
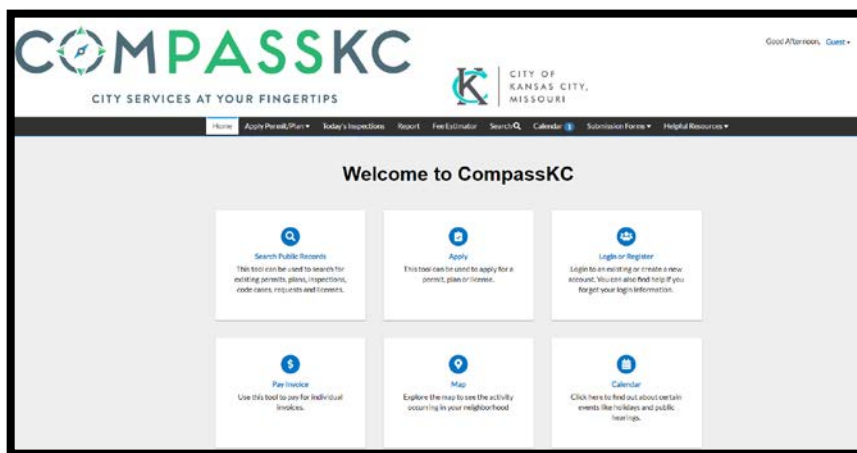


## Search Guide

Users can perform robust searches across several key areas in COMPASS KC (i.e., permits, plans, inspections, code cases, licenses, and addresses) from one centrally accessible location. **Users do not have to be logged in to COMPASS KC to access the global search tool.**

1. From the Home screen, select the **Search Public Records** icon, or the  option located on the toolbar.



2. The search options screen will appear as below:

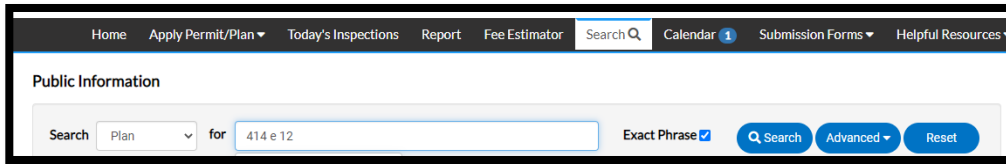


3. Select the type of record to search for from the **Search** dropdown. Note: "All" option will return heavy number of results. Narrow search results by selecting a type.

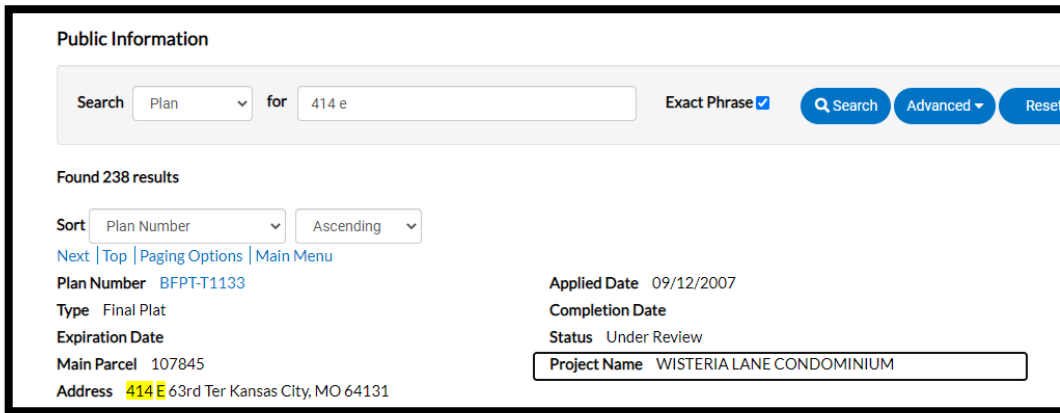


- Type the relevant search words in the **“Search Keywords”** field (address or project name). It is recommended searching by address to locate public records related to a property.

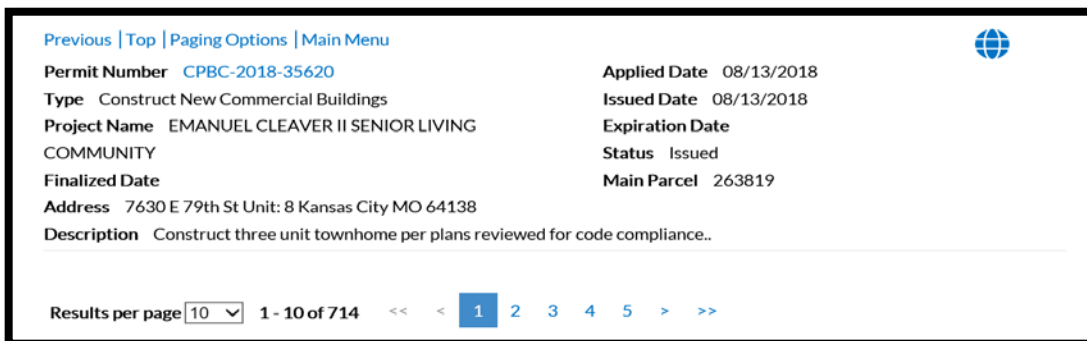
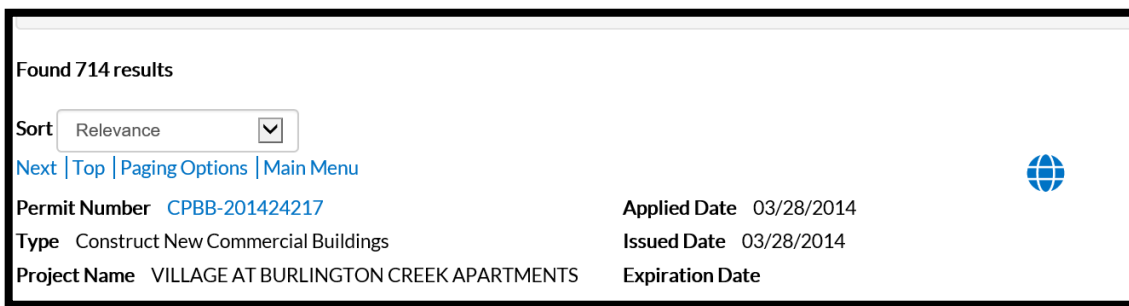
Type at least part of the address associated to the permit to search for in the **Address** field.  
**Tips:** When entering the address, do not use periods. Write E instead of East, and St instead of Street. Please include "th", "nd" and "rd" to the end of numbered streets.  
 Example: 123 NE Maple Ave or 508 W 23rd Rd



- Select **Search** and a list of results that meet the entered search criteria will appear.



- Search results will be listed under the Search criteria. Scroll through results listed, depending upon number of results there may be multiple pages to review, select next page number at the bottom of screen to advance. When project is located select the case number to review the public information on case.



- Select **Reset** to clear the entered search criteria.

## Search for Permit

Select **Permit** from the Search dropdown field. Select **Advanced** option to enter specific search criteria.

Public Information

Search Permit

Search Advanced Reset

Permit Number

Project Name

Permit Type --Select Permit Type--

Parcel Number

Status --Select Permit Status--

Address Search Addresses

Description

Applied Date To

Issued Date To

Expiration Date To

Finalized Date To

1. **Select search fields to search Permits** Not all fields need to be utilized. Select the field based on information to search by.
  - a. **Address** - Type at least part of the address associated to the permit to search for in the **Address** field. **Tips:** When entering the address, do not use periods. Write E instead of East, and St instead of Street. Please include "th", "nd" and "rd" to the end of numbered streets. Example: 123 NE Maple Ave or 508 W 23rd Rd
  - b. **Permit Number** - Type at least the last 5 digits of the permit number to search for in the **Permit Number** field.
  - c. **Project Name** - Type at least part of the name of the project associated to the permit to search for in the **Project Name** field.
  - d. **Permit Type** - Select the type of permit to search for from the **Permit Type** dropdown.
  - e. **Status** - Select the status of permit to search for from the **Status** dropdown.
  - f. **Issue Date** - Type a range of permit issue dates to search for permits within the **Issue Date** and **To** fields or click the calendar icons to select the dates.
  - g. **Expire Date** - Type a range of permit expiration dates to search for permits in the **Expire Date** and **To** fields or select the calendar icons to select the dates.
  - h. **Finalized Date** - Type a range of permit finalization dates to search for permits in the **Finalized Date** and **To** fields or select the calendar icons to select the dates.
2. Select **Search** to display a list of results that meet the search criteria. Scroll through results listed, depending upon number of results there may be multiple pages to review, when project is located select on the permit number to review the public information on the case.

Previous | Top | Paging Options | Main Menu

Permit Number **CPBC-2018-35620**

Applied Date 08/13/2018

Type Construct New Commercial Buildings

Issued Date 08/13/2018

Project Name EMANUEL CLEAVER II SENIOR LIVING

Expiration Date

COMMUNITY

Status Issued

Finalized Date

Main Parcel 263819

Address 7630 E 79th St Unit: 8 Kansas City MO 64138

Description Construct three unit townhome per plans reviewed for code compliance..

Results per page: 10 1 - 10 of 714 << < 1 2 3 4 5 > >>

3. Select **Reset** to clear the entered search criteria. Select **Advanced** to hide the search criteria.

## Search for Plan

Select Plan from the Search dropdown field.

Public Information

Search **Plan** [v] [Search] [Advanced] [Reset]

Plan Number [ ] Project Name [ ]

Plan Type --Select Plan Type-- [v] Parcel Number [ ]

Status --Select Plan Status-- [v] Description [ ]

Address Search Addresses [ ]

Applied Date [ ] To [ ]

Completion Date [ ] To [ ]

Expiration Date [ ] To [ ]

- Select search fields to search Plans** Not all fields need to be utilized. Select the field based on information to search by.
  - Address** - Type at least part of the address associated to the plan to search for in the **Address** field. **Tips:** When entering the address, do not use periods. Write E instead of East, and St instead of Street. Please include "th", "nd" and "rd" to the end of numbered streets. Example: 123 NE Maple Ave or 508 W 23rd Rd
  - Plan Number** - Type at least the last 5 digits of the plan number to search for in the **Plan Number** field.
  - Project Name** - Type at least part of the name of the project associated to the plan to search for in the **Project Name** field.
  - Plan Type** - Select the type of plan to search for from the **Plan Type** dropdown.
  - Status** - Select the status of plan to search for from the **Status** dropdown.
  - Applied Date** - Type the date range of plan application to search for plans, or select the calendar icons to select the dates, in the **Applied Date** field
  - Completion Date** - Type the date range of plan completion to search for plans, or select the calendar icons to select the dates, in the **Completion Date** field
- Select **Search** to display a list of results that meet the search criteria. Scroll through results listed, depending upon number of results there may be multiple pages to review, when project is located select the plan number to review the public information on the case.

Found 35 results

Sort Relevance [v]

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

**Plan Number** CRBL-991379

Type Addition to Commercial Building

Expiration Date [ ]

Main Parcel 125310

Address 2401 Gillham Rd Unit: FL B,1 Kansas City MO 64108

Description PROJECT TYPE=>SP---FIRE SPRINKLER SYSTEM PROJECT=>CHILDRENS MERCY HOSPITAL MAINTENANCE DEPT PROJECT DESCRIPTION=>MODIFY SPRINKLER

Applied Date 03/23/1999

Completion Date 06/02/1999

Status Approved

Project Name PLANS REVIEW CONTROL NUMBER

- Click **Reset** to clear the entered search criteria. Click **Advanced** to hide the search criteria.

## Search for Inspection

Select Inspection from the Search dropdown field.

Home Submission Forms Apply Helpful Resources Parcel Viewer Report Fee Estimator Search Help Calendar

Public Information

Search **Inspection** Search Advanced Reset

Inspection Number  Parcel Number

Status --Select Inspection Status--

Address

Requested Date  To

Scheduled Date  To

- 1. Select search fields to search inspections** Not all fields need to be utilized. Select the field based on information to search by.
  - Address** - Type at least part of the address associated to the inspections to search for in the **Address** field. **Tips:** When entering the address, do not use periods. Write E instead of East, and St instead of Street. Please include "th", "nd" and "rd" to the end of numbered streets. Example: 123 NE Maple Ave or 508 W 23rd Rd
  - Inspection Number**-Type at least the last 5 digits of the inspection number to search for in the **Inspection Number** field.
  - Status** - Select the status of inspection to search for from the **Status** dropdown.
  - Requested Date** - Type a range of inspection request dates to search for inspections in the **Requested Date** and **To** fields or select the calendar icons to select the dates.
  - Scheduled Date** - Type a range of inspection schedule dates to search for inspections within the **Scheduled Date** and **To** fields or select the calendar icons to select the dates.
- 2. Select Search** to display a list of results that meet the search criteria. Scroll through results listed, depending upon number of results there may be multiple pages to review, when project is located select the inspection number to review the public information on the case.

Found 919 results

Sort

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

**Inspection Number** [2018-073251](#) **Type** RI - Cigarette Inspection  
**Status** Failed **Requested Date** 12/18/2018

**Main Parcel**  
**Address**  
**Scheduled Date**

[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

**Inspection Number** [CIB4-2018-052604](#) **Type** CPPU - Supervisor Meeting with Contractor  
**Status** Failed **Requested Date** 10/09/2018

**Main Parcel**  
**Address**  
**Scheduled Date** 10/09/2018

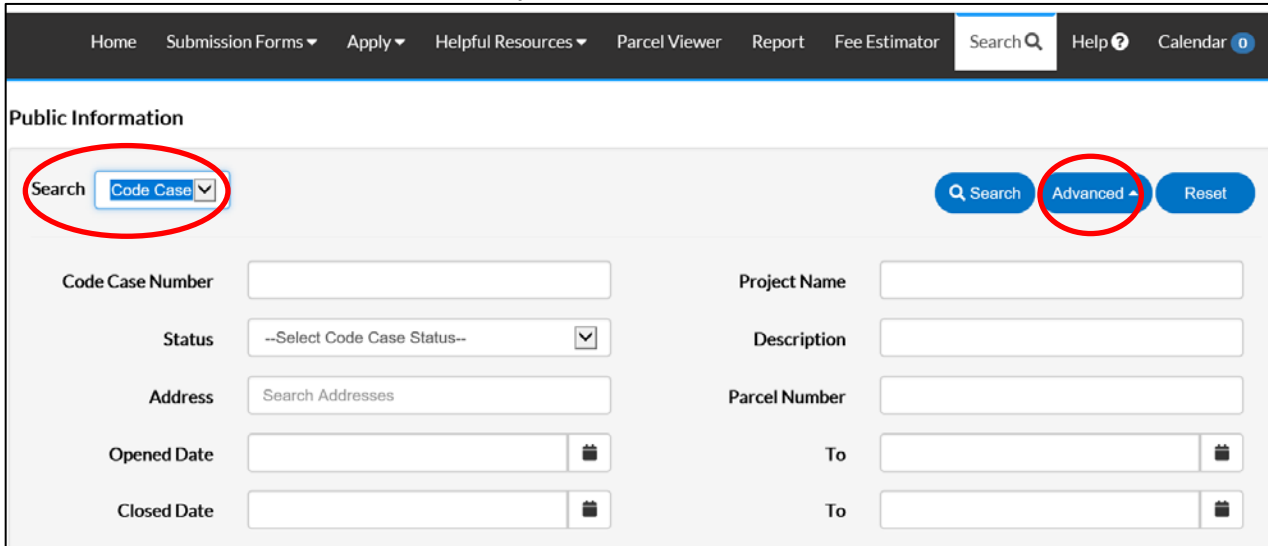
[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

**Inspection Number** [CVEROSINV-713556](#) **Type** CPPU - Erosion Control Inspection  
**Status** Failed **Requested Date** 01/01/1900

- 3. Select Reset** to clear the entered search criteria. Click **Advanced** to hide the search criteria.

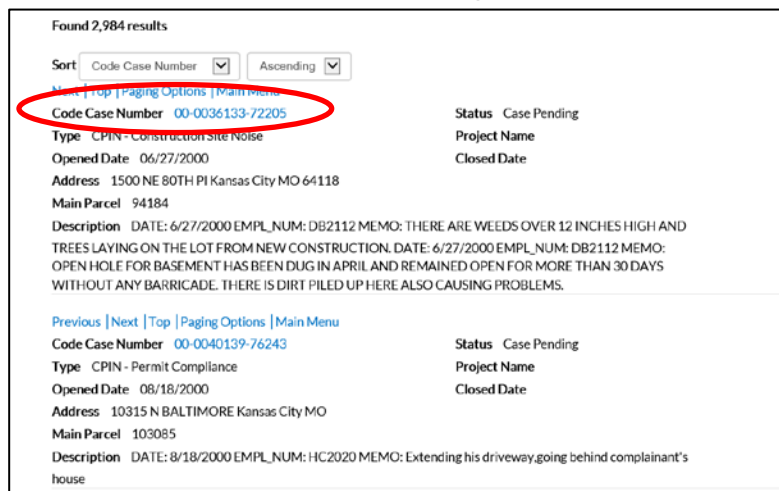
## Search for Code Case

Select Code Case from the Search dropdown field.



The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Submission Forms, Apply, Helpful Resources, Parcel Viewer, Report, Fee Estimator, Search, Help, and Calendar. Below the navigation bar is a 'Public Information' section. In this section, there is a search field with a dropdown menu currently set to 'Code Case'. To the right of the search field are three buttons: 'Search', 'Advanced', and 'Reset'. The 'Advanced' button is circled in red. Below the search field are several input fields for search criteria: Code Case Number, Project Name, Status (a dropdown menu), Description, Address (with a placeholder 'Search Addresses'), Parcel Number, Opened Date (with a calendar icon), To (with a calendar icon), Closed Date (with a calendar icon), and To (with a calendar icon).

1. **Select search fields to search Code Cases** Not all fields need to be utilized. Select the field based on information to search by.
  - a. **Address** - Type at least part of the address associated to the code case to search for in the **Address** field. **Tips:** When entering the address, do not use periods. Write E instead of East, and St instead of Street. Please include "th", "nd" and "rd" to the end of numbered streets. Example: 123 NE Maple Ave or 508 W 23rd Rd
  - b. **Code Case Number** - Type at least the last 5 digits of the code case number to search for in the **Code Case Number** field.
  - c. **Status** - Select the status of code case to search for from the **Status** dropdown.
  - d. **Opened Date** -Type a range of code case opened dates to search for code case in the **Opened Date** and **To** fields or select the calendar icons to select the dates.
  - e. **Closed Date** -Type a range of code case closed dates to search for code case in the **Closed Date** and **To** fields or select the calendar icons to select the dates.
2. Select **Search** to display a list of results that meet the search criteria. Scroll through results found, depending upon number of results there may be multiple pages to review, when project is located select the code case number to review the public information on the case.



The screenshot shows search results for 2,984 results. At the top, there are sorting options: 'Sort' by 'Code Case Number' and 'Ascending'. Below this are navigation links: 'Previous', 'Top', 'Paging Options', and 'Main Menu'. The first result is circled in red and shows the following details:

<b>Code Case Number</b> 00-0036133-72205	<b>Status</b> Case Pending
<b>Type</b> CPIN - Construction Site Noise	<b>Project Name</b>
<b>Opened Date</b> 06/27/2000	<b>Closed Date</b>
<b>Address</b> 1500 NE 80TH PI Kansas City MO 64118	
<b>Main Parcel</b> 94184	
<b>Description</b> DATE: 6/27/2000 EMPL_NUM: DB2112 MEMO: THERE ARE WEEDS OVER 12 INCHES HIGH AND TREES LAYING ON THE LOT FROM NEW CONSTRUCTION. DATE: 6/27/2000 EMPL_NUM: DB2112 MEMO: OPEN HOLE FOR BASEMENT HAS BEEN DUG IN APRIL AND REMAINED OPEN FOR MORE THAN 30 DAYS WITHOUT ANY BARRICADE. THERE IS DIRT PILED UP HERE ALSO CAUSING PROBLEMS.	

Below the first result are navigation links: 'Previous', 'Next', 'Top', 'Paging Options', and 'Main Menu'. The second result shows the following details:

<b>Code Case Number</b> 00-0040139-76243	<b>Status</b> Case Pending
<b>Type</b> CPIN - Permit Compliance	<b>Project Name</b>
<b>Opened Date</b> 08/18/2000	<b>Closed Date</b>
<b>Address</b> 10315 N BALTIMORE Kansas City MO	
<b>Main Parcel</b> 103085	
<b>Description</b> DATE: 8/18/2000 EMPL_NUM: HIC2020 MEMO: Extending his driveway going behind complainant's house	

8. Select **Reset** to clear the entered search criteria. Select **Advanced** to hide the search criteria.

## Search for License (Coming Soon)

Select License from the Search dropdown field.

1. **Below is a description of the fields to search License's.** Not all fields need to be utilized. Select the field based on information to search by.
  - a. **License Number** -Type at least the last 5 digits of the license number to search for in the **License Number** field.
  - b. **License Type** -Select the license type to search for from the **License Type** dropdown.
  - c. **License Status** -Select the status of license to search for from the **License Status** dropdown.
  - d. **Applied Date** -Type a range of license applied dates to search for license in the **Applied Date** and **To** fields or select the calendar icons to select the dates.
  - e. **Period Start** -Type a range of license period start dates to search for license in the **Period Start Date** and **To** fields or select the calendar icons to select the dates.
  - f. **Last Audit Date** -Type a range of last audit dates to search for licenses in the **Last Audit Date** and **To** fields or select the calendar icons to select the dates.
  - g. **Expiration Date** -Type a range of expiration dates to search for licenses in the **Expiration Date** and **To** fields or select the calendar icons to select the dates.
  - h. **Company Name** -Type at least part of the company name associated to the license to search for in the **Company Name** field.
  - i. **Company Type** -Select the company type to search for from the **Company Type** dropdown
  - j. **Address** - Type at least part of the address associated to the license to search for in the **Address** field. **Tips:** When entering the address, do not use periods. Write E instead of East, and St instead of Street. Please include "th", "nd" and "rd" to the end of numbered streets. Example: 123 NE Maple Ave or 508 W 23rd Rd
2. Select **Search** to display a list of results that meet the search criteria. Scroll through results listed, depending upon number of results there may be multiple pages to review, when project is located select the license number to review the public information on the case.

3. Select **Reset** to clear the entered search criteria. Select **Advanced** to hide the search criteria.