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# CITY PLANNING & DEVELOPMENT

## CPD-DS Fast Track Sprinkler Permits

information bulletin no. 116

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

Because of the unique situation fire sprinkler contractors often find themselves in concerning the need to start work before design drawings are even finalized, City Planning and Development-Development Services (CPD-DS) has developed, as a customer service initiative, a program to assist sprinkler contractors in obtaining a fast-track fire sprinkler permit. This permit will allow the contractors to legally start work, without delay, while still providing for the necessary code review of the completed design drawings by CPD-DS at a later date.

The process starts when a sprinkler contractor contacts the CPD-DS Permits Division, Plans Management Branch, either in person or by fax and requests a fast-track sprinkler permit. The applicant provides a completed Fast-Track Fire Sprinkler request form signed by both the fire sprinkler contractor and the general contractor, a Permit Application (attached) and pays a nonrefundable permit fee but will not submit plans until they are complete. After processing the application, the applicant will receive a fast-track fire sprinkler permit.

When design drawings are eventually completed, the applicant will submit them for review in the conventional manner or by [Scheduled Express Review](#). Upon review and approval, the applicant pays the conventional permit fee based on the valuation of work. The fast-track fire sprinkler permit fee will not be credited toward the full permit fee. By allowing fire sprinkler contractors the time necessary to complete their plans, the submittal of incomplete and/or partial plans will be unnecessary. If separate permits are anticipated for various segments of the job, then separate Fast-Track Fire Sprinkler Permit Applications will be required.

Note: In new buildings or building additions, this procedure is available only after the building permit has been issued and the occupancy group, construction type and type of fire protection system has been approved as proposed by the owner's design professional.

Please reference [Information Bulletin No. 125](#), Checklist for Fire Sprinkler Permit Plans Submittal, to ensure that the application is complete. We hope this process will assist our customers with their construction scheduling.

If you have any questions about this program or about the procedures to follow, please contact either the Division Manager of Permits or the Plans Management Supervisor, at 513-1500 .

TO: CPD-DS Plans Review Permit Center  
414 E. 12th Street, 5th Floor  
Kansas City, Missouri 64106

TELEPHONE #: (816) 513-1500  
FAX #: (816) 513-1456

## FAST-TRACK FIRE SPRINKLER REQUEST FORM

APPLICANT: Please complete all of the following information. Please print.

Project Address: \_\_\_\_\_ Suite: \_\_\_\_\_

Project Name: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

### STATEMENT OF UNDERSTANDING

The undersigned requests that a fast-track fire sprinkler permit be issued to allow the work to proceed prior to the approval of the design documents. It is understood that all work performed prior to the approval of the plans and issuance of the full permit is done completely at the permit holder's own risk. Any work that is found to not comply with the approved plans shall be corrected. The undersigned acknowledges the following conditions:

- No work will be inspected without the approved plans on the job site
- No work may be concealed (including behind lay-in ceiling tiles) without inspection approval.
- No Certificate of Occupancy will be issued without inspection approval.

The permit holder shall notify the general contractor of these conditions. Furthermore, the applicant agrees to proceed with the development and obtain approval of the design documents as soon as possible. All review issues shall be resolved, and the full permit shall be obtained without delay.

### SPRINKLER CONTRACTOR:

Applicant's Name: \_\_\_\_\_ Co. Name: \_\_\_\_\_

Applicant's Position: \_\_\_\_\_ Co. Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

### GENERAL CONTRACTOR:

Co. Name: \_\_\_\_\_

General Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Department Use Only:

CONTROL NUMBER: \_\_\_\_\_ FAST-TRACK FEE PAID: \_\_\_\_\_

FAST-TRACK FIRE SPRINKLER PERMIT NUMBER: \_\_\_\_\_ PERMIT DATE: \_\_\_\_\_

(Revised 3/16/2015)



# CITY OF KANSAS CITY, MISSOURI PERMIT APPLICATION

City Planning & Development Department  
Development Services  
5th Floor City Hall, 414 E. 12th St.  
Kansas City, MO 64106

Permit Center (816) 513-1500  
**To Fax Permit Applications (816) 513-1456**  
E-mail permit applications to **cdpermits@kcmo.org**  
To Fax Inspection Requests: (816) 513-1536  
24-hour Inspection Hotline: (816) 513-1500

PROJECT ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_ PERMIT NO.: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ BUILDING USE: \_\_\_\_\_

PERMIT TYPE: \_\_\_\_\_ TYPE OF WORK: \_\_\_\_\_

APPLICANT:	
NAME	ADDRESS
E-MAIL ADDRESS _____	

CONTRACTOR LICENSE NO.: \_\_\_\_\_ OCCUPATIONAL LICENSE NO.: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ OCC GROUP: \_\_\_\_\_ CONST. TYPE: \_\_\_\_\_

STRUCTURAL CLASS \_\_\_\_\_ SITE PLAN REQD: \_\_\_\_\_ CONTROL NO.: \_\_\_\_\_

NO. OF STORIES: \_\_\_\_\_ GROSS BUILDING AREA: \_\_\_\_\_ DWELLING UNITS: \_\_\_\_\_

**CONDITIONS OF APPROVAL:**

Smoke detector installation is required in residential dwelling units by IRC/IBC and will be verified at the final inspection. Plumbing work shall be performed by a certified journeyman or master plumber, or other direct plumbing employee with on-site supervision by a certified plumber. [Exception: Permits issued for work by a homeowner per KCBRC 18-14(l)]

DESCRIPTION OF THE WORK : \_\_\_\_\_

VALUE OF WORK: \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_

**APPLICANT:** I, \_\_\_\_\_, \_\_\_\_\_, hereby certify that I am the authorized agent of the permittee and affirm that the above statements are true and correct, and agree to comply with the provisions of the Kansas City Building and Rehabilitation code and other applicable ordinances and laws. Where asbestos containing materials may be present, the undersigned acknowledges responsibility to comply with all requirements of the Code of Ordinances Chapter 8. Air Quality. Verification of availability of utility services is the responsibility of the applicant, and may impact final approval of the permitted work. No combustible construction may occur prior to the availability of fire hydrants with water supply as required by Code of Ordinances Chapter 28, Fire Code. This permit is subject to expiration in accordance with KCBRC 18-19.

\_\_\_\_\_  
SIGNATURE OF APPLICANT                      DATE \_\_\_\_\_

**THIS FORM IS A PERMIT ONLY WHEN VALIDATED HERE**

PERMISSION FOR ABOVE DESCRIBED WORK IS HEREBY GRANTED	
	DATE _____
FOR THE BUILDING OFFICIAL	