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City Planning and Development

CPD-DS Residential Building Contractor Licensing Frequently Asked Questions
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Frequently Asked Questions

1. Where can I get copies of the Residential Building Contractor and Residential Building Supervisor license and certificate of qualification applications?

Answer: For more information on this program including applications, fees and minimum qualifications, see the City Planning & Development - Development Services (CPD-DS) Contractor Licensing Branch website or call 816-513-1500.

2. What scope of work requiring a building permit requires the applicant to be a Residential Building Contractor?

Answer: The Residential Building Contractor's license is required for anyone contracting to construct, structurally alter or enlarge any one- or two-family detached dwelling or townhouse including any detached accessory buildings in excess of 400 square feet in area. A Business License for Construction is the only City license required for a contractor performing swimming pool construction, deck construction, retaining walls, nonstructural remodeling, installation of solar panels with limited structural work, repair-in-kind building permits and commercial building permits.

3. What is the difference between a Residential Building Contractor's license and a Residential Building Supervisor's certificate of qualification?

Answer: A Residential Building Contractor's license allows your company to obtain required building permits. A full-time management employee holding a Residential Building Supervisor certificate of qualification is required in order for your company to obtain a Residential Building Contractor license. A Residential Building Supervisor is an individual who has passed one of the residential building exams given for this certification.

4. How will the homeowner exception be applied to residential building permits?

Answer: A homeowner acting as their own general contractor may obtain the required building permits and "contract and direct the work of building trades subcontractor(s), not otherwise required to be licensed under section 18-14." In other words, the exception does allow the homeowner to subcontract in the same manner as a Residential Building Contractor. See [Information Bulletin No. 146 - Homeowners Exception to Licensing for Trades Permit Issuance](#) for more information. All work related to electrical, plumbing, mechanical and electrical permits issued to a homeowner must be done by the homeowner along with family members or friends who are not contracting to do the work.

5. Can the applicant for the Residential Building Contractor also be the company's Residential Building Supervisor?

Answer: Yes, the company owner or principal may be the applicant for both the Residential Building Contractor's license and the Residential Building Supervisor certificate of qualification.

6. I have been a residential builder for over 25 years; do I have to pass one of the exams in order to become a Residential Building Supervisor?

Answer: Yes, everyone applying for certification as a Residential Building Supervisor will be required to show they have passed one of the residential buildings exams approved for this certification. If you have passed any other comparable exam given by a third-party testing agency, CPD-DS will verify comparability and may accept the exam with your application. **Note:** as an existing building contractor, you may be eligible for the **grace period** allowed for existing Residential Building Contractors to designate their Residential Building Supervisor, see these questions and answers below.

7. What is the grace period allowed for existing Residential Building Contractors to designate their Residential Building Supervisor?

Answer: If your company was legally in business in Kansas City, Missouri prior to enactment of this regulation, you may apply for a conditional residential building contractor license and you will be allowed until November 1, 2005, to designate your Residential Building Supervisor. "Legally in business" means any applicant who holds a valid Kansas City, Missouri business license for construction prior to September 28, 2004.

8. How do I take advantage of the grace period allowed for existing Residential Building Contractors to designate their Residential Building Supervisor?

Answer: If you want to take advantage of the grace period, please provide the following in order to obtain a conditional license when filing your application for Residential Building Contractor:

- A copy of your company's 2004 business license for construction showing an issue date prior to September 28, 2004;
- A copy of your State of Missouri registration showing that your company is in good standing;
- Your company insurance certificate, in compliance with the requirements outlined in section 18-327 of the Kansas City, Missouri, Code of Ordinances;
- Your completed contractor license application, minus the supervisor information on pages one and two; and
- Payment of \$191.00 in application and licensing fees.

Once the above has been accomplished, your company will be granted a conditional license. The Residential Building Contractor license is a four year renewable license; however, conditional licenses will expire on November 1, 2005, unless you have designated your Residential Building Supervisor prior to that date. Your company license will be extended beyond that date only under the following conditions:

Your company must have a Kansas City, Missouri-certified Residential Building Supervisor on staff in a full-time, active capacity in the manner required by code. This person may be the owner of the company or a full-time, management employee responsible for full-time, active supervision of your company's construction operations as necessary to ensure full compliance with the KCBRC and other ordinances and laws of the City. Supervisor certification requires filing a certificate application and \$47.00 application fee and proving passage of either the Experior Assessments, LLC residential construction exam (10340) or the International Code Council national standard residential building contractor (C) exam.

AND

Your company must file a revised license application (at no additional charge, provided that nothing else has changed) to add the required supervisor once that individual has been tested and certified by the City of Kansas City, Missouri. Such application must be filed with our office as soon as your employee obtains certification, but in no case later than the close of business October 31, 2005.

9. I am an engineer/architect registered to practice in the State of Missouri; can I obtain a Residential Building Supervisor certificate of qualification without taking one of the residential building exams?

Answer: No, everyone applying for certification as a Residential Building Contractor will be required to show they have passed one of the residential buildings exams given for this certification. If you have passed any other comparable exam given by a third-party testing agency, CPD-DS will verify the content of the exam, your passing score and may accept the exam with your application.

10. I am the owner or part-owner of two or more residential building companies; can I be the Residential Building Supervisor for each of these companies?

Answer: A Residential Building Supervisor may be designated for only one Residential Building Contractor except when the ownership of more than one residential building company is identical in corporate structure, ownership, and management; and the Residential Building Supervisor is a full-time management employee responsible for exercising supervision and control of the construction work of the commonly owned residential building companies.

11. I have passed an earlier version of the residential building contractor exams; can this exam be accepted with my application for Residential Building Supervisor?

Answer: Yes, provided the exam was provided by an approved third-party testing agency and we are able to verify the comparability of the content of the exam and your passing score for the exam.

12. What continuing education program will be acceptable for the renewal of a Residential Building Supervisor certificate of qualification?

Answer: CPD-DS will accept any continuing education programs related to residential construction provided by CPD-DS's Code Academy, the Home Builder's Association (HBA), the National Institute of the Remodeling Industry (NARI), the Johnson County Kansas Contractor Licensing Program, the International Code Council (ICC), and the ICC Metropolitan Kansas City Chapter.

13. Why was September 28, 2004, established as the date by which a contractor legally doing business in the City of Kansas City, Missouri would be permitted to obtain a conditional Residential Building Contractor license allowing until November 1, 2005 to designate a certified Residential Building Supervisor?

Answer: This date was the effective date of the City Council approval of the Residential Building Contractor licensing program and the intention of the City was to implement the program with the least disruption of business for those contractors who have been doing business with the City prior to the program. In order to legally do business in Kansas City, Missouri as a general contractor prior to this program, a company was required to have a business license and to be properly registered with the State of Missouri as a legal business entity. The date could have been set at January 1, 2004 but it was the City's decision to use the effective date of the ordinance establishing the program.

14. Will legally obtained building permits issued prior to the effective date of the Residential Building Contractor licensing program implementation date be cancelled or suspended if the permit holder has not obtained a Residential Building Contractor license?

Answer: No, licensing as a Residential Building Contractor will be required for any applicable building permits issued on or after November 1, 2004.

15. Will CPD-DS recognize or provide reciprocity with the City of Independence or Johnson County Contractor Licensing Program?

Answer: CPD-DS has developed the residential contractor licensing program to be comparable with both jurisdictions current programs. Therefore, if you have passed a residential builder exam in either of these jurisdictions, you will not be required to retest. Additionally, if you have obtained continuing education hours through either of these jurisdictions, those hours will be accepted for renewal of your Residential Building Supervisor certificate of qualification.

16. What happens if I fail to designate a Residential Building Supervisor prior to November 1, 2005?

Answer: Your Residential Building Contractor license will be automatically suspended on November 1, 2005, and your company will not be issued any further building permits until such time as you have designated a certified Residential Building Supervisor.