



# CITY PLANNING & DEVELOPMENT

## Uploading Plans, Permits, and Inspections Documents

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

### Purpose

This document is to clarify the process contractors/builders use to submit documents via [CompassKC](#) for approval after the initial plan submittal. All uploads must be made via the attachments tab and in PDF format.

### One and Two-Unit Dwelling Residential Projects

#### *Items uploaded to the plan case (CRBR case types)*

Changes to Approved Plans and Deferred Submissions - Documents that address a change to the previously approved plans or a deferred submission must be uploaded to the Plan case via [CompassKC](#).

#### *Items uploaded to the building permit (CPBR case types)*

When associated with a Master Plan, changes, supplemental design documents, or deferred submissions that apply **only** to a specific site shall be uploaded to the building permit (CPBR case type) for that site.

#### *Items uploaded to the inspection (CIBI case type)*

Inspection documents must be uploaded to an open inspection before the inspection is completed. Inspection documents uploaded to inspections that have been completed (or to the permit) will not be received or accepted by the inspector.

- Welding Certificates
  - When the builder schedules the rough-in inspection for the building permit, the welding certificate shall be uploaded as an attachment to the scheduled rough-in inspection before the inspector visits the site. If the certificate was not submitted with the rough-in, then it must be submitted on the scheduled final inspection.
- Third Party Inspection Reports
  - The builder schedules the 3<sup>rd</sup> party inspection type (footing, foundation, slab, etc.) on the building permit. The 3<sup>rd</sup> party report is uploaded to the attachment tab on the corresponding inspection prior to scheduling a rough-in inspection.
- Foundation Repair to an Existing One- or Two-Family Dwelling
  - Typical foundation repairs are not inspected by City staff. When the work is complete the contractor must schedule a final inspection and upload the engineer's final summary report to the attachment tab on the final inspection, verifying wall anchors or other reinforcements were installed to code and the approved plans.
- Modular Retaining Walls
  - Sealed engineered letters verifying modular retaining walls were built according to approved plans can be uploaded to the attachment tab associated on the final inspection.

## Commercial Projects

### *Items uploaded to the plan case (CRBC, CRBF, CRBG, and CRBA case types)*

- Changes to Approved Plans and/or Deferred Submissions.
  - Documents that address a change to the approved plans or a deferred submission for the project must be uploaded to the plan case. Upload only sheets for which changes have been made and do not upload a full set of plans. A cover letter is required to be submitted with the changes that clearly identifies the changes that were made.
    - Exception: Deferred Fire Protection/Sprinkler and/or Fire Alarm shop drawings must be submitted as their own plan case under the sub-records of the parent building plan case.

### *Items uploaded to the inspection (CIBI case types)*

Inspection documents must be uploaded to an open inspection before the inspection is completed. Inspection documents uploaded to inspections that have been completed (or to the permit) will not be received by the inspector.

- Hydrostatic Test Reports
  - The Hydrostatic Test Report can be uploaded to the inspection for the fire sprinkler permit or for the building permit final inspection. It must be attached to the inspection before the inspection is conducted.
- Fire Alarm Monitoring Letter
  - Once the final inspection is scheduled on the building permit, upload the letter to the attachments tab on the building permit final inspection.