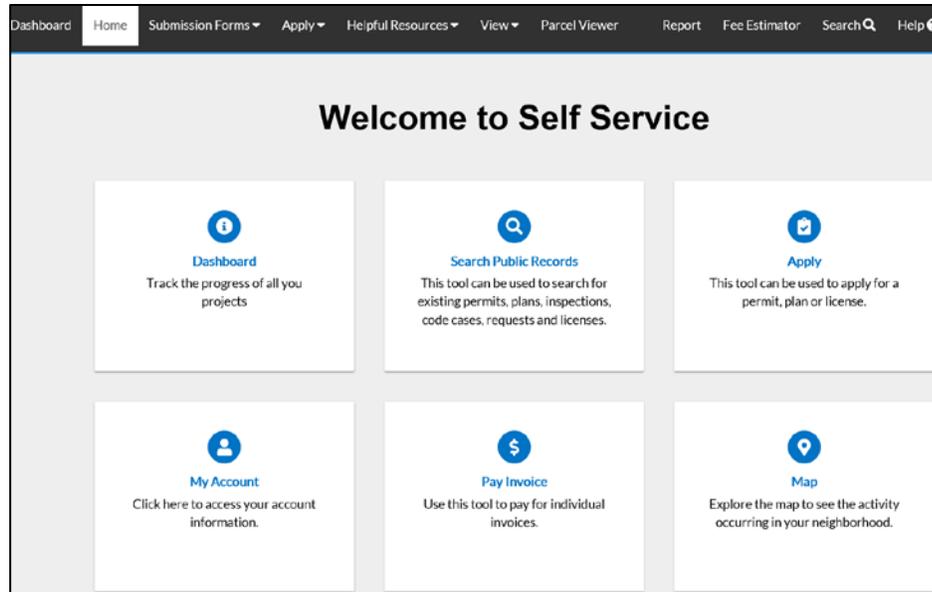
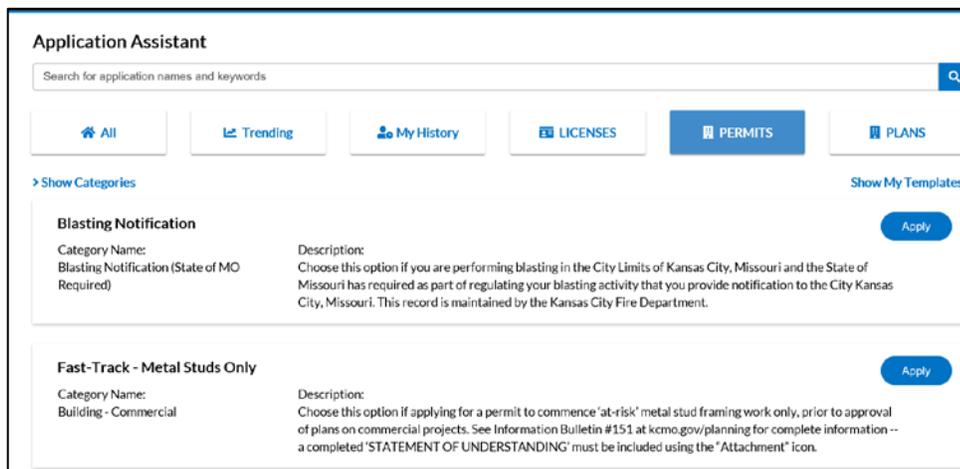


HOW TO APPLY FOR RESIDENTIAL HOMEOWNER PERMITS

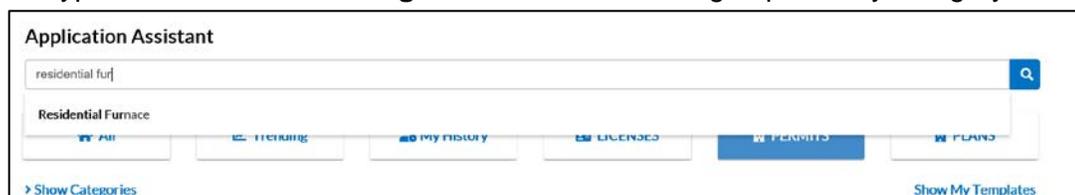
1. Login to Compass KC as a registered user and go to **Apply** tab or click the **Apply** icon on home screen. Select Permits and the **All** option at the bottom of the column.



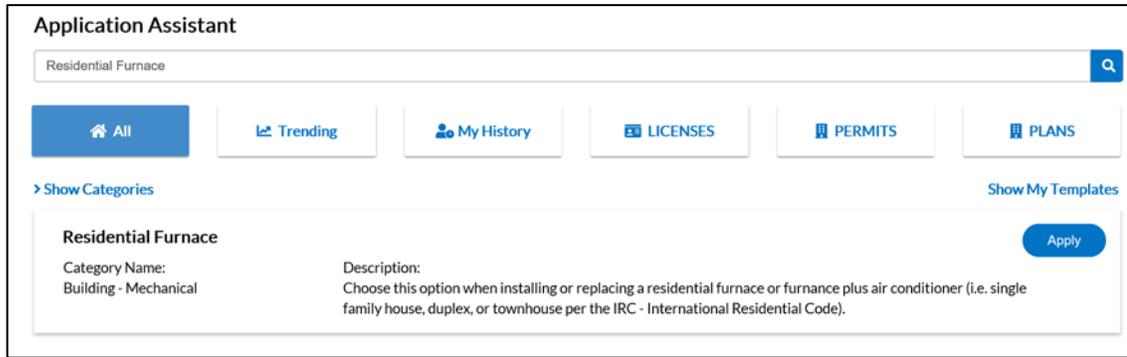
2. In the **Application Assistant** screen select **Permits** tab.



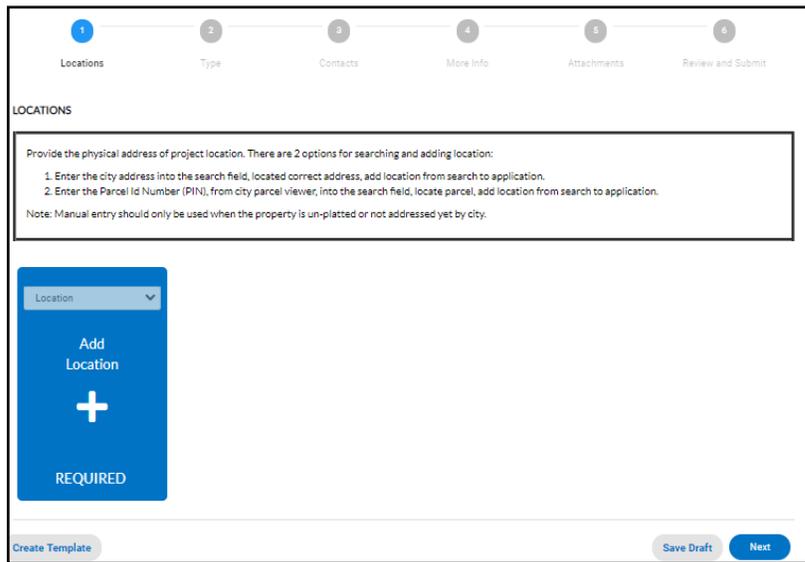
3. In the search bar type in the permit you are searching for, if unsure scroll down through all permit types or select **Show Categories** to see a full listing of permit by category



4. When you have located the desired permit type, select **Apply**.

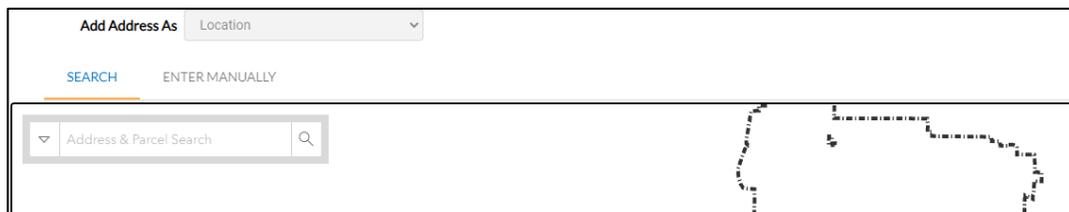


5. **Add Location** screen will appear. Click the **Add Location +** icon.



1. The **Add Location** screen will appear.
2. Enter the full address and click **on** the magnifying glass.

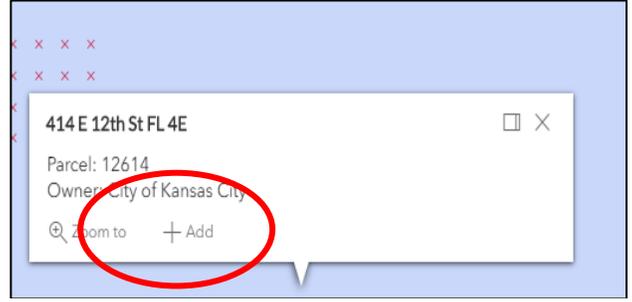
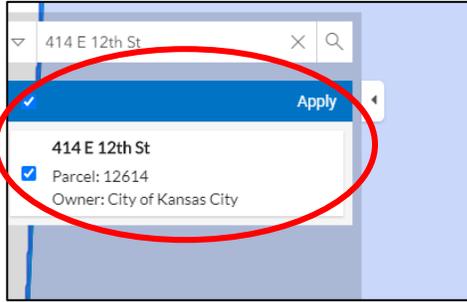
Tip: When entering the address, do not use periods. Write E instead of East, and St instead of Street. Please include "th", "nd" and "rd" to the end of numbered streets. Example: 123 NE Maple Ave or 508 W 23rd Rd.



6. A list of addresses containing the search criteria will appear below the search field.



- Select the box to the left of correct address and select **Apply** in the upper left-hand corner **OR** select the **+ Add** option from the address information located on the map.



- Under the Permit Details, type in the project details into the **Description** field.

PERMIT DETAILS

* **Permit Type** Residential Furnace

Description

- In the Contacts section it will show you as the Applicant and that a Business (Licensed Contractor) as **REQUIRED**. Select this field to **Add**.

CONTACTS

Applicant

Homeowner (You)

City of Kansas City

414 E 12th Street, Kansas City, MO, . 64106

Business (Licensed Contractor)

Add Contact

+

REQUIRED

Applicant

Add Contact

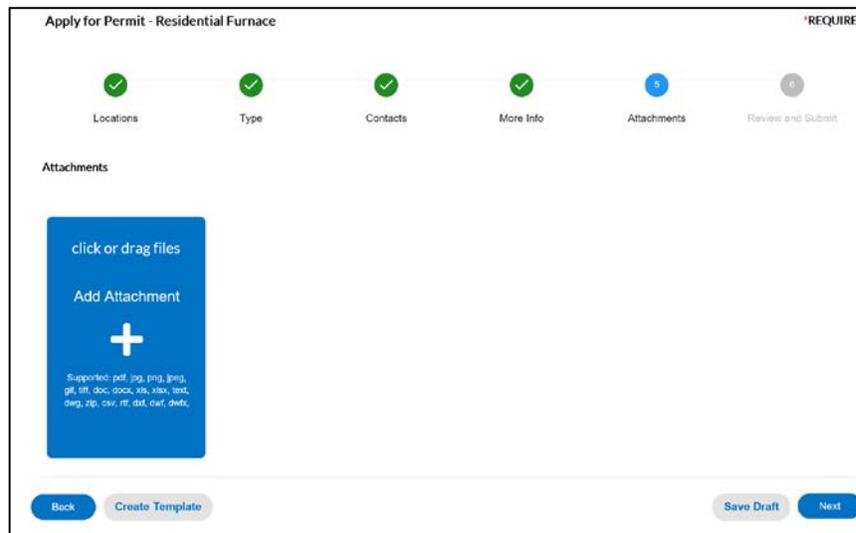
+

- In the search field enter **"Homeowner"** and select search. From the search results locate **"CPD Homeowner"** and select add option. You have now met the requirement. Select the **Next** option

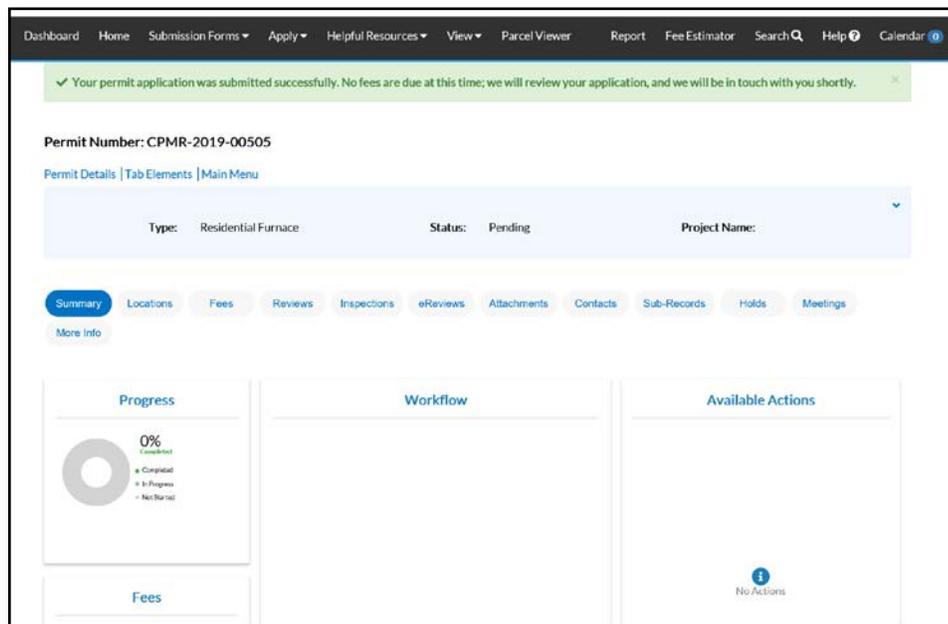
Search Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
★	CPD	Homeowner	414 E 12th St FL 5 Kansas City MO 64106	CPD-Homeowner		Add
★	Bob	Homeowner	414 E 12th St FL 11		homeowner@gee.com	Add

11. **More Information** screen - Review the Acceptance statement and then select **I Accept** form the drop down.
12. Enter the Permit Valuation for all items will be required, enter “0” into all fields that are not applicable for the permit you are applying for. Enter total valuation into the **Value Used in Fee Determination** field at the bottom of page.
13. On the Attachments step attach the completed **HOMEOWNER’S AFFIDAVIT FOR ISSUANCE OF BUILDING TRADES PERMITS** form, found in IB146 Homeowners Exception. Once attached, select the **Next** bottom at the bottom of the screen. **Note: if attachments are required and are not attached the application will not be reviewed.**



14. Review the application data and select the **Submit** option when complete.
15. A message will be displayed at the top of screen showing that your submittal was successful.



16. After permit is approved you will receive notification, via email, with instructions to follow for making payment. A pdf copy of the permit will be available under the attachments tab the day after the fee is paid.