



CPD-DS Building and Fire Codes Board of Appeals

information bulletin no. 126

www.kcmo.gov/planning

The Code of Ordinances, Chapter 18, Article I, Section 18-12, provides a process to appeal any decision of the Building Official or the Fire Director in the enforcement of their respective codes to the Building and Fire Codes Board of Appeals (BFCBA).

The Board is comprised of 12 members and 12 alternates who are qualified by experience and training to rule on matters pertaining to building construction. The Board meets, as needed, the 4th Tuesday of each month at 9:30 AM in the 10th Floor Committee Room of City Hall. **The cutoff date for application is ten business days prior to the hearing date.** The case will be heard on the next scheduled hearing date following receipt of a complete application unless otherwise notified; the submittal of this application shall constitute the 10-day advance notice of the hearing date.

Appeals must be made within thirty days (for Building Code cases) or ten days (for Fire Code cases) from the date of the decision, order, or other ruling to be appealed. A filing fee shall be assessed as indicated on the application form. Applicants are encouraged to discuss the appeal with the Building Official prior to submittal.

It is encouraged that requests for alternate materials or methods of construction first be made via a Code Modification Request for review and approval by staff. See [Information Bulletin 101](#) for details. Disapprovals of Code Modification Requests may be appealed to the Board at no additional fee.

The Board also hears requests for variance to the Floodplain Ordinance – Code of Ordinances, Chapter 28. These requests shall address in writing each of the individual criteria and conditions for variance as required by Ordinance Chapter 28, Article 5. A Floodplain Development Permit application shall be made prior to application to the BFCBA -- see [Information Bulletin 120](#) for further details. A floodplain variance request will not be scheduled for a Board hearing until such time as the floodplain development permit application review and determination is completed.

Applications to the Board shall include:

- twelve copies of the completed application form (see attached)
- twelve copies of any supporting documentation (documents no larger than 11 x 17)
- a copy of the decision that is being appealed (where applicable)
- one electronic copy of the application and all supporting documents in pdf format
- appropriate fee

The application, with the appropriate fee payment, shall be submitted to:

City Planning & Development – Development Services
Attention: Building/Fire Code Board of Appeals
414 E. 12th Street, 5th Floor
Kansas City, MO 64106

Applications may be made online via [CompassKC](#). The required paper copies shall be delivered or mailed to our office prior to cutoff date.

BUILDING AND FIRE CODES BOARD OF APPEALS

FILING FEES AS PERTAINING TO:

- (1) One- and two-family dwellings per dwelling unit \$49.00
- (2) All other structures per building or tenant space, whichever is greater \$103.00
- (3) Multiples of (1) or (2) above submitted simultaneously for same project, maximum of \$545.00
- (4) Contractor Licensing & Registration requirements \$49.00
- (5) Floodplain Ordinance variance.....\$103.00
- (6) Continuance requested by appellant.....one half of original filing fee

No Filing Fee Required For Appeals Of Decisions On Code Modification Requests

Appellant: _____ Contact: _____

Address: _____

Telephone: _____ email: _____

Reason for Appeal (select appropriate category):

- To appeal the determination of Code Modification Request # _____
- To appeal a decision of the Building Official or representative.
- To appeal a decision of the Fire Chief or representative.
- To determine proper interpretation of code.
- To determine suitability of alternate materials or construction.
- To request a variance to the Floodplain Ordinance. See also [Information Bulletin 120](#).

Applicable Code Section(s): _____

Site Location:

Street Address: _____
Floor Number/Suite Number: _____
Other: _____

Explicitly state the issue under appeal (attach additional pages if necessary). :

Signature

Date

Applications shall include 12 paper copies of the completed application form and all supporting documentation (design drawings no larger than 11x17), a copy of the decision that is being appealed (where applicable), payment of the applicable fee, plus one electronic copy of the application form and all supporting documents in pdf format. Online applications may be made at [CompassKC](#). -- for online applications, upload the electronic copy and deliver or mail the paper copies to our office prior to the cutoff date. The Board meets at 9:30 AM on the 4th Tuesday of the month. The cutoff date for application is 10 business days prior to the hearing date. The case will be heard on the next scheduled hearing date unless notified otherwise.