



CITY PLANNING & DEVELOPMENT

Optional Review/Certification for One- and Two-Family Dwelling Plans Information Bulletin No. 103

kcmo.gov/planning

Purpose

As a customer service initiative, certified plans will be accepted in lieu of an in-depth plan review by City Planning and Development (CPD) staff. cursory reviews may still be conducted. Plans shall be reviewed and certified as meeting the requirements of applicable Kansas City building codes and ordinances by a Missouri-registered professional engineer and/or architect. The attached certification form shall be completed and submitted with the plans if exercising this option. See [IB 100](#) for requirements for one- and two- family dwellings plan review submittals.

Certified Plans Requirements

If using this option, include "CERTIFIED PLANS" in the "Description" textbox on your CompassKC application (in addition to the full scope of work) and select the "YES" option at the "Will you be submitting certified plans?" portion of the CompassKC application.

Please note the following requirements for the use of certified plans:

- Engineered elements on the plan (i.e., construction outside the scope of prescriptive provisions of the International Residential Code) shall be sealed by the responsible designer and be accompanied by sealed design calculations per standard policy.
- This certification form may not be used in lieu of providing a specific response to plans review or inspection comments made by CPD staff.
- cursory reviews of certified plans may be performed by staff.
- All plan sheets **MUST** be sealed by a design professional licensed in the state of Missouri.

For any questions on this process, please contact the Division Manager of Plans Review or the Supervisor of Residential Plans Review at (816) 513-1500.



City Planning and Development

Plans Review Division

414 E 12th Street
5th Floor
Kansas City, Missouri 64106

816-513-1500

Residential Plan Certification Statement

Project Address (N/A if Master Plan): _____

Master Plan Name and/or Number (if applicable): _____

I certify that the above-referenced residential plans meet the requirements of the current Kansas City Building and Rehabilitation Code and the requirements outlined in CPD Information Bulletin No. 100, Requirements for Plan Review Submittal, One- and Two-Family Dwellings.

I understand that I am accepting responsibility for the review of these plans in accordance with the adopted codes and referenced standards, and that any engineered features shall be designed and sealed per standard policy and be accompanied by sealed design calculations.

This form shall not be used in lieu of providing a specific response to outstanding plans review or inspection comments made by CPD staff.

Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Missouri Architect and/or Engineer Seal:

Insert seal here: