



# Compass KC

City services at your fingertips

# Compass KC Web Page

kcmo.gov/compasskc


COMPASSKC  
CITY SERVICES AT YOUR FINGERTIPS


CITY OF KANSAS CITY, MISSOURI


Good Afternoon, [Guest](#)


Home Apply Permit/Plan Report Fee Estimator Search Calendar Submission Forms Helpful Resources


## Welcome to CompassKC


  
**Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

  
**Apply**  
This tool can be used to apply for a permit, plan or license.

  
**Login or Register**  
Login to an existing or create a new account. You can also find help if you forgot your login information.

  
**Pay Invoice**  
Use this tool to pay for individual invoices.

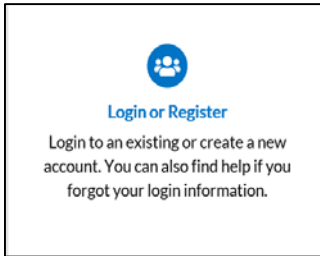
  
**Map**  
Explore the map to see the activity occurring in your neighborhood

  
**Calendar**  
Click here to find out about certain events like holidays and public hearings.

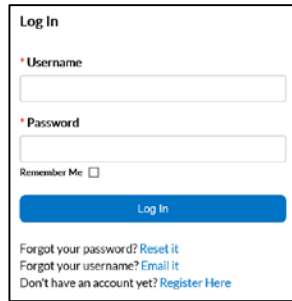
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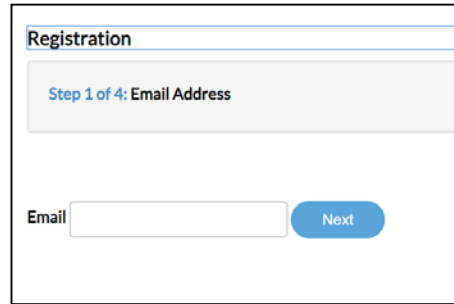
## Registering



- To use online services you must be registered using an email address that is tied to Business/Company/Individual. If not registered Select Sign up and enter your email.  
Note: **Only** Contacts listed on projects in Compass KC, can view the status of their projects from their dashboard.



- The Log in screen will appear, select the Register Here link at the bottom of screen



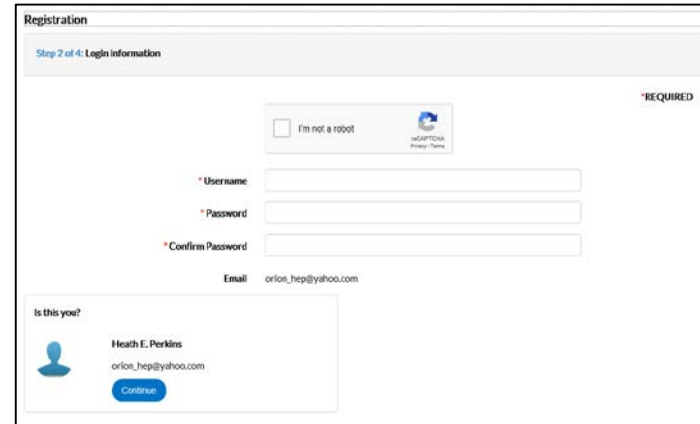
- Enter your e-mail address and select Next

- Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process."**

### Subject: Citizen Self Service New User Account Confirmation

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)



- When account setup is complete you will be automatically directed to your Compass KC dashboard.

## Who should Register

- Individuals – Architect, Engineer, Agents, Applicants
- CPD-Licensed Contactor – A Registered Business
- CPD Licensed Professional – Certified Trade/Supervisor

Note: If you are licensed with the City of KCMO, or had pre-registered, during the confirmation step a message will appear to confirm your account.

**If you do not see the “Is this you” message, STOP, contact the Licensing Branch to update your email information.**

Business’s will have to develop a process in house to maintain control of those allowed to submit applications as a contact.

***Note: If no other contact is added the applicant will be the only one with access to plans and permits submitted under their contact(account).***

### Registration

Step 2 of 3: Email Address

Your e-mail address is your  
username. Email address

Is this you?




Name

Email address

Company Name

Log In



CITY OF  
KANSAS CITY,  
MISSOURI

Dashboard
Home
Submission Forms ▾
Apply ▾
Helpful Resources ▾
View ▾
Parcel Viewer
Report
Fee Estimator
Search 🔍
Help ?
Calendar 📅

---

### My Permits

Attention	Pending	Active	Draft	Recent
2	29	2	0	15
<a href="#">Permit to REPAIR L...</a> 1 <a href="#">Electrical With Serv...</a> 1	<a href="#">Construct New Co...</a> 5 <a href="#">Grading only</a> 3 Other 21	<a href="#">City Staff Only Spec...</a> 1 <a href="#">Electrical Reconnec...</a> 1		<a href="#">Construct New Co...</a> 5 <a href="#">Grading only</a> 3 Other 7

[View My Permits](#)

---

### My Plans

Attention	Pending	Active	Draft	Recent
4	38	0	5	1
<a href="#">New Commercial B...</a> 3 <a href="#">Change of Occupan...</a> 1	<a href="#">New Commercial...</a> 24 <a href="#">Request Develop...</a> 2 Other 12		<a href="#">New Commercial B...</a> 4 <a href="#">Request Developm...</a> 1	<a href="#">Obtain Tax Incentiv...</a> 1

[View My Plans](#)

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### My Inspections

Requested	Scheduled	Closed
2	0	0
<a href="#">CPPU - Pool B...</a> 1 <a href="#">CPPU - Electri...</a> 1		

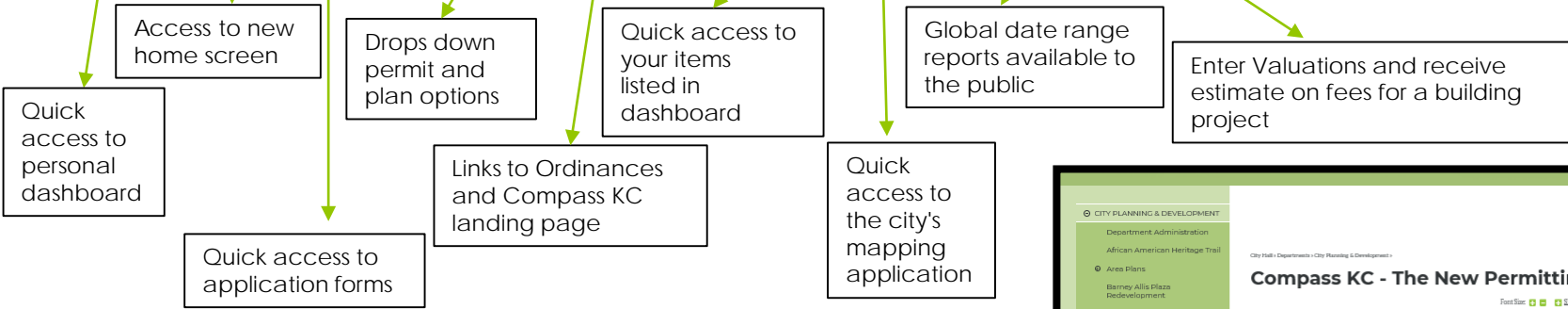
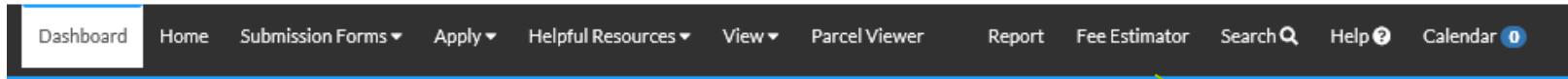
[View My Inspections](#)

### My Invoices

Current	0	\$0.00	<a href="#">Add To Cart</a>
Past Due	3	\$410.00	<a href="#">Add To Cart</a>
<b>Total</b>	<b>3</b>	<b>\$410.00</b>	<a href="#">Add To Cart</a>

[View My Invoices](#)

## Dashboard FAQs



<b>Attention</b> 2	<b>Pending</b> 29	<b>Active</b> 2	<b>Draft</b> 0	<b>Recent</b> 15
-----------------------	----------------------	--------------------	-------------------	---------------------

- Attention – List items that need your attention
- Pending – List items currently pending action
- Active – Current plans/permits in the system
- Draft – List items not submitted
- Recent – List items that have been accessed recently

**Compass KC - The New Permitting System**

Upgrades are here!

The **Compass KC** system was recently upgraded and is now live!

These upgrades are based on **YOUR** feedback:

Check out this [quick video](#) highlighting some of the new features you will see that simplify the Compass KC user experience. Also, you'll find updated video and printable tutorials below.

**What is Compass KC and How Do I Get There?**

Compass KC brings city services to your fingertips. Submit permits and plans and interact with multiple city departments all in one place! Click on the Compass below to start.

**How do I use Compass KC?**

We understand, with any new system, comes a learning curve. That's why we have provided some tutorials for you to get you started with Compass KC and others that you can come back to if you have questions along the way!

- [How to Register Guide \(PDF\)](#)
- [How to Register \(Video\)](#)
- [How to Search Guide \(PDF\)](#)
- [How to Search \(Video\)](#)
- [How to Submit Plans Guide \(PDF\)](#)
- [How to Request Inspections Guide \(PDF\)](#)
- [How to Apply for Permit Guide \(PDF\)](#)

**Additional Process Tutorials and Information**

The following departments and divisions are using the Compass KC system in the current phase, Phase 1. Below each department, specific resources will be added that show processes within Compass KC specific to the associated city departments.

**City Planning and Development** – Building permits, inspections scheduling, plan reviews, contractor licensing, etc.

- [FAQs](#): see City Planning and Development Department list of frequently asked questions related to using Compass KC.
- [Homeowner Permit Guide](#): If you plan to do work on your own property/home without a licensed professional please read this guide.

# Application Assistant & Information Bulletins

Select the apply option. Application assistant appears, select the type of application, then select Show Categories. Categories will appear on left, application type show on the right with description. Find and Select by clicking the Apply option

**Application Assistant**

Search for application names and keywords

Building application types.

All Trending My History PERMITS **PLANS**

< Hide Categories

- All 84
- PERMITS 183
- PLANS 84
- Building - Administrative Reviews 3
- Building - Commercial Application 11
- Building - Residential Application 12
- City Infrastructure (Privately Built or Modified) 1
- Planning - Easement Processing 1
- Planning - File an Appeal 1
- Planning - Historic Preservation 2
- Planning - Land Use Applications 8
- Planning - Other 3
- Planning - Plan Approvals 12
- Planning - Sign Applications 1
- Planning - Street Related Applications 3
- Planning - Subdivide, Combine or Plat Land 3
- Planning - Zoning Adjustments 11
- Short Term Rental Approval 1

**Building & Fire Code Board of Appeals** Apply

Category Name: Building - Administrative Reviews  
Description: Request for a hearing before the Building & Fire Code Board of Appeals. It is strongly encouraged to discuss the case with Building Code staff prior to making application. A "Code Modification Request" for staff approval is recommended prior to a Board of Appeals application for alternative methods. See Information Bulletin #126 at [kcmo.gov/planning](http://kcmo.gov/planning) for complete application information.

**Code Modification Request** Apply

Category Name: Building - Administrative Reviews  
Description: Request for staff approval of a "Code Modification Request (CMR)" for the use of an alternative method or material to that specified in the Building Code, typically due to unique circumstances, existing conditions, etc. The applicant is responsible to include information to demonstrate equivalency to the currently adopted Building Code. See Information Bulletin #101 at [kcmo.gov/planning](http://kcmo.gov/planning) for complete application information.

**Floodplain Development Permit** Apply

Category Name: Building - Administrative Reviews  
Description: Request for approval to perform work in the Special Flood Hazard Area (aka 100-year floodplain) in accordance with KCMO Ordinance Chapter 28 and FEMA regulations. See Information Bulletin #120 at [kcmo.gov/planning](http://kcmo.gov/planning) for complete application information.

**Preliminary Project Code Review Meeting** Apply

Category Name: Building - Administrative Reviews  
Description: Optional meeting between design professionals, building owners, etc., and city staff to discuss Building Code requirements for complex projects. It is encouraged to contact Building Code staff to discuss goals prior to making application.

**Addition to Commercial Building** Apply

Category Name: Building - Commercial Application  
Description: Construct a building addition (vertical, or horizontal) to a commercial building, while maintaining the existing use of the building. See Information Bulletin #110 at [kcmo.gov/planning](http://kcmo.gov/planning) for complete application information.

**Change of Occupancy Classification** Apply

Category Name: Building - Commercial Application  
Description: Change in occupancy classification as defined by the Building Code. See Information Bulletin #110 at [kcmo.gov/planning](http://kcmo.gov/planning) for complete application information.

Requirements for plans/permits submittals have not changed. **Information Bulletins** provide list of items needed for complete application requirements

**Building - Commercial Application 11**

**Building - Residential Application 12**

**City Infrastructure (Privately Built or Modified) 1**

**Planning - Easement Processing 1**

**Planning - File an Appeal 1**

**Planning - Historic Preservation 2**

**Planning - Land Use Applications 8**

**Planning - Other 3**

**Planning - Plan Approvals 12**

**Planning - Sign Applications 1**

**Planning - Street Related Applications 3**

**Planning - Subdivide, Combine or Plat Land 3**

**Planning - Zoning Adjustments 11**

**Short Term Rental Approval 1**

**Commercial - Addition with Change of Occupancy** Apply

Category Name: Building - Commercial Application  
Description: Construct a building addition (vertical or, horizontal) to a commercial building, with either a full or partial change in occupancy classification as defined by the Building Code. See Information Bulletin #110 at [kcmo.gov/planning](http://kcmo.gov/planning) for complete application information.

**Construction of Parking Lot or Site Improvements** Apply

Category Name: Building - Commercial Application  
Description: Construct commercial site modifications, including parking lots, retaining walls, parking lot lighting, etc. Where this work is occurring in conjunction with a building project, this work may be included with the Building Plan application. See Information Bulletin #110 at [kcmo.gov/planning](http://kcmo.gov/planning) for complete application information.

**Construction or modification of a Fire Protection System** Apply

Category Name: Building - Commercial Application  
Description: Construct new or modify existing fire protection system. This includes fire sprinklers, clean agent suppression systems, and kitchen hood suppression systems. See Information Bulletin #110 at [kcmo.gov/planning](http://kcmo.gov/planning) for complete application information.



## Application Types from the dashboard

The screenshot displays the Compass KC dashboard. At the top, the logo features a compass rose icon within the letter 'O' of 'COMPASS', followed by 'KC'. Below the logo is the tagline 'CITY SERVICES AT YOUR FINGERTIPS'. A navigation bar includes 'Home', 'Apply Permit/Plan' (highlighted in blue), 'Report', 'Fee Estimator', and a search icon. The main content area is divided into two columns: 'PLANS' and 'PERMITS'. The 'PLANS' column lists: Safe Harbor Rehabilitation Plan, Building & Fire Code Board of Appeals, Code Modification Request, Detached Residential Accessory Building, Floodplain Development Permit, and All (84). The 'PERMITS' column lists: Street Block Party, Street Festival, Street Parade, Install Security Alarms - Residential, Zoning Clearance for Business License, and All (185). Two red arrows point to the 'All (84)' and 'All (185)' links.

PLANS	PERMITS
> Safe Harbor Rehabilitation Plan	> Street Block Party
> Building & Fire Code Board of Appeals	> Street Festival
> Code Modification Request	> Street Parade
> Detached Residential Accessory Building	> Install Security Alarms - Residential
> Floodplain Development Permit	> Zoning Clearance for Business License
> All (84)	> All (185)

Building categories will expand to specific building application types. Residential and Commercial categories are listed under Building.

# Types of Permits and Plans

## Planning Projects

The screenshot shows a navigation menu with two main sections: 'PLANS' and 'PERMITS'. Under 'PLANS', there are links for Safe Harbor Rehabilitation Plan, Building & Fire Code Board of Appeals, Code Modification Request, Detached Residential Accessory Building, Floodplain Development Permit, and All (84). Under 'PERMITS', there are links for Street Block Party, Street Festival, Street Parade, Install Security Alarms - Residential, Zoning Clearance for Business License, and All (185). A red arrow points from the 'PLANS' section towards the right-hand screenshot.

Planning categories will lead to specific development plan types.

The screenshot shows a list of planning categories on the left and detailed information for 'Plan Approvals' on the right. The categories listed are: Building - Administrative Reviews (4), Building - Commercial Application (8), Building - Residential Application (11), Building - Tenant Finish/Remodel Application (1), City Infrastructure (Privately Built or Modified) (2), Planning - Development Review Committee (Parks & Rec) (1), Planning - Easement Processing (1), Planning - File an Appeal (4), Planning - Land Use Applications (7), Planning - Other (3), Planning - Plan Approvals (14), Planning - Sign Applications (1), Planning - Street Related Applications (3), Planning - Subdivide, Combine or Plat Land (5), Planning - Zoning Adjustments (11), and Short Term Rental Approval (3). The 'Plan Approvals' category is highlighted in blue. A red arrow points from the 'Plan Approvals' category to the detailed information on the right.

**Planning - Plan Approvals : Approve my Plan: Development Plan (NonResidential)** [Apply](#)

Please note: this type of application requires a pre-application consultation with staff prior to filing said application. Do not apply until you have had such a consultation. Choose this option if you are proposing 1) a residential development in any district containing 50 or more dwelling units; or 2) a building in any B, D, KCIA and O district with a gross floor area of 40,000 square feet or more; or 3) development of a site of 10 acres or more in any B, D, KCIA or O district; or 4) industrial development in any M district on a site of 5 acres or more and within 200 feet of any residential district; or 5) development which exceeds 180 feet in height or includes above-grade parking for more than 100 vehicles in any D district; or 6) whenever multiple principal buildings are proposed on a single lot; or 7) for any development within a designated light rail zone (includes streetcar) or an overlay district in accordance with 88-515. [Categories](#) | [Main Menu](#)

**Planning - Plan Approvals : Approve my Plan: Development Plan (Residential)** [Apply](#)

Please note: this type of application requires a pre-application consultation with staff prior to filing said application. Do not apply until you have had such a consultation. Choose this option if you are proposing 1) a residential development in any district containing 50 or more dwelling units; or 2) a building in any B, D, KCIA and O district with a gross floor area of 40,000 square feet or more; or 3) development of a site of 10 acres or more in any B, D, KCIA or O district; or 4) industrial development in any M district on a site of 5 acres or more and within 200 feet of any residential district; or 5) development which exceeds 180 feet in height or includes above-grade parking for more than 100 vehicles in any D district; or 6) whenever multiple principal buildings are proposed on a single lot; or 7) for any development within a designated light rail zone (includes streetcar) or an overlay district in accordance with 88-515. [Categories](#) | [Main Menu](#)

**Planning - Plan Approvals : Approve my Plan: Final Development Plan in District MPD** [Apply](#)

Choose this option if you are developing property zoned MPD (Master Planned Development) and have already obtained approval of a preliminary development plan or amended development plan/plan amendment. Note: DO NOT choose this option if your plan does not conform or is materially different from the approved preliminary development plan or amended development plan/plan amendment. [Categories](#) | [Main Menu](#)

**Planning - Plan Approvals : Approve my Plan: Final Development Plan in District UR** [Apply](#)

## Application Information

Application progress bar

Location – Provide the address where the work is being performed “job site”. Click add address.

Always use the search option to add location. Scroll through to find address, click Add on the right to add to application.

Manual entry is used only when location is un-addressed parcel.

Plan type selected will automatically show in this field, check to insure you have selected correct type.

Place the scope of work in the Description field. This is a general statement of work to be performed.

Address	Action
414 E 126th St Kansas City, MO 64145	Add
12414 E 55th Ter Kansas City, MO 64133	Add
414 E 12th St B-175 Kansas City, MO 64106	Add
3414 E 12th St Kansas City, MO 64127	Add

# Contacts

- o In the Contacts section – the person logged in will always show as applicant.
- o If Contacts are “Required” it will automatically appear based on plan/permit type selected.
- o To add Contacts they must be registered in Compass KC to be selected as a contact.

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	Sean	Mitchell		JE Dunn Construction	sean.mitchell@jedunn.com	Add
☆	Jared	Jacks		JE Dunn Construction Company	jared.jacks@jedunn.com	Add
☆	Nate	Sampson	1001 Locust St. Kansas City MO 64106	JE Dunn Construction	nate.sampson@jedunn.com	Add
☆	Cherie	Caughern	1001 Locust St Kansas City MO 64106	JE Dunn	cherie.caughern@jedunn.com	Add
☆	Riley	Noll	1001 Locust Street Kansas City MO	JE Dunn Construction	riley.noll@jedunn.com	Add

Contacts frequently used can be added to your favorites. Click the star to left of First Name to add.

Type name of contact to into search bar (best way to search contacts is by email)

When you locate the contact Click to add contact to the application.

- o Add all contacts that will require access and notification to the application submitted. Add as many contacts as required by your business process.

# Additional Information Page- Building Plans

**NOTE** this page will change based on application type

✓ Locations   
 ✓ Type   
 ✓ Contacts   
 4 More Info   
 5 Attachments   
 6 Review and Submit

**MORE INFO**

**Instructions** [Next Section](#) | [Top](#) | [Main Menu](#)

Please review each item below and enter appropriate information. If you are not able to select a response that you feel best represents your situation, please contact us at (816) 513-1500. Thank you for applying online.

Must select Accept

\*Accept?

Accept? is required.

By clicking/selecting the "I Accept" in the "Accept?" box above and hitting "Finish" at the end of this submission process, I understand and agree that I am submitting an application/documentation to the City of Kansas City, Missouri on behalf of myself and/or the company named on the application. After having signed in with my name and password to access this application, the "I Accept" selection in the "Acceptance" box on this page shall serve as my signature for this application/document submittal. If this is on behalf of company, I hereby acknowledge that I have the authority to submit this application/documentation for that entity.

Select Digital Plans

How Taken

**Permit Valuations** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

PERMIT VALUATIONS, construction values to be used in permit fee calculation shall include the total value of the work for which the permit is issued and are typically contract values. When materials, labor or equipment are provided by others, the value of those items shall be included in the valuation for the scope of work in the permit to which they apply. If there is no work being performed for a specific trade please enter 0 for the value. \*PROVIDE SEPARATE PERMIT VALUATIONS FOR EACH OF THE PERMIT TYPES MENTIONED ABOVE. IF THE PROJECT CONTAINS SEPARATE BUILDINGS, PERMIT FEES SHALL BE CALCULATED SEPARATELY FOR EACH BUILDING. A PLANS REVIEW FEE OF 1/2 THE BUILDING PERMIT FEE (BASED ON BUILDING VALUATION INCLUDING SITEWORK) IS REQUIRED WHEN THE PLANS ARE SUBMITTED FOR INITIAL REVIEW. TOTAL PROJECT AND PERMIT VALUATIONS SHALL INCLUDE THE VALUE OF ALL WORK ON PRIVATE PROPERTY ONLY.

\*Building Permit Valuation \$

If express you MUST call 513-1500 to schedule an appointment.

## Valuations – Building Plans & Permit Applications

- For Plans Submittals:

Enter valuation total for the project in the **Building Permit Field** and in the **Valuation Used In fee Field** at bottom. All other fields must contain a value, if no value exists enter "0". Select Next.

- For Trades Permits:

You need to put a value next to your trade and in the fee calculation box below. Enter 0 (zero) in all boxes that are not applicable to this application.

- Same screen can found under the Fees Estimator tab on dashboard.

PERMIT VALUATIONS, construction values to be used in permit fee calculation shall include the total value of the work for which the permit is issued and are typically contract values. When materials, labor or equipment are provided by others, the value of those items shall be included in the valuation for the scope of work in the permit to which they apply.

You need to put a value next to your trade and in the fee calculation box below. Enter 0 (zero) in all boxes that are not applicable to this application.

*Building Permit Valuation	\$ <input type="text"/>	Building Permit Valuation is required.
*Electrical Permit Valuation	\$ <input type="text"/>	Electrical Permit Valuation is required.
*Elevator Permit Valuation	\$ <input type="text"/>	Elevator Permit Valuation is required.
*Fire Alarm Permit Valuation	\$ <input type="text"/>	Fire Alarm Permit Valuation is required.
*Fire Sprinkler Permit Valuation	\$ <input type="text"/>	Fire Sprinkler Permit Valuation is required.
*Plumbing Permit Valuation	\$ <input type="text"/>	Plumbing Permit Valuation is required.
*Mechanical Permit Valuation	\$ <input type="text"/>	Mechanical Permit Valuation is required.
*Refrigeration Permit Valuation	\$ <input type="text"/>	Refrigeration Permit Valuation is required.
<b>Total Valuation</b>	<input type="text"/>	Custom field type is not supported.

(Valuations entered in this field auto produce the Permit Fee.)

*Valuation Used In Fee Determination	\$ <input type="text"/>	Valuation Used In Fee Determination is required.
--------------------------------------	-------------------------	--

Back Next

## Valuations-Building Plans and Permit applications

PERMIT VALUATIONS, construction values to be used in permit fee calculation shall include the total value of the work for which the permit is issued and are typically contract values. **When materials, labor or equipment are provided by others, the value of those items shall be included in the valuation for the scope of work in the permit to which they apply.** If there is no work being performed for a specific trade please enter 0 for the value. \*PROVIDE SEPARATE PERMIT VALUATIONS FOR EACH OF THE PERMIT TYPES MENTIONED ABOVE. IF THE PROJECT CONTAINS SEPARATE BUILDINGS, PERMIT FEES SHALL BE CALCULATED SEPARATELY FOR EACH BUILDING. A PLANS REVIEW FEE OF 1/2 THE BUILDING PERMIT FEE (BASED ON BUILDING VALUATION INCLUDING SITEWORK) IS REQUIRED WHEN THE PLANS ARE SUBMITTED FOR INITIAL REVIEW. TOTAL PROJECT AND PERMIT VALUATIONS SHALL INCLUDE THE VALUE OF ALL WORK ON PRIVATE PROPERTY ONLY.

## Additional Information Page – Planning Applications

- Additional information required will be unique for each application type. Fill out each field that is applicable to the project being submitted.

**Step 2 of 3: Additional Information**

Plan Type : Approve my Plan: Development Plan (Residential)

**Instructions** [Next Section | Top | Main Menu](#)

Please review each item below and enter appropriate information. If you are not able to select a response that you feel best represents your situation, please contact us at (816) 513-1500. Thank you for applying online.

\*Accept?

Accept? is required.

By clicking/selecting the "I Accept" in the "Accept?" box above and hitting "Finish" at the end of this submission process, I understand and agree that I am submitting an application/documentation to the City of Kansas City, Missouri on behalf of myself and/or the company named on the application. After having signed in with my name and password to access this application, the "I Accept" selection in the "Acceptance" box on this page shall serve as my signature for this application/document submittal. If this is on behalf of company, I hereby acknowledge that I have the authority to submit this application/documentation for that entity.

**Project Info** [Previous Section | Next Section | Top | Main Menu](#)

**Fee Information**

Please provide the total land area in acres and the total number of residential units (if any). Be accurate, as that this information is used to calculate your filing fees. If a discrepancy exists between this information and other documents you provide (i.e. plans) which would result in a higher fee, you will be invoiced for the balance and your request will not be docketed until the balance is paid in full.

\*Total Acres

Total Acres is required.

\*Total Units

Total Units is required.

\*Legal Description



# Additional Information Page – Planning Applications

**NOTE** this page will change based on application type

**Tax Incentive Info**

[Previous Section](#)

Are tax incentives requested?

**\*If so, which type of incentives are requested?**

- N/A
- HTC
- LCRA
- Other
- PIEA
- TIF
- URA

*If so, which type of incentives are requested? is required.*

Is project in distressed census tract?

If yes, is existing tax incentive plan being used?

If yes, what is name of existing plan?

Resolution approving existing plan?

If no, what is name of proposed plan?

# Additional Information Page – Planning Applications

**NOTE** this page will change based on application type

Deviations and Waivers [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Are deviations requested?

---

Deviations may only be granted by the City Council via the development plan process (for lot and building standards only) and via the MPD and UR rezoning processes (for lot and building and development standards).

---

If yes, please describe:

---

Is this a preliminary plat?

---

Waivers and modifications from the subdivision regulations may only be requested and granted via the preliminary plat approval process by the City Plan Commission and City Council.

---

Are waivers or modifications requested?

---

If yes, from what subdivision regulations?

## Attachment Icon

- Add Attachments – Add all attachments required for the type of application submitting. **Please use unique names INCLUDING date for all attachments. (i.e. Example project-120419, Calculations example project-120419)**

**Calculations Instructions**

Please insert a PDF indicating the appropriate calculations that are required. End all file names with the date.

Locations Type

Attachments

Provide ALL documents required for the associated application type and CHOOSE THE CORRECT FILE TYPE FROM THE DROP DOWN. Please use descriptive and unique file names. END ALL FILE NAMES WITH THE DATE. Please note, submittals with no attachments will not be reviewed. For information on specific requirements, see Information Bulletin 110 located at [kcmo.gov/IB](http://kcmo.gov/IB).

Calculations

Calculations

IB 110 Part F  
Other Plans  
Resubmittal Response Letter  
Soils Report  
Specifications  
Stormwater Analysis

Supported: .pdf

Supported: .pdf

Add Attachment

Supported: .pdf

Back Create Template Save Draft Next




Using dropdown arrow select the type of document you are attaching. Use the "i" icon for definition of document type. Select add attachment.

## Attachments-Continued

- Repeat add attachments steps until all required documents are attached (Application types may have required documents that must be attached in order to have a complete submittal.)
- Review the documents attached, once the documents are submitted, they can not be removed. Use the Remove feature to delete document, and upload new document.
- When completed select Next at the bottom of the screen.

**Attachments**

Provide ALL documents required for the associated application type. Please use descriptive and unique file names. END ALL FILE NAMES WITH THE DATE. Please note, submittals with no attachments will not be reviewed. For information on specific requirements, see information bulletin 110 located at [kcmo.gov/IB](http://kcmo.gov/IB)

 <b>Plans</b> Complete set of Building Plans 112019.pdf Size: 34.81 KB <a href="#">Remove</a>	 <b>IB 110 Part F</b> IB 110 Part F 112019.pdf Size: 34.56 KB <a href="#">Remove</a>	 <b>Calculations</b> Structural Calculations 112019.pdf Size: 35.76 KB <a href="#">Remove</a>	<div><p>Calculations <input checked="" type="checkbox"/></p><p><b>Add Attachment</b></p><p><b>+</b></p><p>Supported: .pdf,</p></div>
---	---	---	--

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

## Review application

Review Application Summary page prior to submitting application, this practice will aid in submittals being rejected for inaccurate/incomplete information.

Apply for Plan - New Commercial Building \*REQUIRED

Progress: Locations ✓, Type ✓, Contacts ✓, More Info ✓, Attachments ✓, Review and Submit 6

[Submit](#)

---

**Locations**

Location	414 E 12th St 64106
Parcel Number	12614

---

**Basic Info**

Type	New Commercial Building
Description	to build a beautiful new commercial building
Applied Date	11/20/2019

---

**Contacts**

Applicant	Christy Mann 414 12 St, Kansas City, MO , 64106
-----------	--

---

**More Info**

[Instructions](#)

[Next Section](#) | [Top](#) | [Main Menu](#)

# Application Notification

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly. ✕

**Plan Number: CRBC-2019-40111**

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Type:</b> New Commercial Building	<b>Status:</b> Pending	<b>Project Name:</b>
--------------------------------------	------------------------	----------------------

**Summary** | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

### Progress

0% Completed

- Completed
- In Progress
- Not Started

### Workflow

### Available Actions

**No Actions**

### Fees

## Reviewing attachments

- Select the Attachments tab.
- Attachments added will now show Status: Under Review

Plan Number: CRBC-2019-40111




[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: New Commercial Building      Status: Pending      Project Name: ▼

[Summary](#)   [Locations](#)   [Fees](#)   [Reviews](#)   [Inspections](#)   **[Attachments](#)**   [Contacts](#)   [Sub-Records](#)   [Holds](#)   [Meetings](#)   [More Info](#)

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Attachments Sort  ▼

 <b>Plans</b> <a href="#">Complete set of Building Plans 112019_v1.pdf</a> Version: 1 Status: Under Review	 <b>IB 110 Part F</b> <a href="#">IB 110 Part F 112019_v1.pdf</a> Version: 1 Status: Under Review	 <b>Calculations</b> <a href="#">Structural Calculations 112019_v1.pdf</a> Version: 1 Status: Under Review
---	--	---

## Invoicing/Payments

- Submittals will go through QCR prior to an invoice being sent. When QCR is complete and submittal is accepted you will receive an invoice notification.

**From:** [DoNotReply@kemo.org](mailto:DoNotReply@kemo.org)  
**Date:** February 9, 2018 at 9:48:09 AM CST  
**To:** [email](#)  
**Subject:** Your invoice 00129788 is ready for payment!

You can make a payment by logging into your [CompassKC](#) account

- Navigate to the invoice section of dashboard. Click the View Full List option from dashboard to view details of invoices due. Select the invoice you want to pay.

Invoices		
Current	\$0.00	<a href="#">Add To Cart</a>
Past Due	\$6,670.50	<a href="#">Add To Cart</a>
<b>Total</b>	<b>\$6,670.50</b>	<a href="#">Add To Cart</a>

[View Full List](#)

- OR navigate to the plan under the attention tab and select Pay Now or Add to Cart

Plan Details | Tab Elements | Main Menu

Type: New Commercial Building      Status: Submitted      Project Name:

[Summary](#) | [Locations](#) | [Fees](#) ● | [Reviews](#) ● | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

**Progress**      **Workflow**      **Available Actions**

0% Completed  
 ● Completed  
 ● In Progress  
 ● Not Started

**Unpaid Fees**  
 \$43.00  
 11-21-2019

[Pay Now](#)

**Fees**  
 \$43.00

[View Details](#)      [Add to Cart](#)



## Invoicing/Payments


- Enter your payment information (either credit card or eCheck) and follow the steps to process payment.
- Payment will process and then submittals will then be routed to the appropriate departments for review of the project.

Make A Payment - Payment Information - Missouri : Kansas City

Cart Information | Payment Information

Payment Information | Shopping Cart

Please select your Payment Method

Credit Card 

eCheck

Check Type: Personal

Account Type: Checking

Name on Check: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Confirm Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Confirm Account Number: \_\_\_\_\_

Amount Due: \$ 43.00

Payment: \$ 43 . 00

Next Step: Review Payment

Shopping Cart

EnerGov Payments	\$43.00
Subtotal	\$43.00
Projected Card Fee	\$1.11
Projected eCheck Fee	\$0.50

Cancel Transaction

## Comments & Resubmittals

- When the plans are reviewed and released, you will receive an email notification directing you to Compass KC, and a Plan Review Discrepancy Report will be attached.
- Individual comments and corrections can be viewed in plan details under the reviews tab.

Summary Locations Fees **Reviews** Inspections Attachments Contacts Sub-Records Holds Meetings More Info

Reviews | Next Tab | Plan Details | Main Menu

Reviews Sort Review Type

Review Type	Status	Version	Received Date	Due Date	Completed Date
<a href="#">CPPU - Building Plan QCR</a>	Fail	1	11/21/2019	11/25/2019	11/21/2019

**Plan Review Discrepancy Report**

Report Date: 27-Aug-2018  
 Plan: CRBR 2018-110X  
 Address: Address  
 Project:

This report shows the most recent of each required plan review item, and any unresolved corrections that are associated with the plan review item.

**CPPU - Building (Residential) Review**

Item Review: Residential Plan Review  
 Plan Reviewer: Weaver, Derek  
[Derek.weaver@kcmo.org](mailto:Derek.weaver@kcmo.org)  
 Completed Date: 06/27/2018  
 Review Status: Not Approved  
 General Comment: No Reviewer

0. Correction: No plans in e-review. Plans need to be uploaded to e-review so the plan review staff can access your plans. Please be aware that if plans have been uploaded to attachments they will not show up in the review software for the plan reviewers.

Under your plan in CompassKC, visit the e-review tab to find the location where to upload the plans. You can find the user guide videos found on the department website at <http://kcmo.gov/compasskc/>

Correction Action:  
 Correction Information: Created Date: 06/20/2018 - Electronic Markup: No - Resolved: No

Item Review: Residential Zoning Review  
 Plan Reviewer: Kalantar, Syrus - (816) 513-1478  
[Syrus.Kalantar@kcmo.org](mailto:Syrus.Kalantar@kcmo.org)  
 Completed Date: 06/27/2018  
 Review Status: Deferred  
 General Comment:

- Additionally the Plan Discrepancy Report will appear in plan details under the attachments tab.

Attachments | Next Tab | Plan Details | Main Menu

**Attachments**



**Attachment**

[PL\\_Plan\\_Review\\_Discrepancy\\_Report\\_OPEN\\_ON.pdf](#)  
 Uploaded: 11/21/2019



**Plans**

[Complete set of Building Plans 112019\\_v1.pdf](#)  
 Version: 1  
 Status: Corrections Added



**IB 110 Part**

[IB 110 Part](#)  
 Status: Co



- NOTE: You must be listed as a contact on the record to access a case online. If you can't find the case, contact your jurisdiction.**

## Comments & Resubmittals

- From your dashboard navigate to the plan/permit.

- Open the reviews tab and click on the review under review type.

Summary Locations Fees **Reviews** Inspections Attachments Contacts Sub-Records Holds Meetings More Info

Reviews | Next Tab | Plan Details | Main Menu

Reviews Sort: Review Type

Review Type	Status	Version	Received Date	Due Date	Completed Date
CPPU - Building Plan QCR	Fail	1	11/21/2019	11/25/2019	11/21/2019

- Click on the details icon on the right hand side

Review Items Sort: Review Type [Export](#)

Review Type	Status	Due Date	Completed Date	Assigned To	View Review Item
Initial Quality Control Review (PMB)	Not Approved	11/14/2018	11/09/2018	Jacobus David	<a href="#">Details</a>

- Review corrections and comments listed.

Comments | Recommendations | Corrections | Submittal Detail | Review Items | Main Menu

**Comments**

No comments to display.

**Recommendations** Sort: Number

Number	Recommendation	Created On
No records to display.		

**Corrections** Sort: Correction Order [Export](#)

Correction Order: 0      Type: General Corrections      Resolved: No

Resolved On:

**Comments**

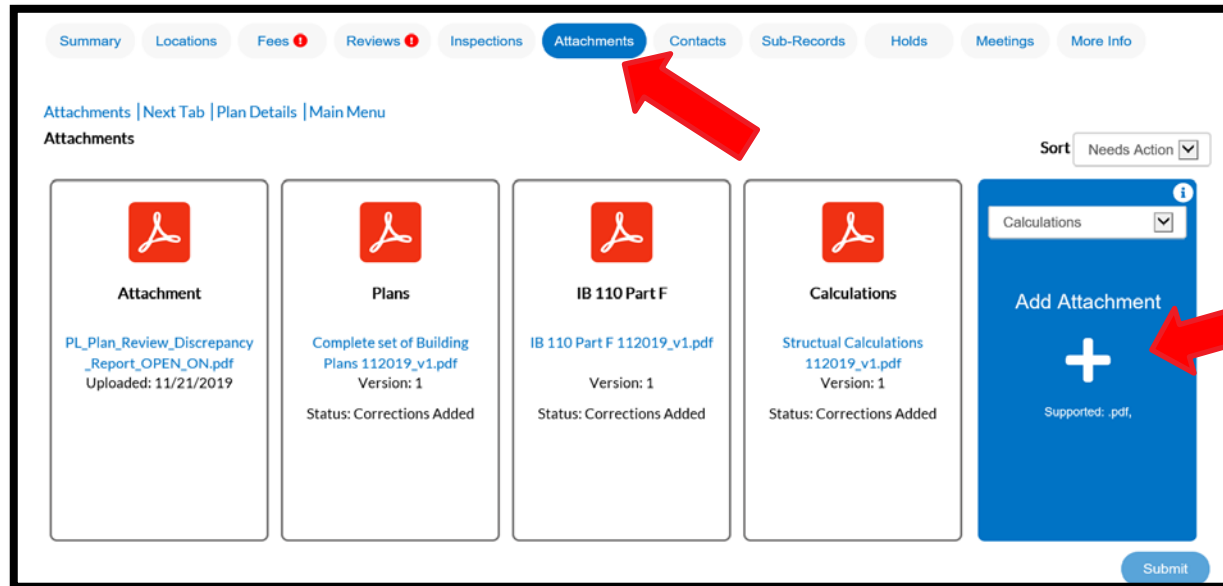
Provide Plans

**Corrective Action**

No corrections to display.

## Comments & Resubmittals

- Review all corrections and comments made by the reviewer. All items listed will need to be addressed in the resubmittal documents.
- Navigate **Back** (at the top of screen) to the **Summary** page and select the **Attachments** tab. All attachments including the Plan Review Discrepancy report will appear.



- Click on the drop down to select the type of the document you are attaching, then click **Add Attachment** + card to browse documents located on applicant's computer. **NOTE - Do not change the name of documents when resubmitting, change the DATE to denote the document is a resubmittal.**

## Resubmittals

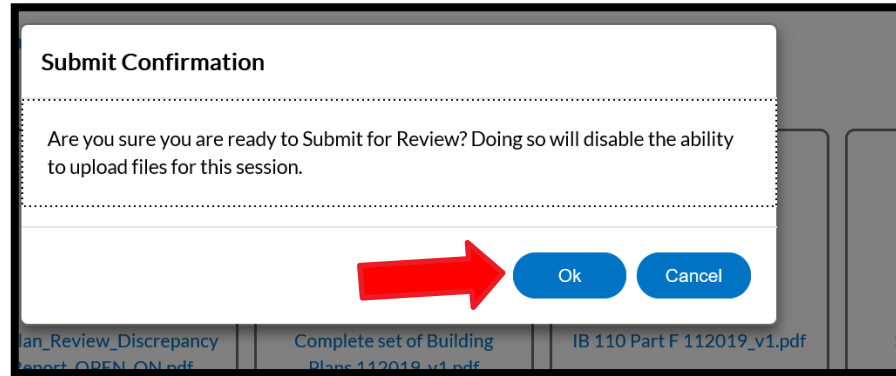
- The new document will appear at the beginning of the list of attachments.
- Upload additional documents if needed. When all documents are uploaded, select **Submit** at the bottom of the screen.

The screenshot displays the Compass KC interface for document management. At the top, there are five attachment cards, each with a red PDF icon and a title. The first card, titled 'Plans', is highlighted with a red arrow. Below the cards is a blue modal window titled 'Add Attachment' with a white plus sign and the text 'Supported: .pdf,'. A second red arrow points to this modal. At the bottom right of the interface is a blue 'Submit' button.

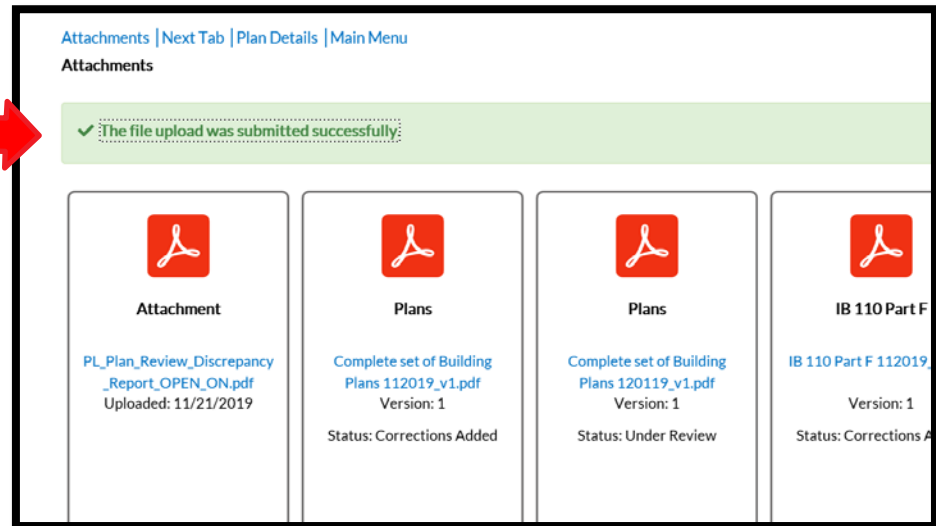
Title	Description	Uploaded	Status
Plans	Complete set of Building Plans 120119.pdf Size: 34.81 KB		
Attachment	PL_Plan_Review_Discrepancy_Report_OPEN_ON.pdf	11/21/2019	
Plans	Complete set of Building Plans 112019_v1.pdf Version: 1		Status: Corrections Added
IB 110 Part F	IB 110 Part F 112019_v1.pdf Version: 1		Status: Corrections Added
Calculations	Structural Calculations 112019_v1.pdf Version: 1		Status: Corrections Added

## Resubmittals

- A Submit confirmation screen will appear. If ready to submit select OK. Once submitted the case will again be locked until the review is completed.



- If uploaded is successful you will receive the following message: A notification will be sent when review has been completed.





## Permit from approved Plan

- From your dashboard click on Pending plans icon.

**My Plans**

Attention	Pending	Active	Draft	Recent
4	38	0	5	1
<a href="#">New Commercial B...</a> 3 <a href="#">Change of Occupan...</a> 1	<a href="#">New Commercial...</a> 24 <a href="#">Request Develop...</a> 2 Other 12		<a href="#">New Commercial B...</a> 4 <a href="#">Request Developm...</a> 1	<a href="#">Obtain Tax Incentiv...</a> 1

[View My Plans](#)

- A list of plans will appear, click on the plan number you want to apply for permit on.

Helpful Resources ▾

**My Plans**    Exact Match

Display  Select Case Type   Sort

Plan Number	Project	Address	Plan Type	Status	Attention Reason
<a href="#">CRBR-2018-11496</a>		3931 Genessee St Kansas City, MO 64111	Construction of a New Duplex Residential Structure	Recent, Pending	

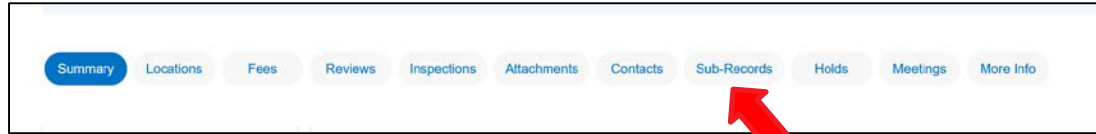
Results per page:  1 - 1 of 1 << < 1 > >>

CompassKC; Site Issues? [Email](#), Comments? [Email](#) © 2015 - | [Terms of use](#) | [Privacy](#) | [Accessibility](#)

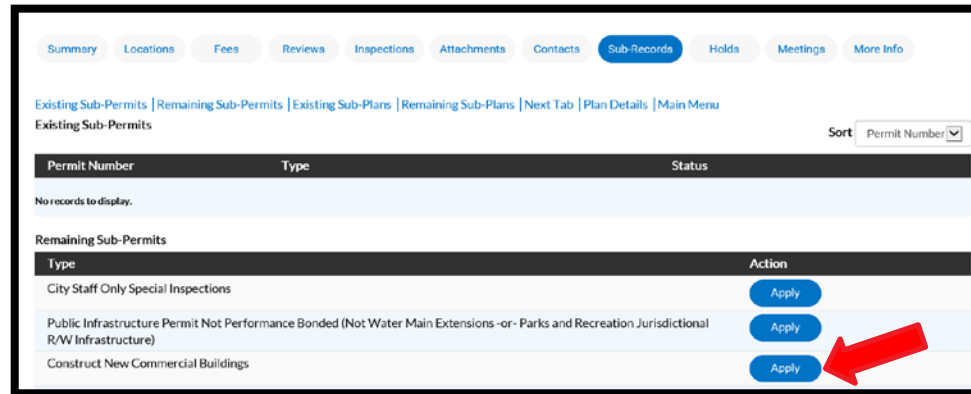


## Permits from approved Plan

- Select the **Sub-Records** tab.



- A list of permits available at this time will appear, click **Apply**.



- You will then be prompted to enter information pertaining to the permit application.
- After the application is completed it will be and then you will receive an invoice if applicable. reviewed
- The Permit will be approved and then issued (this happens overnight). You will receive email notification when ready. It will be emailed and will also be found under the Attachments tab on the record.

## Permits from approved Plan

- You will then be prompted to enter information pertaining to the permit application.

Apply for Permit - Construct New Commercial Buildings \*REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

Type: Location  
US  
414 12th, 64106

Main Address

Parcel Number  
12614

Main Parcel

Remove

Location

Add Location

- After the application is completed it will be and then you will receive an invoice if applicable.
- Upon approval the Permit will then be issued (this happens overnight). You will receive email notification when ready. It will be emailed and will also be found under the Attachments tab on the record.

Uploaded Attachments Sort File Name

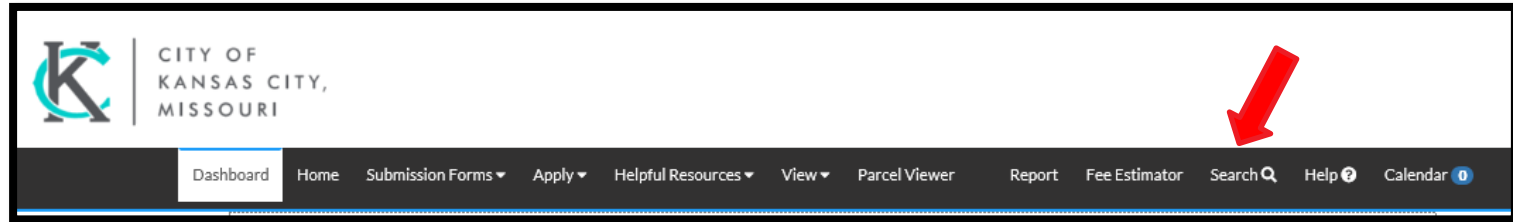
File Name	Added Date	Notes
<a href="#">DCA Construction Permits_10-9-2018_21-29-01-006-PM_0.pdf</a>	09/11/2018	Permit Attached by automation

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

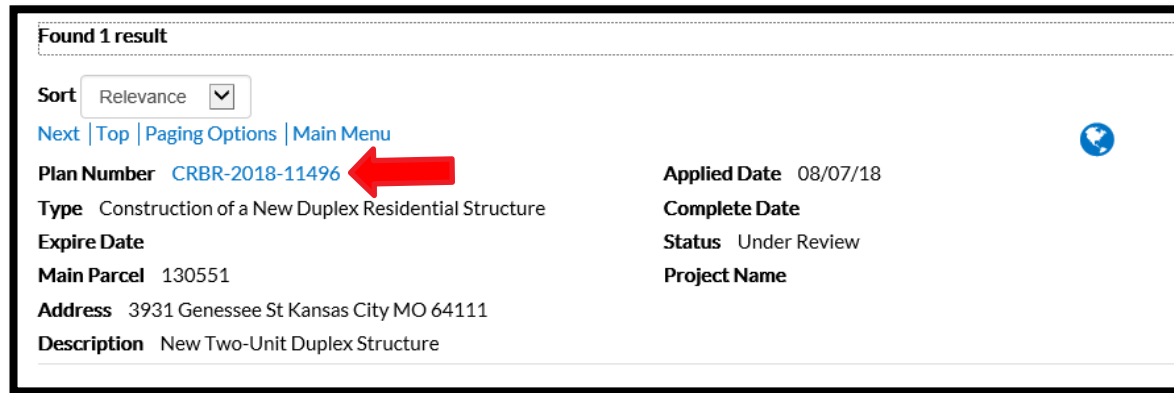
Pending Attachments Browse

## Permit from Master Record

- From your dashboard click **Search** and search for the plan or master plan for the job your are applying for a permit for.



- A list of records will appear, click on the plan or permit number to apply for permit on.



## Permit from Master Record

- Select the Sub-Records.
- List of permits available will appear, click Apply. If nothing appears contact Permits.

Existing Sub-Permits | Remaining Sub-Permits | Existing Sub-Plans | Remaining Sub-Plans | Next Tab | Plan Details | Main Menu

Existing Sub-Permits

Permit Number	Type	Status
No records to display.		

Remaining Sub-Permits

Type	Action
Construct New Single Family Dwelling	Apply

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

- You will then be prompted to complete information pertaining to the permit application.
- After the application submitted, reviewed, and accepted you will receive an invoice (if applicable).
- Permit will be approved and then issued(happens overnight). You will receive email notification when ready. It will also be found under the Attachments tab for the record.

Uploaded Attachments

File Name	Added Date	Notes
DCA Construction Permits_10-9-2018_21-29-01-006-PM_0.pdf	09/11/2018	Permit Attached by automation

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

Pending Attachments

## Scheduling Inspections

- When you have completed the work and are ready to request an inspection. Go to your dashboard and navigate to **Active** permits, or select View Full List.

**My Permits**

Attention	Pending	Active	Draft	Recent
2	29	2	0	15
Permit to REPAIR [...] 1 Electrical With Serv... 1	Construct New Co... 5 Grading only 3 Other 21	City Staff Only Spec... 1 Electrical Reconnec... 1		Construct New Co... 5 Grading only 3 Other 7
<a href="#">View My Permits</a>				

- A full list of permits will appear. Locate permit number on left from the list. To select the permit click the permit number.

**My Permits**

Search for permit number, project, or address

Exact Match

Display: Active  Sort: Permit Number

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">CPBR-2020-00323</a>		1000 Spruce Ave 64127	Construct Addition to Single Family Residence	Active, Recent	

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

## Scheduling Inspections

- On the Permits Details screen, there are two ways to request inspections.

The screenshot displays the 'Permits Details' screen for permit number CPBR-2020-00323. The permit type is 'Construct Addition to Single Family Residence' and the status is 'Issued'. The project name is partially visible. A navigation bar includes tabs for Summary, Locations, Fees, Reviews, Inspections, eReviews, Attachments, Contacts, Sub-Records, Holds, and Meetings. The 'Inspections' tab is highlighted with a red arrow. Below the navigation bar, there are three main sections: 'Progress' (6% Completed), 'Workflow', and 'Available Actions'. The 'Available Actions' section lists five 'Request Inspection' items, each with a 'Request' button. A red arrow points to the first 'Request' button.

Permit Number: CPBR-2020-00323

Permit Details | Tab Elements | Main Menu

Type: Construct Addition to Single Family Residence      Status: Issued      Project Name:

Summary | Locations | Fees | Reviews | **Inspections** | eReviews | Attachments | Contacts | Sub-Records | Holds | Meetings

More Info

**Progress**

6% Completed

Completed  
In Progress  
Not Started

**Fees**

\$0.00

View Details    Add to Cart

**Available Actions**

Request Inspection  
CPPU - Preliminary Fire-Resisti    Request

Request Inspection  
CPPU - Third Party Drilled Pier    Request

Request Inspection  
CPPU - Third Party Pre-Backfill    Request

Request Inspection  
CPPU - Preliminary Framing Inst    Request

Request Inspection  
CPPU - Fire-Resistive Structura    Request

- Either select the Inspections tab and select request or on the home screen under available actions select the inspection and click request to the right.

## Scheduling Inspections

- On the Request Inspection screen, Select the requested date using the calendar icon to right.
- Enter comments into the comments box only if there are items the inspector needs to know, for example, name of contact on site, or instructions (i.e. enter in the back of building, or call from gate).

**NOTE do not enter access codes  
inspectors are not allowed to unlock  
properties**

- Click Submit
- The Inspection is now requested and will appear on your dashboard under inspections and on calendar when scheduled. (after 4 pm)
- Note: 2 hour inspections are not available to request online. You must call to schedule that inspection.



Request Inspections (1)

1 #CPER-2018-00022

Inspection Type: CPPU - Electrical Final Inspection

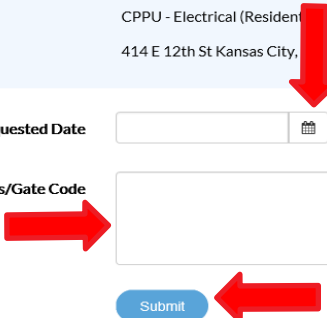
Case Type: CPPU - Electrical (Residential)

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

\* Requested Date:   

Comments/Gate Code:

Submit



[Back](#)

Request Inspections (1)

1 Case #CPER-2018-00022


Inspection Type: CPPU - Electrical Final Inspection

Case Type: CPPU - Electrical (Residential)

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


Requested Date: 04/05/2018

Comments/Gate Code: come to the front door



## Attaching 3<sup>rd</sup> Party Reports to Inspections

- For 3<sup>rd</sup> party inspections you will upload 3<sup>rd</sup> party reports after you have requested the inspection.
- From the requested inspection screen, Click **Back** at the top of screen.
- A list of inspections will appear.
- Locate case number in list, confirm the Inspection type and Click to the Case Number to open.

[← Back](#) 

Request Inspections (1)

---

**1** Case #CPER-2018-00022

**Inspection Type:** CPPU - Electrical Final Inspection


**Case Type:** CPPU - Electrical (Residential)

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


---

**Requested Date:** 04/05/2018



**Comments/Gate Code:** come to the front door




Request Inspections

Search for case number, address or inspection t 

Exact Match

 Export  Request Inspection

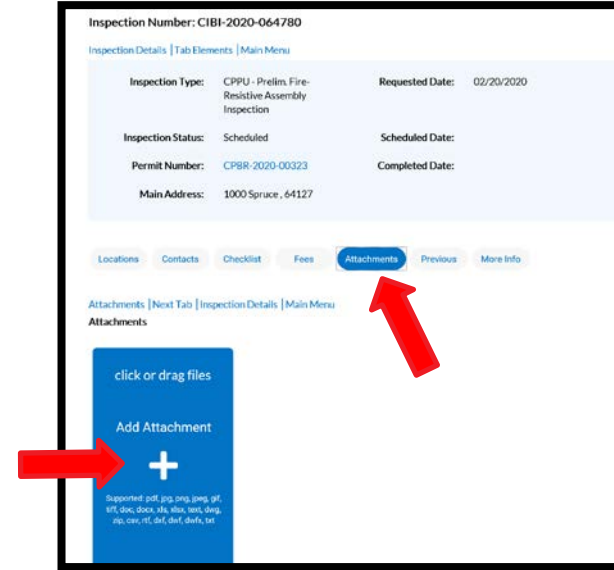
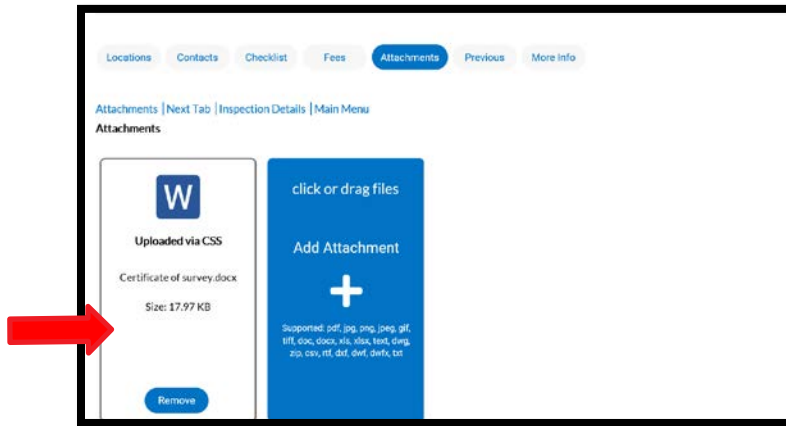
Sort Case Number 

Case Number	Address	Type	Inspection Type	Select All <input type="checkbox"/>
<a href="#">CPER-2018-36206</a>	4304 Sunrise Dr Kansas City, MO 64123	General - Residential	CPPU - Electrical Service Inspection	<input type="checkbox"/>
<a href="#">CPEC-2018-35586</a>	3414 E 12th St Kansas City, MO 64127	Electrical Reconnect - Commercial	CPPU - Alarm Inspection	<input type="checkbox"/>
				<b>Inspection type doesn't allow public request.</b>
				<b>The permit hasn't been issued.</b>
<a href="#">CPEC-2018-35586</a>	3414 E 12th St Kansas City, MO 64127	Electrical Reconnect - Commercial	CPPU - Electrical Final Inspection	<input type="checkbox"/>
				<b>The permit hasn't been issued.</b>

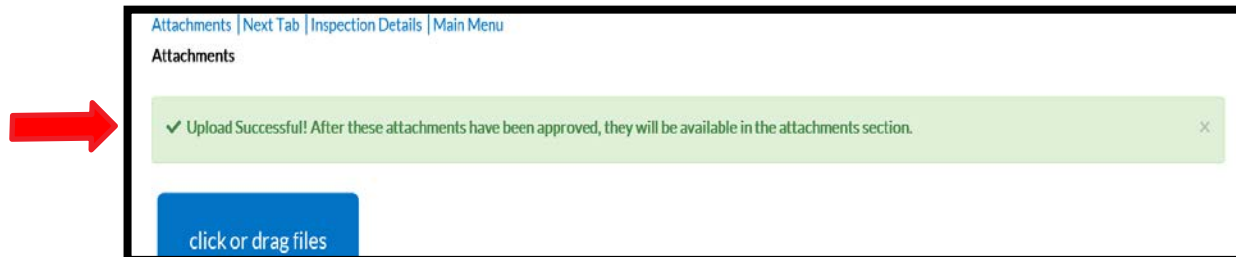


# Attaching 3<sup>rd</sup> Party Reports to Inspections

- On the record, Select the attachments tab .
- Select the Add Attachment icon and choose the report from your documents.



- Click Submit and the upload successful message should appear:



## Viewing Inspection Results

- When Inspection results are complete, reports will process over night and you will receive notification. Checklist items will be available on the case file, under the attachments tab.

- To view inspection results, search by plan or permit and then click on the plan/permit number to open.

**Found 1 result**

Sort: Relevance

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

**Plan Number** CRBR-2018-11496

**Type** Construction of a New Duplex Residential Structure

**Apply Date** 08/07/18

**Complete Date**

**Status** Under Review

**Main Parcel** 130551

**Project Name**

**Address** 3931 Genessee St Kansas City MO 64111

**Description** New Two-Unit Duplex Structure

- Open the Inspections tab and click on the inspection to review.

[Locations](#) **[Inspections](#)** [Fees](#) [Sub-Records](#) [eReviews](#) [Attachments](#) [Contacts](#) [Submittals](#) [Holds](#) [Meetings](#) [More Info](#)

[Existing Inspections](#) | [Remaining Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
<a href="#">CIBI-2018-045713</a>	CPPU - Electrical Rough-In Inspection	Scheduled	11/28/2018			<a href="#">Cancel</a>

- Open the Checklist tab and the inspection comments will appear for review.

[Locations](#) [Contacts](#) **[Checklist](#)** [Fees](#) [Attachments](#) [Previous](#) [More Info](#)

[Checklist](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

Checklist Sort: Checklist

Checklist Item	Description	Passed	Comments	Order
Other	Condition/Area of concern not noted in other SHAPE	No	C27:1 provide RTUs test at cafeteria, library, and classrooms	1

- Temporary C of O's will still be issued in the field by inspectors.
- C of O's will be issued after final inspection and you will be notified by email when issued.