 816-513-1500.

Additional Parts

[IB 110 Part B Commercial Construction Permit – Review Agencies and Contact Information](#): Departments involved in review plan submittals, applicable codes, and contact information.

[IB 110 Part C Commercial Construction Permit – Checklist](#): Items required to be shown on plans submitted for review.

[IB 110 Part D Commercial Construction Permit – Project Details and Certification](#): Form required for all commercial building permit plans submittals.

On-line data access

All building permit processes, from plan application through inspections, are submitted and monitored via [CompassKC](#). Once you have submitted your application for plans review, the assigned case number may be used to access all related records. Records of completed activities will be emailed to all applicant contacts attached to the case.

Plan Preparation

Design Professional in Responsible Charge (DPRC): All building permit applications shall have a designated DPRC who is responsible to ensure that the construction plans are complete and in compliance with applicable regulations, standards, laws, and ordinances; and shall review and coordinate submittal documents prepared by the owner's design team, including resubmittals, phased submittals, and deferred submittals for building permit plans review, for compatibility with the design of the building.

Plans

- Plan submittals must be submitted in electronic pdf format. Paper plans submittals are not accepted.
- The complete plan set must be in a single pdf file of reasonable file size. For larger plan sets, separate pdf files for each discipline may be submitted (e.g., architectural, structural, MEP, etc.). Separate pdfs of each individual plan sheet are not accepted.
- Each pdf file shall be clearly named as to content (e.g., Complete Plan Set, Architectural, Structural, etc.).
- Resubmittals to plans review comments shall replace the entire corresponding pdf file.
- Drawings shall be of such size necessary to provide legible text, dimensions, and details.
- Plans that are 'Preliminary – Not for Construction' are not accepted.

Professional Designer's Seals

All plans, specifications, calculations, soils reports, and storm drainage studies must bear the seal of an architect or engineer registered to practice in the State of Missouri. The use of an architect's or engineer's seal shall be in accordance with Missouri Statutes. The use of an architect's seal for engineering work is limited to "only such engineering as incidental practice and necessary to the completion of professional services lawfully being performed by such architect". The use of an engineer's seal for architectural work is limited to "only such architecture as incidental practice and necessary to the completion of professional services lawfully being performed by such licensed professional engineer". "Incidental practice" is generally construed to apply to design, which is a small part of a larger project, is simple in complexity, and for which the designer is qualified.

Fire protection design documents shall bear the seal of a Missouri registered engineer. Where the fire protection system design is shown on plans sealed by a Missouri registered engineer, the fire protection shop drawings may be prepared by a NICET Level III certified engineering technician, provided the engineer-of-record indicates his/her review and approval of the shop drawings via an acceptance stamp on the shop drawings.

Required Plans and Design Documents (as applicable)

- Building Plans
- Specifications
- Structural calculations
- Soils report or soils design information
- MPSC or HUD Certified modular building plans, prefabricated metal building plans, precast concrete building plans, truss design plans, etc. (as required)
- Storm drainage studies (A letter addressing stormwater runoff prepared and sealed by the DPRC may be accepted in lieu of a storm drainage study for minor projects.)
- Hydraulic calculations
- Other documents as applicable
- DEFERRALS - Sealed Shop Design may be deferred pending the completion of IB110 Part D Section 2. Please note full building permits may not be issued until deferred plans are received.

Plans Review Options and Turnaround Goals

The Plans Review Division is committed to timely customer service by offering target turnaround times. In order to accommodate the needs of our customers and to efficiently schedule our workload, the Plans Review Division uses a system for classification, procedures, and associated performance goals for plans review, based on the type of project. Please visit the Plans Review webpage to view the turnaround time for your specific project type.

Plans Management Branch (PMB)/Quality Control Review (QCR)

Upon receipt of a building plan application, the CPD Permits Division PMB will perform a QCR for completeness of the project submittal. Upon completion of the QCR, the applicant will be informed if the plans are incomplete and will be informed of the minimum information required to be resubmitted and allow the plans to be accepted for review.

Critical QCR Items to Start Plans Review

The following items shall be included in the initial application design submittal package (as applicable). The plans review process will not commence until these items have been received and accepted by QCR.

- Completed [IB 110 Part D](#), signed by the project DPRC, for applications that result in a building permit.
- Construction valuation information for scope of work - see [Building and Development Fee Schedule](#).
- Payment of applicable plan review fee.

- Site plan showing legal description, all property lines, location and size of water mains, sanitary sewer mains, and stormwater mains, existing and proposed fire hydrants, sewer and water service connection lines, service backflow prevention devices, sanitary sewer sampling manhole location, floodplain boundary information.
 - All new structures, additions (including vertical), and changes (expansion or reduction) to the exterior envelope of a structure shall be accompanied by a sealed land survey showing the existing and new construction
- Storm water drainage design information when applicable.
- Erosion Control Plan; If one acre or more is disturbed, a "Site Disturbance Permit" is required – see [IB 110 Part C](#).
- Stream Buffer Plan – see [Section 88-415 of the Zoning & Development Code](#).
- Application for issuance of floodplain development permit – see [Information Bulletin 120](#) and [Chapter 28](#).
- A completed [Health Department Plan Review Audit](#) for food service establishments.
- Soils report or soils design when footings and foundations soil bearing capacity exceeds 2,000 PSF.
- Design calculations (structural design, hydraulic design for fire sprinklers, etc.).
- Identify if the project is a change in occupancy classification of an existing building per building code definitions. An occupancy is defined as the most recently legally permitted occupancy.
- Code Analysis – shall start withing first three pages of plan submittal as required by [IB 110 Part C](#).
 - Energy Code Analysis on sheets designated as ECA.
 - Provide a list of required [Special Inspections](#) for the project as applicable.

The CPD PMB will route the plans to all applicable City departments for review. Departments' comments will be posted to CompassKC, and automatically emailed to all applicant contacts upon completion of each round of reviews. Upon full or partial approval from all City departments, the applicant will be notified to apply for the applicable building permits under the sub-records tab of CompassKC.

Resubmittal

The applicant shall resubmit revised documents as needed to address any plans review comments. All resubmittals shall include a letter signed by the DPRC, identifying the project name, address, case number, and keying the responses to the specific plans review comments of the City departments. The resubmittal letter must detail how and where each correction was addressed on plans. Resubmitted plans must include clouds around the revisions made. Plans resubmitted without this letter will be failed without review, and a resubmittal fee will be assessed. Any other changes to plans not identified in the response to comments shall also be identified in the letter.

You are encouraged to contact each plans examiner directly to clarify the requirements of their review comments as needed, but no approvals may be received without formally resubmitting required plans or other documents. The DPRC shall coordinate and upload all resubmittal documents at one time; the system will close to additional resubmittal until that round of plan reviews is completed.

Changes to previously approved plans – After the project receives full approval and a permit is issued, changes may be submitted. This requires a letter that identifies and details all items that are changed on the plans, where in plans this happens and clouded, since the last approval. Only the updated/changed sheets need to be submitted as a set of plans for a "changes to previously approved plans" submission.

Review Comment Resolution (RCR)

If plans review comments are not resolved after three complete review cycles, your plans examiner will conduct an RCR. The plans examiner will contact you to ensure there is a full understanding of the requirements of the noted plan review comments and resolve any questions you may have about achieving compliance with the Code of Ordinances.

Permit and Licensing Requirements

Upon approval of the submitted plans, the applicant shall obtain the building permit for the project (permit application is not the same as plan submittal). All permittees are required to have a valid business license as issued by the Business License Division of the Finance Department. Permits for all trade installations for the project shall be obtained by the licensed trades contractor performing the work as required by Section [18-14](#), Chapter 18, KCBRC, Code of Ordinances. A separate permit shall be obtained for any sub-contracted work. These will be shown as a sub-permit to any issued building permit.

Requests for partial or conditional permits may be considered upon completion of initial plans review by all City Departments involved in the project - [see Information Bulletin 123](#).

Permit Fees

Building permit fees are based upon the value of the work. The value to be used in computing the permit and plan review fees shall be the total value of all construction work, materials and labor, for which the permit is issued. Separate values or valuations shall be provided, separate permits shall be obtained, and separate plan review fees shall be paid for each separate building or structure included in an application for permits. A plan review fee of ½ the building permit fee (based on building permit valuation only, including site work) is required when the plans are submitted for initial review - see [fee calculator](#).

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.

Resubmittal plans review fees of one-eighth of the total permit fee, maximum \$295.00, shall be due when identified as required by the plan reviewer due to previously identified deficiencies remaining uncorrected on subsequent submittals. Changes to approved plans fees are assessed a fee in accordance with § [18-20\(c\)\(3\)](#).

Public Infrastructure Improvements

Separate permits are required for public improvements (generally work in a public right-of-way or public easement). Minor public improvements (e.g., curbs, sidewalks, ADA curb ramps) shall be included in the building permit plan submittal. Public improvements of a larger scope (e.g., street widening, sewers, etc.) may be included in the building permit plan submittal at the designer's option. Major public improvement projects (e.g., new street construction, new subdivisions, etc.) shall be submitted as a separate Public Infrastructure Permit application.

The DPRC shall indicate the scope of public improvements included with the building permit application using [IB 110 Part D - Project Details and Certification](#) form.

Plans for public improvements (public street, curb, sidewalk, storm, sanitary sewer construction) not included with a building permit plan submittal shall be submitted to the Public Works Department. Public Infrastructure plans and site disturbance (erosion control) permit plans are reviewed and permitted by Land Development Division, 18th Floor City Hall, 414 E 12th Street, Kansas City, MO 64106, (816) 513-2551.

Site Disturbance Permit

For projects with disturbed areas of one acre or more, the Code of Ordinances prohibits the issuance of building permits prior to the issuance of a site disturbance (erosion control) permit. Therefore, in order to accept building permit applications, the erosion control/site disturbance plans shall be submitted as a part of the building permit plan submittal. Please note, grading plans may also be needed for your project - see IB 100 Part C. A Site Disturbance Permit is different from a grading permit. A grading permit must also be obtained, if required, prior to beginning work.

Arterial Street Impact Fees

Arterial street impact fees shall be paid prior to issuance of any temporary or permanent certificate of occupancy. The amount of the required fee will be determined as part of the plans review - see [Code of Ordinances, Chapter 39-3](#).

Related Applications

The applicant is advised that additional permits/licenses may be required from other City departments outside of this plan review submittal. Specifically, air quality permits issued by the Health Department and wastewater discharge permits issued by the Water Services Department require separate applications and additional processing time for approval. Please contact those other City departments for the requirements for related permits, as applicable to reduce project delays.

Water main construction or extensions and fire hydrant installations are reviewed and permitted by the Water Services Department, Water Main Extensions and Relocations, Water Main Relocation Desk, (816) 513-0360, 4800 E 63rd Street, Room 201, Kansas City, Missouri 64130.