



# CITY PLANNING & DEVELOPMENT

## Homeowner's Exception to Licensing for Building Trades Permit Issuance

Information bulletin no. 146

[Kcmo.gov/planning](http://Kcmo.gov/planning)

The owner of a single family residence is authorized to obtain building trades permits (building, electrical, plumbing, mechanical, etc.) provided the owner occupies the building as his or her principal residence and provided further that the owner and his or her family members or friends shall personally purchase all materials and perform all of the work authorized by such permit, except as noted for building permits. If a family member or friend is hired as a contractor to perform the work, then that person shall make application for the permit and is subject to all contractor licensing requirements.

This exception, as stated in section 18-14 of the Kansas City Building and Rehabilitation Code (KCBRC), is intended to support and encourage homeownership by allowing the owner-occupant to complete do-it-yourself projects in his or her residence. Code compliance and field inspections are required as with any similar permits issued by City Planning & Development – Development Services (CPD-DS).

This exception does not authorize anyone other than the owner and his or her family members or friends to work under an issued permit, except as noted for building permits. Homeowners are cautioned that unlicensed contractors will very often ask them to obtain a homeowner's permit for a project rather than obtain permits themselves as required by the KCBRC. This practice is illegal and may result in cancellation of the permit, stop work orders at the project and prosecution in Housing Court. Use of unlicensed contractors is not recommended and will add to the cost of your project and delay satisfactory completion of the work. Please see [Information Bulletin No. 143- Guide to Selecting a Contractor](#) for more information on this subject.

A homeowner may obtain building permits without being licensed as a Residential Building Contractor and may contract and direct the work of building trades subcontractors who are not otherwise required to be licensed under section 18-14. This means the homeowner may perform the work themselves and/or act as their own general contractor by hiring excavation, foundation, rough framing, drywall, finish carpentry, roofing and other subcontractors to perform the building construction under the homeowner's direction. The homeowner may hire electrical, plumbing, mechanical and other trades contractors who are required to be licensed under section 18-14. However, these licensed subcontractors must obtain their own permits for their work and perform all of the work with their own employees.

Additionally, this exception does not authorize anyone to circumvent the licensing and permitting process by posing as the proposed occupant of a single family residence they may own but have no intention of occupying in order to obtain trades permits. This practice is also illegal and may result in cancellation of the permit, stop work orders at the project and prosecution in Housing Court.

This affidavit along with a letter signed by the owner authorizing another person to obtain required permits from CPD-DS will be required if the owner chooses to send anyone else to sign and pay for

any required permits from CPD-DS. CPD-DS will then issue the requested permits to the owner and the authorized person obtaining the permits will sign as agent for the owner.

In order to obtain homeowner's building trade permits, please complete the attached affidavit and upload it to attachments when applying for homeowners permits.

If you have any questions about this program or about the procedures to follow, please call the Permits Services Branch or the Contractor Licensing Branch at 513-1500.



**HOMEOWNER'S AFFIDAVIT FOR ISSUANCE OF BUILDING TRADES PERMITS**

City Planning & Development Department – Development Services  
City of Kansas City, Missouri

As the owner-occupant of the single family residence described below, I hereby request that CPD-DS issue the requested \_\_\_\_\_ permit under the provisions of sections 18-14 of the Kansas City Building and Rehabilitation Code (KCBRC).

The project address is \_\_\_\_\_, a single family residence. I am the owner of this property and I (check one):

- Currently occupy this building as my primary residence.
- Will occupy the building as my primary residence upon completion of the work. I currently reside at \_\_\_\_\_.

[If at either of the above addresses less than 2 years, please list your previous address:]

\_\_\_\_\_

I do not have any outstanding permits issued to me as owner-occupant for any other addresses at this time. In the last 5 years, I have obtained owner-occupant permits for the following addresses:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Not Applicable

All work authorized by the requested permit will be personally completed by myself and/or my family members or friends, except as noted for building permits. I have not contracted with nor will I compensate any other person(s) to complete this work. If I have requested a building permit that would otherwise require licensing as a Residential Building Contractor, I understand that I am exercising the exception in Section 18-14 of the KCBRC and acting as my own Residential Building Contractor and that I am responsible for contracting and directing the work of building trades subcontractors not otherwise required to be licensed under section 18-14 of the KCBRC. I understand that falsification of any of the information provided in this affidavit may result in the cancellation of the requested permit and that I may be prosecuted for violations of the KCBRC. I shall comply with the requirements of the KCBRC and applicable model codes and obtain required inspections from CPD-DS for this project.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner - *I understand that by typing my name above, I am electronically signing this document*