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# City Planning and Development

## CPD-DS Team Inspection

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

As an added service to our customers, the City Planning & Development Department – Development Services (CPD-DS) offers a Team Inspection that allows building tenants, owners, developers and design professionals to meet with a CPD-DS associate at the proposed site to discuss potential impact of code requirements on the project. In addition to the on-site discussion, customers will be provided with a written record of the inspection.

**Procedure.** To request a Team Inspection:

1. Contact the Division Manager of Inspections (816-513-1500) to discuss the project and to determine eligibility for the service.
2. Submit a letter of request including the following:
  - the location of the property,
  - a description of the proposed project, including the existing and proposed uses of the building,
  - the approximate area of the building or project,
  - the questions (be as specific as possible) to be addressed during the inspection, and
  - include the appropriate fee as indicated in the KCMO Code of Ordinances.
3. Make the submittal to:

Division Manager of Inspections  
City Planning & Development – Development Services  
414 East 12<sup>th</sup> Street, 14th Floor  
Kansas City, MO 64106

Upon receipt of the letter of request and verification of payment, an appointment will be scheduled with appropriate CPD-DS and other City associates to meet with the applicant. Following the inspection, a written report will be generated by CPD-DS and mailed to the applicant. The report will address the questions presented in the letter, as well as other significant issues identified during the inspection.

**Records.** A copy of the Team Inspection report will be distributed to the applicant, the appropriate CPD-DS staff, and the other City staff participants. A copy will also be placed in the CPD-DS Preliminary Project and the Existing Building files. The report will also be documented in CPD-DS's permit database -- this information is available under the KivaNet link on CPD-DS's website.

We hope this customer service initiative will be helpful to you in assessing your project or special situation. Should you have any questions regarding the Team Inspection process, please contact the Division Manager of Inspections at 513-1500.