



Scheduled Express Review service is available for those projects which require limited plans review time, and little or no review by other City departments. Eligibility for Scheduled Express Review is determined by City Planning & Development (CPD) Plans Review staff based upon the complexity of the review and availability of staff to perform the review. Generally:

- minor structural modifications only projects
- fire sprinkler and fire alarm system modifications
- minor miscellaneous trade work only projects
- similar projects which require approved plans are eligible for Scheduled Express Review.

Tenant Finish/Remodel type of applications are not eligible for Scheduled Express Review. Please contact the CPD Code Question Line, (816) 513-1511, with any questions concerning the eligibility of a specific project for this service.

Resubmittal reviews for log-in projects may be eligible for Scheduled Express Review. Minor changes to previously approved plans may also be eligible for Scheduled Express Review. **Appointments for resubmittal reviews and changes to previously approved plans shall be made with the original Plans Examiner (not through the Express Appointment Calendar).**

Scheduled Express Review service offers the benefit of securing a definite review date and time that may be sooner than the standard login submission. Plans Review Staff asks that applicants be available for questions regarding the project during the appointment time. A virtual meeting may be held at the request of the applicant but is not required. For projects which are required to be reviewed by additional City departments and approved prior to issuance of permits, the benefit of this program is the applicant is aware of CPD's plans review comments immediately and, therefore, has more time to prepare and submit required clarifications and revisions.

Please reference [Information Bulletin No. 100 - Requirements for Plan Review Submittal, One and Two Family Dwellings](#) or [Information Bulletin No. 110 - Checklist for Building Permit Plans Review Submittal](#), for commercial projects, as appropriate, to ensure that plans are complete and that all required information is provided for review.

**Scheduled Express Review must be scheduled through CPD's Plans Review Division by calling (816) 513-1500.** The Scheduled Express Review fee for one- and two-family dwellings (when made available) is \$30.00, in addition to the building permit fee. Commercial projects are charged \$75.00, in addition to the building permit fee. Scheduled Express fees are charged for each review appointment, including resubmittal reviews.

Once the Scheduled Express Review has been approved, the plan contacts will be instructed to apply for the permit as a sub-record on [CompassKC](#). Once the Permit application is made, please contact the Permits Division at [cdpermits@kcmo.org](mailto:cdpermits@kcmo.org) or at (816) 513-1500 to request expedited permit review.