

CITY SERVICES AT YOUR FINGERTIPS

CITY OF KANSAS CITY, MISSOURI

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.

Search for application name	es and keywords					
😤 All	🗠 Tren	ding	Lo My History			PLANS
Show Categories						Show My Templa
Blasting Notification	on					Apply
Category Name:		Descript	lion:			
Blasting Notification (S	tate of MO	Choose t	this option if you are performi	ng blasting in the City Limits o	f Kansas City, Missouri and the Si	tate of
Dequired		INTERNAL DEPARTMENT	Thas required as part of regula	activity the	t you provide nouncation to the t	LILY NOTISOS
Required)		City, Mis	souri. This record is maintain	ed by the Kansas City Fire Dep	partment.	
Required) Fast-Track - Metal	Studs Only	City, Mis	ssouri. This record is maintain	ed by the Kansas City Fire Dep	partment.	Apply
Required) Fast-Track - Metal Category Name:	Studs Only	City, Mis	ssouri. This record is maintain	ed by the Kansas City Fire Dep	artment.	Apply

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

pplication Assis	stant			
esidential fur				٩
Residential Furnace				
M. 40	E Hending	E LICENSES	M PERMITS	M LEVIAS

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

esidential Furnace					
😤 All	년 Trending	Lo My History			PLANS
now Categories					Show My Tem
Residential Furnace					Apply
Category Name:	Descrip	ption:			
Building - Mechanical	Choose	e this option when installing or	replacing a residential furnace	or furnance plus air condition	er (i.e. single
	family	house duplex or townhouse p	ar the IRC - International Resid	ential Code)	er (ner en gre

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

1	2	3	0	6	6
Locations	Туре	Contacts	More Info	Attachments	Review and Submit
LOCATIONS					
Provide the physical address	s of project location. There	e are 2 options for searching	and adding location:		
 Enter the city address Enter the Parcel Id Nu 	into the search field, loca mber (PIN), from city pare	ted correct address, add loca cel viewer, into the search fie	ition from search to applicat Id, locate parcel, add locatio	tion. In from search to application	.
Note: Manual entry should o	only be used when the pro	perty is un-platted or not ad	dressed yet by city.		
Leasting					
Location					
Add					
Location					
+					
REQUIRED					
Create Template					Save Draft Next

- 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.

Add Address As Location ~	
SEARCH ENTER MANUALLY	
▼ Address & Parcel Search Q	

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

✓ 414 e 12 X Q Address		
3 414 E 12 th St		
414 E 12 th St		
414 E 12 th St FL 3	i i i i i i i i i i i i i i i i i i i	,# ¹ 4
414 E 12 th St FL 30		
414 E 12 th St FL 3 414 E 12 th St FL 30	and a second and a second a se	

7. 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.



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

PERMIT DETAILS		
* Permit Type	Residential Furnace	~
Description		

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

CONTACTS		
Applicant Applicant Momeowner (You) City of Kansas City 414 E 12th Street, Kansas City, MO, , 64106	Business (Licensed Contractor) Add Contact	Applicant 🕑 Add Contact
	REQUIRED	

 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

Searchhor	meowner	٩			Sor	t 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.

Dashboard	Home	Submiss	ion Forms +	Apply •	Helpful Resourc	es ▼ View •	 Parcel Viewer 	Report	Fee Estimator	Search Q	Help 😯	Calendar 🔘
✓ You	ır permit a	pplicatio	n was submitt	ed successf	ully. No fees are d	lue at this tim	e; we will review yo	ur application,	and we will be in t	ouch with you	shortly.	*
Permit Permit D	Number etails Tat	CPMR	-2019-0050 s Main Menu	05								
		Type:	Residential	Furnace		Status:	Pending		Project Nar	ne:		*
Summ More Ir	iry Loo	cations	Fees	Reviews	Inspections	eReviews	Attachments	Contacts Si	ab-Records H	tolds M	eetings	
	Pro	gress			,	Workflow			Availa	ble Action	5	
		0% Invested Completed In Progress Net Started										
	F	ees							N	() Actions		

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.