



City Planning and Development

CPD-DS Public Infrastructure Issued Permit Extension Checklist

information bulletin no. 167

www.kcmo.gov/planning

This document states the requirements for granting **extension(s) to issued permit(s)** and pertains to all development construction permits that have been issued by Land Development Division (LDD) for the permit types listed below, hereinafter (Permit). LDD will consider all requests for an extension to the established “Complete Date” on the Permit, as indicated herein. The City does not guarantee an extension will be approved simply because a request is made.

The City’s Code of Ordinances requires that the improvements be completed by the established completion date on the permit and as identified in Ch. 63-31, 64-4 (f) (1), 88-10-07 (d), 88-405-21 (a) (1), 88-550-05, 88-555-07 of the Code of Ordinances, and as outlined in any development agreement for the project. The established date the permit work is to be completed (i.e. the completion date) is the date indicated on the Permit, as the “Complete Date,” hereinafter (Completion Date). This is the date, designed by the engineer of record and signed by the permittee/developer on the permit(s) has deemed as the date the work shall be completed and is not arbitrarily calculated by the City. **Only when the City has granted an extension in accordance with the requirements herein shall the Permittee be given an extension to the “Complete Date” indicated on the permit record.** This checklist shall guide the Permittee in processing extension request and also expedite such request when a request is necessary.

Part A – Checklist Overview and Instructions (Read Part A before completing Part B of the Checklist):

1. **Introduction and general comments:** The specific permit types covered by these requirements are indicated below. Use of this IB167 is mandatory for all extension requests for these permits.

SEC3 Sanitary Sewer Construction Permit
SEC4 Storm Sewer Construction Permit
SEC5 Street Construction Permit
SEC6 Street Light Construction Permit
SEC7 Traffic Signal Construction Permit
SEC8 Site Disturbance Permit
SECD Development Permit

The permittee is responsible for compliance with the requirements of the Code of Ordinances of Kansas City, MO, and these provisions. The City’s ability to complete a timely review of an extension request depends upon the accuracy and completeness of the information submitted by the Permittee. Review each section of this Checklist in order to ensure an understanding of the City’s requirements and process for review of extension request. The fees that may be imposed are based upon staff estimates to cover the City’s cost of inspection, permitting, and administration as directed by City Council in Ordinance 080766 and subsequent amendments there to.

2. **Initial Notification of extension request:**

This notification process requires that the permittee shall notify the project inspector with each permit(s) extension request(s) by using and filling the complete Part B of this checklist before submitting Part B form to the project inspector.

General Guidelines:

- a) If the requested extension is for reasonable delays due to weather, unexpected unsuitable material deliveries, or removals and replacement, etc., or due to circumstances beyond the control of the Permittee and resulting in only minor extension for less than five business days (1 week), such request may be granted by the LDD inspector without submission of this IB167 Checklist. Simply notify the Inspector and indicate the time needed and reason for requesting the extension. If the request is acceptable, the Inspector will notify you of the minor revision made to the permit records.

b) If the requested extension is for similar reasons as outlined in a) above but for a more lengthy extension time, or for other reasons, this IB167 Checklist shall be used. The inspector reserves the right to deny any and all request for extension. Submit Checklist as indicated below. Once the inspector receives the IB167 Part B, and any related documentation indicated herein, the inspector will respond to the Permittee with a disposition on the request, and will provide to the Permittee, if applicable, specific steps for completing the extension request as indicated on Part C.

Submit the requests for the extension to the project inspector assigned to the permit(s) in writing (mail, e-mail, or faxes are acceptable) as follows:

- a. To verify who is currently assigned as the project inspector and his/her contact information, Review the KivaNet at the following link <http://kivaweb.kcmo.org/kivanet/2/index.cfm> (search for Permit Type and Number, go to Activities section on Permit Summary Screen and locate “INSPECTION NOTIFICATION & SIGNOFF” link and click on it. This will take you to the screen that identifies the assigned Inspector and provides their e-mail and/or phone number.
- b. IB167 Part B
- c. Detailed information on justification for extension request.

3. Timing of Extension Request(s):

All permits that are passed the expiration date will be placed in the “Expired” status and required to be extended and paid with the appropriate fees before the permits can reinstate back to the “Open” status and before all activities can be continued in the field. **When the permits enter into an “EXPIRED” status, a “Stop Work Order” will be issued by the project inspector for the entire project. No work activities will be allowed in the field until the permits have been extended and all required fees have been paid.**

If the request for permit extension is received and the permit extension is completely satisfied before the completion date as indicated on the printed permit, the City will review the fees previously paid in order to calculate the extension fee due at a reduced rate. Otherwise, if the request is received after the permit has already expired, the extension fee will be calculated based on the rates as identified in section 5, 6, and 7 below.

If a request is not made in conformance with the above, the required information is not provided, or the request has not been completed within the timeframe indicated herein or as directed by the inspector, the Permit shall be completed by the established Completion Date. No work, covered by the permit is authorized beyond the established Completion Date indicated on the printed permit. This document and the “Permit Acknowledgment” form signed by the permit holder at the time of permit issuance, shall serve as formal notice to the Permittee to complete the project/improvement (Order to Complete) by the established Completion Date. **No additional notice to the Permittee shall be required or provided.** Failure to complete the work by the Completion Date established on the Permit or in the Development Agreement or to comply with the extension requirements herein or therein, will constitute a material breach of your Permit and/or Agreement. The City shall deem the Permit in default, terminate the Permit, and place notice against the Permit Bond Surety to pursue the completion of the permit obligations to the satisfaction of the obligee.

Once an extension request and any supplemental documents have been submitted, reviewed and conditionally approved, the Permittee will be notified of any required extension fee(s), enforcement fee(s), Changes to Reviewed Plan Fee(s), and instructions on how to complete the extension process. Once these additional requirements have been fulfilled (see item 9 below) and the revised Permit has been issued and signed, the Permit will have been successfully extended.

4. Coordination with other Permits:

Any extension to an infrastructure Permit that proposes to exceed the Completion Date of the Site Disturbance Permit (SEC8) also requires extension of the SEC8 (i.e. the SEC8 Completion Date must match or slightly exceed to Completion Date of Infrastructure Permit). This requires the permittee to also request extension of the SEC8 Permit as follows:

- a. Include either the SEC8 Permit in the initial extension request; or
- b. Submit an extension request for the SEC8 in advance of other Permits; and
- c. The extension procedures for the SEC8 shall match the procedures outlined herein for other Permits.

5. Site Disturbance Permit extension fees:

Site disturbance permits (SEC8) shall be valid from the time it is issued until the site has established vegetation in accordance with APWA 2400 and the erosion control measures are no longer necessary. The site will be considered established when perennial vegetation, pavement, buildings, or structures using permanent materials cover all areas that have been disturbed (Ch. 63-35). Ordinance 080766, passed by City Council in 2008, indicated that the extension fee required to extend the SEC8 permit be equal to \$224.00 per month extension past the original issued Completion Date as indicated on the Permit.

6. Infrastructure Permit extension fees:

City Council Ordinance 080766 also indicates that the extension fees for all infrastructure Permits (SEC3, SEC4, SEC5, SEC6, and SEC7) be equal to \$1,000.00 per month past the original “completion date” as indicated on the special permit.

7. Development Permit extension fees:

Development permits (SECD) (i.e. all inclusive permits) shall have an extension fee of \$1,000.00 per month past the original “completion date” as indicated on the special permit. These permits include the construction of all infrastructure associated with the development, with the exception of water main extension work. This permit will also contain the permit authorization for Site Disturbance Permitting and Traffic Closure Permitting where appropriate.

8. Enforcement fees:

When enforcement actions are necessary above normal notification of deficiencies, a fee shall be assessed to cover the additional administrative, review, and inspection costs of enforcement actions. Enforcement fees shall be individually calculated based on staff estimates of additional costs for records management, research, and enforcement action outside of normal inspection and review duties. This fee shall be in addition to any other fees required and paid, court fines imposed and paid, court costs, or any other related expenses.

9. Final Steps to Process Extension Upon Notification by City after your Extension Request has been reviewed and Conditionally Approved:

- a. Collect all required documentation as identified in Part C.
- b. Provide fee as indicated in Part C.
- c. Contact the Permit Group at the number below to schedule a time to come in and complete the extension process.
- d. If the design of the project changes and occurs at the same time as the request of permit extension, submit the revised plans along with a resubmittal checklist IB159 to QCR/CPD-DS-LDD at City Hall, 5th floor. Our review engineers will review and advise the applicant of the availability of permits revisions and extensions.

Permit Group Contact Information:

City Planning and Development Department – Land Development Division
5th floor of City Hall
414 East 12th Street,
Kansas City, Missouri 64106
Phone: (816) 513-1500 Option 2, Ask for Permit Supervisor

- 10. Tracking important information (related to your permit using the City’s KIVANET website):** Following submittal of plan review applications, the status of the review can be monitored online through KivaNet at <http://kivaweb.kcmo.org/kivanet/2/index.cfm>. The City’s home page at <http://www.kcmo.org/CKCMO/index.htm> can also provide KivaNet access by clicking drop down next to the FIND box on the left margin and selecting KivaNet, or directly at <http://www.kcmo.org/codes.nsf/web/devels>. Also under the main page header click on BUSINESS and select “Development Assistance.” This page includes links to the majority of services available in the development process, including the Public Works “Plan Presentation Criteria and Procedure.” When the review is complete, the plan reviewer will notify the applicant, using the applicant’s preferred contact method, of the specific KivaNet review website and permit number and type.



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Project/Subdivision/Plat Name: _____

Permit Type & Number (List All): _____

Permit Issue Date: _____ Permit Completion Date: _____

Description justification for extension request: _____

Requested Completion Date: _____

Yes No Is the property platted (Plat is recorded)? Yes No Is platting required?

Yes No Is there a Development Agreement? If YES, What is the Agreement Number? _____

Yes No Is there an existing Site Disturbance permit (SEC8)?

Yes No Does requested Completion Date exceed the current SEC8 Permit completion date? If YES, what is the current established Completion Date for the SEC8 Permit? _____

NOTE: If YES then a revised construction schedule is also required with this PART B.

Yes No Are there proposed design changes to this/these permit(s)? NOTE: If YES, see IB159 for submittal requirements.

Yes No Does this/these permit(s) have a bond(s)? NOTE: If YES, provide the Bond Surety acknowledgement and acceptability response.

Yes No Has the/each Bond Surety been notified of the requested change in the extension Completion Date? If NO, the acknowledgement shall be submitted by separate document with Part C information.

Yes No Is the Permittee information listed on the permit still accurate? NOTE: If NO, please provide 1) updated Permittee(s) information (see spaces below), 2) Insurance Certificate listing the City as additional insured, and 3) Replacement Bonding listing correct Principal and City as obligee.

(Please Print)

Company Name:		
Contact:	Title:	
Address:		
City/State/Zip:		
Tele:	Fax:	E-mail:

List related documents requiring update due to schedule change, including Title, sheet/page numbers, and original date of general compliance finding. _____

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Yes No If YES, request has been reviewed and City authorizes final submission of Part C attached, and Permittee shall complete steps and requirements indicated to officially extend the Permit prior to the established Completion Date on the Permit record.

If NO, Permittee shall complete the work by the established Completion Date. This document and the Permit Acknowledgement Form serve as formal notice to Permittee to complete the work by the established Completion Date on the Permit(s).

Signature of Inspector: _____ Date _____



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1. REQ NOTREQ Submit 4 – Signed & Sealed Copies of the Revised Site Disturbance Plan Sheet showing updated schedule.
2. REQ NOTREQ Submit updated Plan Sheet(s) Signed & Sealed listed below:
 - a. 4-Copies _____ Permit Type _____ & # _____
 - b. 4-Copies _____ Permit Type _____ & # _____
 - c. 4-Copies _____ Permit Type _____ & # _____
3. REQ NOTREQ Submit Site Disturbance Extension Fee in the amount of \$ _____
4. REQ NOTREQ Submit Changes to Reviewed Plan Fee in the amount of \$ _____
5. REQ NOTREQ Submit Infrastructure Extension Permit Fee in the amount of \$ _____
Type of Work remaining to be completed: _____
6. REQ NOTREQ Provide Bond Surety Acknowledgement and Acceptability Statement agreeing to the change in the Completion Date.
7. REQ NOTREQ Provide Replacement Bond or approved equivalent Surety Instrument.
8. REQ NOTREQ Provide Bond Rider.
9. REQ NOTREQ Updated Insurance Certificate listing City as additional Insured.
10. REQ NOTREQ Provide all of the above marked REQ to the 5th Floor Land Development Division Permit Counter for processing, along with PART B and this PART C.
11. REQ NOTREQ Sign updated Permit (City Acceptance signifies Permit is Updated).
12. NOTE Inspector updated Permit Record, no additional requirement was needed.
13. If this permit extension is completed by _____ then the fees identified in items 3, 4, 5 above will be due. **Otherwise, if this permit extension has NOT been completed by _____, then the fee to extend this permit will be collected in the amount of \$ _____.**

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Part C provided to Permittee on date _____

(Copy on file with Land Development Division Permit Group in File No _____)

Signature of Inspector: _____ Date _____

Signature of Supervisor: _____ Date _____