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City Planning and Development

CPD-DS Requirements for Limited Service and Repair Permits

One- and Two-Family
information bulletin no. 108
www.kcmo.gov/planning

Purpose: The LSR program allows minor projects to be completed by licensed electrical, plumbing and mechanical contractors either prior to or after obtaining a permit and allows the contractor to certify that the completed work complies with the Kansas City Building and Rehabilitation Code (KCBRC) instead of scheduling an inspection by CPD-DS.

Note: If the licensed contractor chooses to start work prior to obtaining the required permit, the permit shall be obtained within seven days from the start of work to avoid a penalty fee, and the Inspection Certification form (attached) shall be submitted within seven days from finishing the work.

Benefits: The LSR program benefits property owners, contractors, and CPD-DS staff. It ensures property owners that the work is performed by licensed contractors in compliance with the KCBRC and allows licensed contractors to quickly respond to the needs of their customers without violating the KCBRC permit requirements. It has the potential to reduce CPD-DS inspection requests for LSR eligible work, to minimize the number of “no access” inspections trips, which are typical for LSR eligible work, and to provide additional time to make other inspections.

Eligible Projects: The LSR program applies to installation/replacement of air conditioning equipment in an existing mechanical system; repair/replacement of the building sewer (excluding connection to public sewer); and other work valued at \$1,000 or less on existing one- and two-family dwellings (See exceptions.) performed by licensed electrical, plumbing and mechanical contractors covering the following types of work:

1. Electrical Contractor Class I:

- Installation of one new circuit to supply not more than two devices
- Extension of circuits to serve not more than two devices
- Installation of hard-wired smoke detectors

2. Electrical Contractor Class III:

- Installation of security alarm systems

3. Heating and Ventilating Contractor:

- Installation of humidifiers/electrostatic air filters
- Extension of ductwork not more than 10 feet
- Installation/replacement of air conditioning equipment in an existing mechanical system

4. Plumbing Contractor:

- Backflow devices for lawn sprinkler systems (house side of meter only)
- Repair of broken sections of water supply, drain, waste and vent plumbing piping (house side of meter only)
- Installation of water purifier/softener
- Replacement of a water heater connected to existing venting system, gas piping and/or electric circuit
- Installation of one new fixture to include water supply, drain, waste and vent piping
- Repair/replacement of the building sewer (excluding connection to public sewer)

Exceptions to the \$1,000 limit include installation of security alarm systems, installation/replacement of air conditioning equipment in an existing mechanical system; and repair/replacement of the building sewer (excluding connection to public sewer).

Exceptions to the restriction to one- and two-family dwellings include installation of low-voltage security alarm systems installed within individual dwelling units in existing apartment buildings and condominiums. Security alarm systems serving the entire building are not eligible for this program.

Exclusions: The LSR program does not apply to new construction or additions or generally to work valued at more than \$1,000, except as noted above. Work not eligible for the LSR program requires permits through the regular procedure, including required inspections by CPD-DS.

Procedure: The following procedures are to be followed by the contractor, property owner and CPD-DS for the LSR program.

1. Contractor procedures:

- a. The contractor performs the eligible work, obtains an LSR permit within seven (7) days of starting the work and submits a completed Inspection Certification (attached) within seven (7) days of completing the work.

Or

- b. The contractor obtains an LSR permit prior to performing the work and then submits the Inspection Certification within seven (7) days of completing the work.

2. When CPD-DS receives the Inspection Certification, the property owner is notified, in writing, that a permit was issued and an Inspection Certification was submitted indicating

that the completed work complies with the KCBRC. The property owner is given the option of either accepting the completed job as certified by the licensed contractor or requesting an inspection by CPD-DS within 30 days of the date of notification, with the exception of repair/replacement of building sewers.

3. CPD-DS either closes the permit 30 days from the date of notification or through the standard inspection procedure if an inspection is requested.
4. CPD-DS closes LSR permits for repair/replacement of building sewers as soon as the Inspection Certification is received.



City Planning & Development (CPD-DS)
 Permits Services, Permits Division
 5th floor, City Hall
 414 East 12th Street
 Kansas City, MO 64106

(816) 513-1500
 FAX 513-1456

ONE- AND TWO-FAMILY LIMITED SERVICE AND REPAIR PERMIT INSPECTION CERTIFICATION

THIS FORM SHALL BE COMPLETED AND SIGNED BY THE LICENSED CONTRACTOR PERFORMING THE WORK AND SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS OF COMPLETION OF THE WORK. THIS FORM MAY BE DELIVERED BY FAX TO (816) 513-1456.

PROJECT ADDRESS: _____ PERMIT NUMBER: _____

PERMIT DATE: _____ DATE WORK COMPLETED: _____

DESCRIPTION OF WORK: _____

CONTRACTOR INFORMATION	PROPERTY OWNER INFORMATION
NAME: _____	NAME: _____
ADDRESS: _____ _____	ADDRESS: _____ _____
TELEPHONE: _____	HOME TELEPHONE: _____
CONTRACTOR LICENSE #: _____	WORK TELEPHONE: _____
QUALIFIED SUPERVISOR: _____	

I CERTIFY THAT THE ABOVE REFERENCED WORK HAS BEEN COMPLETED BY THIS COMPANY IN A WORKMAN-LIKE MANNER AND THAT THE COMPLETED WORK COMPLIES WITH THE REQUIREMENTS OF THE KANSAS CITY BUILDING AND REHABILITATION CODE AND OTHER ADOPTED CODES. I FURTHER UNDERSTAND THAT THE PROPERTY OWNER HAS THE OPTION OF REQUESTING AN INSPECTION THROUGH CITY PLANNING & DEVELOPMENT – DEVELOPMENT SERVICES AND THAT I SHALL COMPLY WITH ANY REQUIREMENTS RESULTING FROM THAT INSPECTION.

QUALIFIED SUPERVISOR’S SIGNATURE: _____ DATE: _____

CITY PLANNING & DEVELOPMENT – DEVELOPMENT SERVICE USE ONLY:

INSPECTION CERTIFICATION ACCEPTED: _____ BY: _____ OWNER NOTIFIED: _____ BY: _____

INSPECTIONS VERIFIED: _____ BY: _____ PERMIT CLOSED: _____ BY: _____

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