

How to Request Inspections Guide

COMPASS KC is a web portal where you can apply and search for permits, request inspections, search plans, code cases, and licenses, as well as pay fees online (more online options will be added as they become available). You can access the City of Kansas City's COMPASS KC web portal from kcmo.gov.

Though any person may access public information in COMPASS KC, bona fide account holders, such as contractors, developers, and owners, will have expanded access in order to conduct business necessary to their trade or profession. By establishing an account and creating a login to COMPASS KC, these customers have access to tools which allow them to conduct financial transactions, apply for permits, access records and submit service requests of various types related to their project, all from a desktop computer or mobile device such as a tablet or smartphone.

Current COMPASS KC Guides

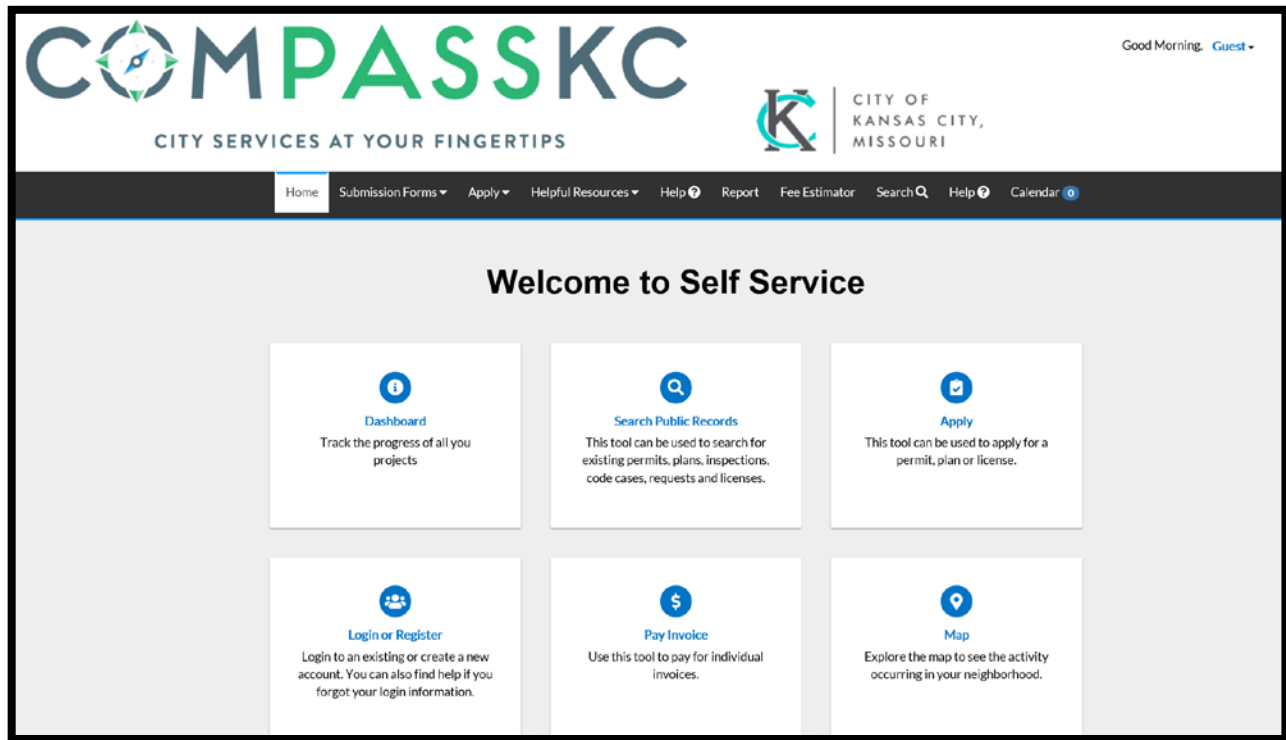
<https://www.kcmo.gov/city-hall/departments/city-planning-development/compass-kc-the-new-permitting-system>

- **Inspection Requests & Status:** Inspections may be requested online (**not all departments offer this option at this time. If the option does not appear contact the specific department for clarification**), providing both the City and customer with a record of the request. Customers can review the status of scheduled and completed inspections in real-time.
- **How to Apply for Permits:** Any customer who has created an account may apply for building, burn, special event, etc. as well as pay for permit fees online. Pay fees online for permits.
- **How to Submit Plans:** Customers will submit electronic plans. Check on status, review comments, resubmit plan revisions, pay fees online for plans.
- **How to Register:** Customers can establish an account to complete online applications.
- **How to Search:** Search existing permits, plans, code cases, inspections.
- **Licensing module:** Coming Soon

[Already a Registered Compass User - Skip to Page 5 for instructions to Request an Inspection.](#)

COMPASS KC Home

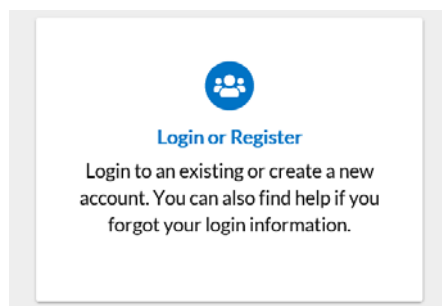
There is no fee for this online service.



Setting Up Your Account

For a full range of services, it will be necessary to set up an account. (see Registration guide for detailed instructions)

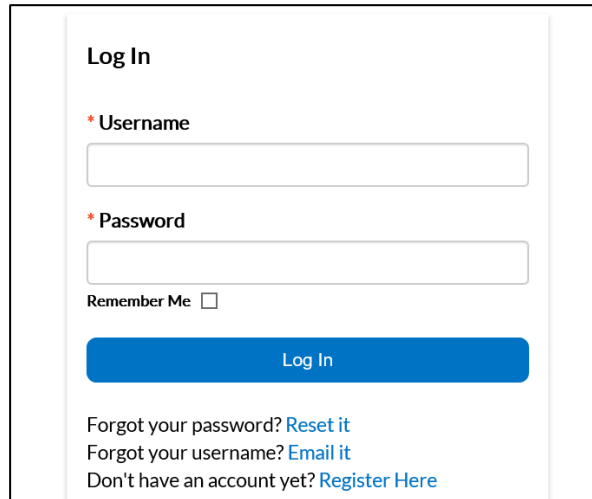
Log in to COMPASS KC



1. Enter your **username** and **password**.
2. Mark the **Remember me** checkbox to have the system remember your credentials.
3. Click **Log In**.

Recover Log in credentials

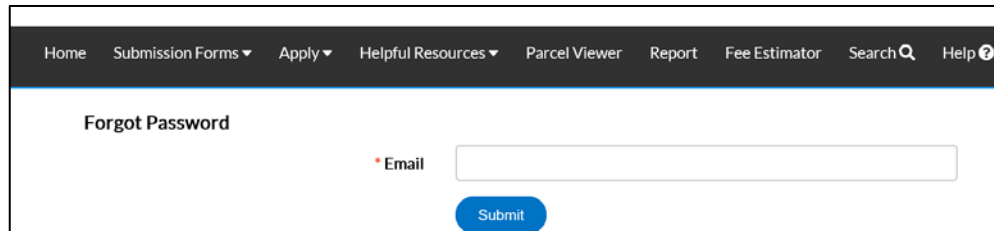
1. Select the **Log in** option on the **Home** screen.



The screenshot shows a 'Log In' form with the following elements:

- Title: **Log In**
- Field: *** Username** (text input)
- Field: *** Password** (password input)
- Option: **Remember Me** with an unchecked checkbox
- Button: **Log In** (blue)
- Links: [Forgot your password? Reset it](#), [Forgot your username? Email it](#), and [Don't have an account yet? Register Here](#)

2. Select **“Forgot Your Password? Or Forgot your username?”**.
3. This page will be redirected to a Forgot Password/Username screen.

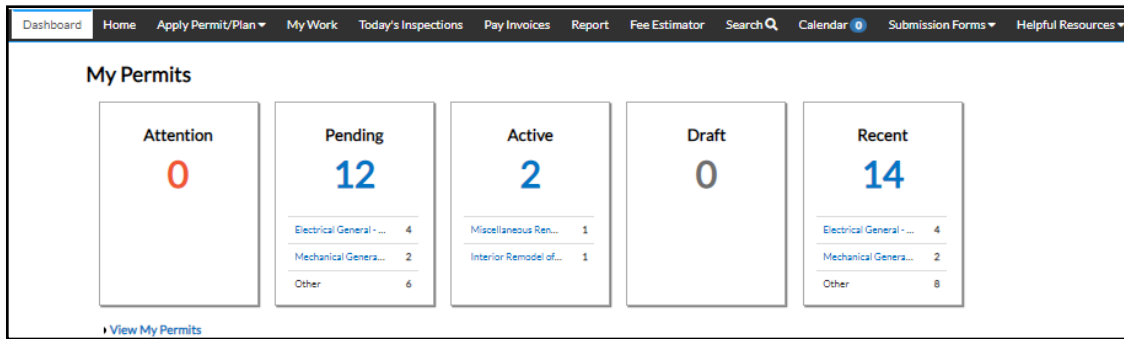


The screenshot shows the 'Forgot Password' screen with the following elements:

- Navigation bar: Home, Submission Forms, Apply, Helpful Resources, Parcel Viewer, Report, Fee Estimator, Search, Help
- Title: **Forgot Password**
- Field: *** Email** (text input)
- Button: **Submit** (blue)

4. Enter your account email address.
5. Click **Submit**.
6. An email will be sent to the address that was given.
7. Open the email and click **Reset**.
8. You will be redirected to a COMPASS KC window where a new password or username can be entered and confirmed.

Dashboard

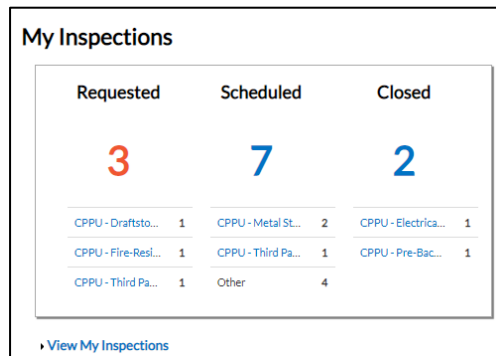


COMPASS KC provides the ability for users to see a visual representation of aggregated data on the dashboard. Users can see data for permits, plans, inspections, and invoices. Users can click on the Icons to access projects/case information. The dashboard displays data that is contextual to the logged in user.

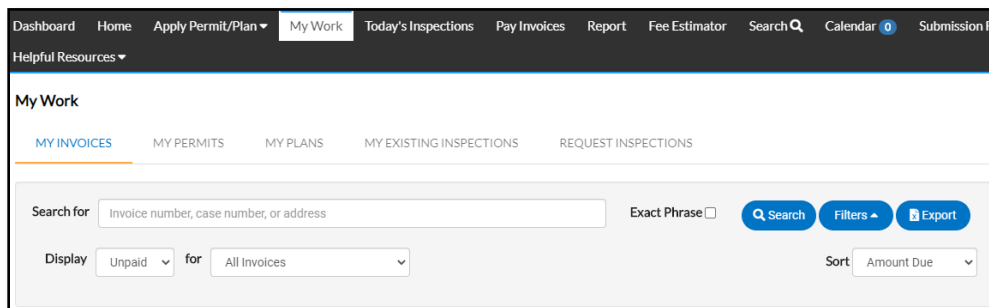
Navigation of the dashboard icons:

1. Click **Attention** icon to view listing of cases that require additional action.
2. Click **Pending** icon to view listing of cases that require additional action or that are under review.
3. Click **Active** icon to view listing of cases that are in active status.
4. Click **Draft** icon to view saved applications in draft status.
5. Click **Recent** icon to view the cases that have been recently applied for.

Navigate to the **My Inspections** section on the dashboard and select **View My Inspections** to view a list of the corresponding Inspections. Each case will list Type and status. To view detail on a specific case, click on the corresponding number on the left-hand side of screen.



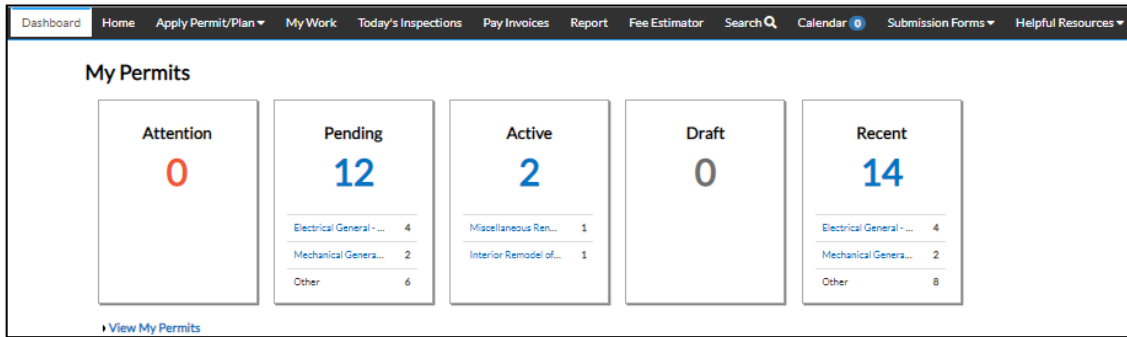
Case information can be accessed directly under the **My Work** tab:



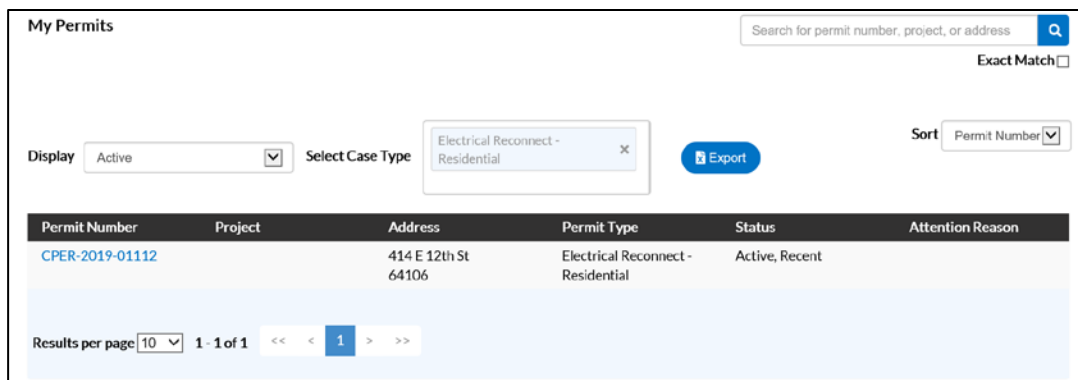
Requesting Inspections after a Permit is Issued

When the work on a permit is completed **Inspections** can be requested from Compass KC.

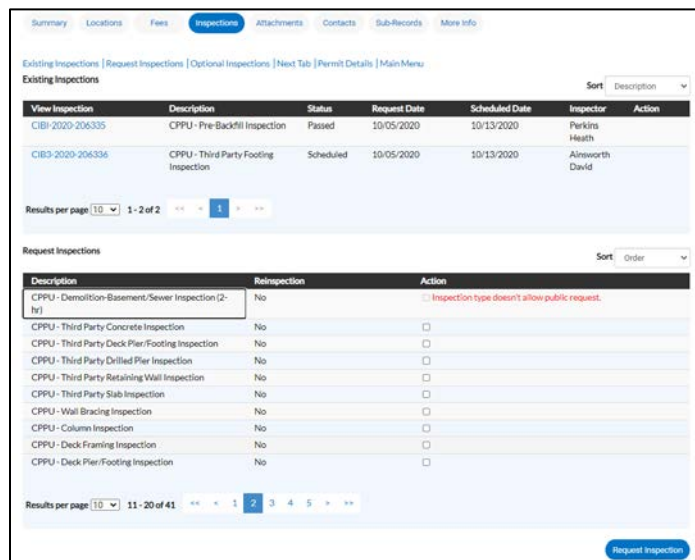
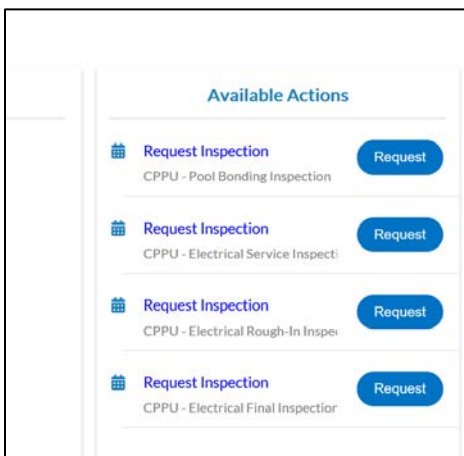
1. From the **Dashboard** Navigate into the **Active** section of My Permits and select the permit.



2. Select the Permit number to open the case details.



3. Select **Request** under the **Available Actions** section on the main Summary page or select the **Inspections** tab and select the box under action for each inspection. Both options will take you to the **Request Inspections** screen.



A list of inspections available to request will be under the **Request Inspections** section at the bottom of the page. Click in the box under **Action of the Inspection** you would like to request. (If Fees are unpaid the Action boxes will not show.) If an inspection you are trying to request is not available contact jurisdiction.

- In the Request Inspections screen, choose a requested date for the inspection by clicking on the calendar icon to the right of the **Requested Date** field. Select date for request.


Request Inspections (1)

***REQUIRED**

1 #CPBR-2020-01200

Inspection Type: CPPU - Third Party Foundation Wall Inspection Case Type: Interior Remodel of Single Family Structure

Address: 414 E 12th St Kansas City, MO 64106

*Requested Date 

Comments/Gate Code

Submit

- Fill in comments about the requested inspection in the **Comments** box. Enter **Contact Name**. (enter additional contact name for contact on site) Enter **Contact Phone**.
- Select **Submit**.
- The inspection information with a green check will appear. Inspection request successfully submitted.

1 Case #CPBR-2020-01200


Inspection Type: CPPU - Third Party Foundation Wall Inspection

Case Type: Interior Remodel of Single Family Structure

Address: 414 E 12th St Kansas City, MO 64106

Requested Date 11/18/2020

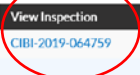
Comments/Gate Code



- Navigate back to the Permit Details screen. The inspection is now be listed under **Existing Inspections** in the full list of inspections. Add additional inspection requests if needed.

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
	CIBI-2019-064759	CPPU - Pool Bonding Inspection	Scheduled	11/22/2019		Cancel Inspection

Results per page 10 1 - 1 of 1 << < 1 > >>

Request Inspections Sort: Order

Description	Reinspection	Action
CPPU - Electrical Above-Ceiling Rough-In Inspection	No	<input type="checkbox"/> Inspection type doesn't allow public request.
CPPU - Electrical Rough-In Inspection	No	<input type="checkbox"/>
CPPU - Electrical Service Inspection	No	<input type="checkbox"/>
CPPU - Electrical Final Inspection	No	<input type="checkbox"/>

Results per page 10 1 - 4 of 4 << < 1 > >>

9. The inspection requested will appear on **Dashboard** under My Inspections Requested section. When the inspection is scheduled, the inspection will move to **Scheduled** section and a notification will be sent to the contacts on the case. **Note: Until the inspection is scheduled by city staff you can cancel the inspection. If the inspection is scheduled, you will need to contact the city to cancel.**

My Inspections

Requested	Scheduled	Closed							
3	7	2							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid #ccc;">CPPU - Draftsto... 1</td> <td style="width: 50%;">CPPU - Metal ST... 2</td> </tr> <tr> <td style="border-right: 1px solid #ccc;">CPPU - Fire-Resi... 1</td> <td>CPPU - Third Pa... 1</td> </tr> <tr> <td style="border-right: 1px solid #ccc;">CPPU - Third Pa... 1</td> <td>Other 4</td> </tr> </table>	CPPU - Draftsto... 1	CPPU - Metal ST... 2	CPPU - Fire-Resi... 1	CPPU - Third Pa... 1	CPPU - Third Pa... 1	Other 4	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid #ccc;">CPPU - Electrica... 1</td> <td style="width: 50%;">CPPU - Pre-Bac... 1</td> </tr> </table>	CPPU - Electrica... 1	CPPU - Pre-Bac... 1
CPPU - Draftsto... 1	CPPU - Metal ST... 2								
CPPU - Fire-Resi... 1	CPPU - Third Pa... 1								
CPPU - Third Pa... 1	Other 4								
CPPU - Electrica... 1	CPPU - Pre-Bac... 1								

[View My Inspections](#)

10. Additionally, Inspections can be accessed under the **My Work** tab, My Existing Inspections section. Inspections can also be requested from the Request Inspections section.

Home
Apply Permit/Plan
My Work
Today's Inspections
Pay Invoices
Report
Fee Estimator
Search
Calendar
Submission Forms

My Work

[MY INVOICES](#)
[MY PERMITS](#)
[MY PLANS](#)
MY EXISTING INSPECTIONS
REQUEST INSPECTIONS

Search for Exact Phrase

Inspection Number	Inspection Type	Address	Status	Case Type	Case Number	Reinspection	Requested Date	Scheduled Date	Completed Date
CIBI-2020-206345	CPPU - Fire-Resistive Ceiling Assembly Inspection	414 E 12th St Kansas City, MO 64106	Requested	Permit	CPBC-2020-00486	No	10/28/2020		
CIBI-2020-206333	CPPU - Metal Stud Framing Inspection	414 E 12th St Kansas City, MO 64106	Scheduled	Permit	CPBC-2020-00486	No	10/05/2020	10/13/2020	

11. Scheduled inspections for all cases on account can be accessed from the **Today's Inspections** tab.

Home
Apply Permit/Plan
My Work
Today's Inspections
Pay Invoices
Report
Fee Estimator
Search
Calendar
Submission Forms

Today's Inspections

Exact Match

Exclude Completed

Sort: Case Number

View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Inspector Phone Number	Status	Order
CIBI-2020-206349	CPEC-2020-00780	Permit	CPPU - Electrical Service Inspection	414 E 12th St Kansas City MO 64106	Perkins, Heath	04:20 PM	04:20 PM	816-513-1514	Scheduled	0
CPLD-2020-181477	SEC3-T13114	Permit	CPLD - 2-year Maintenance (Internal Use Only)	9301 N Green Hills Rd Kansas City MO 64154	Stankowitz, James			816-686-9036	Scheduled	0

Results per page: 100 1 - 2 of 2 << < 1 > >>

12. Quick access to inspections for all activity scheduled on cases for account can be accessed from the **Calendar** tab. To open details click on the item to view, details appear on the right-hand side of screen. To navigate to the case details, click on the case number.

The screenshot displays the COMPASS KC web application interface. At the top, a navigation bar includes links for Dashboard, Home, Apply Permit/Plan, My Work, Today's Inspections, Pay Invoices, Report, Fee Estimator, Search, **Calendar** (highlighted with a red circle), Submission Forms, and Helpful Resources. Below the navigation bar, the main content area is titled "Calendar Events" and shows a calendar for November 2020. The calendar is set to "Month" view and includes a "Today" button. A "Filter By" sidebar on the left lists categories such as Public Hearings, Public Meetings, Holidays Closed, Inspections Scheduled, Plans Expired, Permits Expired, and Invoices Due. The calendar grid shows events for various dates: Tuesday, Nov 3 (City Plan Commission Meeting), Monday, Nov 9 (CIBI-2020-206349), Wednesday, Nov 11 (Veterans Day), and Monday, Nov 16 (CIBI-2020-206350). A "Week 47" indicator is visible at the bottom left. On the right side, an "Inspection Details" sidebar is open, displaying information for a "CPPU - Ceiling Grid Inspection" with details on the inspection number (CIBI-2020-206350), linked case number (CPBC-2020-00486), scheduled date (11/16/2020), and inspector name (Jonathan Corley). A "Close" button is located at the bottom of the details sidebar.

Assistance

If you require assistance with COMPASS KC, send an email to compasskc@kcmo.org