



Compass KC FAQs (Fall 2019)

Submitting plans/Viewing Approved Plans

Application 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

All documents uploaded to an application must include a name and date. For example, "Acme Warehouse Plans January 1, 2020 or Acme Warehouse Calculations January 1, 2020"

How do I know my plans have been submitted successfully?

Once you complete application and click the "submit" button the system will generate a plan number and a message that reads, "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."

How do I submit changes to approved plans?

Changes to previously approved plans can be uploaded to the "attachments" tab under the original case number. Please include a cover letter that describes the changes. Once the plans are received the applicant will receive an invoice for \$50.00. When the invoice is paid the plans will be placed in review.

I am a contractor performing work on a project. Where can I find the City stamped approved plans?

Once a permit is issued, the City stamped approved plans are uploaded to the plan review case (CR number) under the attachments tab. The designer of record can download the plans and share them with the contractor, or they can add the contractor as a contact on the record so the contractor can download the plans directly from the Compass KC system. A printed copy of the approved plans must be on site when inspections are scheduled.

Viewing and Responding to Plan Review Comments

How can I view plan review comments?

Any time a plan reviewer completes a review for a specific discipline, the comment can be seen by looking up the plan number and clicking on the “reviews” tab. Once all disciplines have completed a cycle of reviews, the applicant will receive a plan review discrepancy report via e-mail.

How do I submit revised drawings/my responses to plan review comments?

Once a cycle of reviews is complete resubmittals can be uploaded to the attachments tab. *NOTE - Do not change the name of documents when resubmitting, change the DATE to denote the document is a resubmittal.*

Applicants should include a plan review response letter that clearly states how the comments are being addressed.

How do I schedule an inspection?

Open the permit number from your Compass KC dashboard and click on the tab for inspections. Select the inspection you would like to schedule and click on the calendar icon to request the date of the inspection and submit your request. Once the inspection request has been approved it will appear on calendar feature of the dashboard.

Customers can also schedule an inspection by phone at (816) 513-1500

How do I view inspection results?

Open the permit from your Compass KC dashboard and click on the inspections tab to view the list of completed inspections. The list includes the inspection status. For failed inspections click on the inspection number and select the checklist tab.

Payment and Invoices

What are the payment options and associated fees?

Credit Card	fee is determined by credit card company
E-check	.50 for all transactions
Pay cashier on 1 st floor of City Hall	no fee

Once I have applied for a permit how long does it take to receive the invoice?

Invoices are typically e-mailed to customers within one to two working days.

After I pay the invoice will the permit be approved immediately? If yes, how do I receive notification?

In most cases the permit will change to “issued” within an hour of payment. A copy of the issued permit will be placed in the attachment section for the related permit within 24 hours.