

## CHECKLIST FOR BUILDING PERMIT PLANS SUBMITTAL

INFORMATION BULLETIN NO. 110 – Part A (Revised 1/5/09)

City Planning & Development Department - Development Services (CPD-DS)

City of Kansas City, Missouri

<http://www.kcmo.org/codes/>

**Attention, this Information Bulletin contains 3 parts for use as follows:**

**Part A – Informational – do not include with your building permit plans submittal (pages 1-9)**

**Part B - Part B of this Checklist is required with your building permit plans submittal (pages 10-22)**

**Part C – Part C of this Checklist is required with every resubmittal to plans review comments (page 23)**

**Introduction:** The following Checklist is furnished for the purpose of expediting the City’s review of plans and specifications submitted for building permits issued by the City Planning and Development Department - Development Services (CPD-DS). Use of this Checklist is mandatory, the Checklist is designed to assist you in preparing your project for plans review; mark “REQ” when the item is required and included in your submittal; mark “N/A” when the item is not applicable to your project. Please use the “Location on plans” box to indicate where the required information may be found in the plans review documents. This will help to expedite the City’s review of your submittal. **It is required that you mark either the “REQ” or “N/A” box for every item in the Checklist.** Every project will not involve every City department or plan submittal listed; therefore, the Checklist provides direction based upon the type of project submitted for review. The Checklist does not constitute a complete list of all items that may be required for approval during the plans review process prior to permit issuance. The owner and the owner’s design professionals are responsible for compliance with the requirements of the Code of Ordinances of Kansas City, Missouri.

Please be advised that the estimated plans review turnaround times stated for each department reflect the time each department requires to complete a first review or a resubmittal review and does not indicate the time required for approval of the plans. Approval of the plans depends upon the accuracy and completeness of the submitted plans by the owner’s design professional in responsible charge. The applicant is further advised that additional permits may be required from other City departments outside of this plans review submittal. Specifically, air quality permits issued by the Health Department and wastewater discharge permits issued by the Water Services Department require separate applications and additional processing time for approval. Please reference the requirements for related permits and contact those City departments, as applicable, to reduce project delays.

**Design Professional in Responsible Charge (DPRC):** The owner’s designated registered design professional in responsible charge shall ensure that the construction plans are complete and in compliance with applicable regulations, standards, laws and ordinances; and, shall review and coordinate submittal documents prepared by the owner’s design team, including resubmittals, phased submittals and deferred submittals for building permit plans review, for compatibility with the design of the building.

**Development Assistance Team:** The Development Assistance Team (DAT) is comprised of representatives from all of the City departments involved in the development process and provides meetings designed to give you all of the preliminary information about the development of your specific site and a complete schedule of applications and approvals required to develop your site. This is an optional service available to you free of charge before or during the development process. Contact Jim Hedstrom, Projects Coordinator, Business Assistance Center at (816) 513-2852 for information on scheduling a DAT meeting.

**Plans for public improvements are not to be submitted with building permit plans, with exceptions:** Submit plans for all public improvements, except as noted below, to the appropriate department for review, approval and permit issuance. Plans for public improvements should be delivered to the following departments:

1. **Public street, curb, sidewalk, storm, sanitary sewer construction plans and land disturbance permit plans** are reviewed and permitted by CPD-DS Land Development Division, , telephone (816) 513-2551 5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106.
2. **Water main construction or extensions and fire hydrant installations** are reviewed and permitted by the Water Services Department, Engineering Division, Water Main Extensions, David W. Powell, Systems Engineering Division, telephone (816) 513-0315, 4800 East 63rd Street, Room 201, Kansas City, Missouri 64130.

**Land Disturbance Permits:** For projects with disturbed areas of one acre or more, the Code of Ordinances prohibits the issuance of building permits prior to the issuance of a land disturbance permit. Therefore, in order to accept building permit applications, the land disturbance permit application shall be a part of and be included. For the required design information, please reference the Public Infrastructure Plan Submittal Checklist, Information Bulletin No. 159.

**Arterial Street Impact Fees:** Arterial street impact fees shall be paid prior to issuance of any applicable building permit. Please reference Chapter 39, Arterial Street Impact Fees, Code of Ordinances, specifically, Section 39-3. Applicability and Exemption, for more information.

**Central Business District Surface Parking Lot Licenses:** Surface parking lots within the central business district, as defined by Chapter 52, [Parking Stations](#), Code of Ordinances, are required to be licensed with the City Planning and Development Department - Development Services. Please reference [Information Bulletin No. 156](#) – Central Business District Parking Lot Licensing for more information.

**Permit and Licensing Requirements:** Upon approval of the submitted plans, the applicant will be issued a building permit for the project. In order to obtain a building permit, the applicant must be the property owner, property owner's representative or a licensed general contractor. A licensed general contractor is required to have a valid business license as issued by the Business License Division of the Finance Department. Permits for electrical, plumbing, mechanical, fire sprinkler, refrigeration, pipefitting, elevator, and sign installation for the project shall be obtained by the licensed trades contractor performing the work as required by section 18-14, Chapter 18, KCBRC, Code of Ordinances.

**Required Plans and Design Documents:** Drawings shall be of such size necessary to provide legible text, dimensions and details. All plans, specifications, calculations, soils reports and storm drainage studies must bear the non-photocopied seal of an architect or engineer registered to practice in the State of Missouri on the first sheet of each design discipline (Exception: Three (3) sets of required plans shall bear nonphotocopied seals – additional required sets may bear photocopied seals). Fire protection design documents shall bear the non photocopied seal of an engineer registered in the state of Missouri. Where the fire protection system design is shown on plans sealed by a Missouri-registered engineer, the fire protection shop drawings may be prepared by a NICET Level III certified engineering technician, provided that the Engineer-of-record indicate his/her review and approval of the shop drawings via an acceptance stamp on the shop drawings.

Plans submitted for permit review by the City shall be completed 'For Construction' documents. Plans including the phrase 'Preliminary - Not For Construction' will not be accepted for permit review. This requirement is necessary to expedite your project through the City's plans review procedures and save unnecessary delays caused by review of construction plans that are incomplete and not for construction. A completed Checklist and a minimum number of drawing sets as follows:

- New buildings and building additions -- **six (6) sets**
- New buildings or building additions in planned zoning districts, including SR and URD districts -- **eight (8) sets**
- Tenant finish projects not requiring review by other City departments -- **three (3) sets**
- Site grading and excavation -- **three (3) sets (Note: Scale shall be not less than 1:60)**
- Site improvements (parking lots, parks, playgrounds, etc.) -- **five (5) sets**
- Communications Towers -- **five (5) sets**
- Floodplain Development Permit – **Three (3) sets**

In addition to the required building plans:

- Specifications - **two (2) sets** [three (3) copies of specifications for properties on the Historic Register];
- Structural calculations - **one (1) set**;
- Soils report - **one (1) set**;
- Certified modular building plans, prefabricated metal building plans, precast concrete building plans and truss design plans [as required] - **two (2) sets**; and,
- Storm drainage studies - **three (3) sets** (Note: A letter addressing stormwater runoff prepared and sealed by the DPRC may be accepted in lieu of a storm drainage study for minor projects.)

**Resubmittal of Plans:** Resubmittals will not be accepted without a completed CPD-DS Building Permit Plans Resubmittal Form (see attached), signed by the design professional in responsible charge; identifying the project name, address and control number; keying your responses to the specific plans review comments of the City departments. Please contact the Plans Review office, (816) 513-1500 #5, to inquire about the required number of revised drawing sets prior to making a resubmittal. You are encouraged to contact the plans examiners from those City departments involved in order to clarify the requirements of their review but no approvals may be received without resubmitting plans or required information through the owner's DPRC and CPD-DS for incorporation into the approved building permit plans. Please reference [Information Bulletin no. 133](#) – Guidelines for Plans Review Resubmittal for more information.

**Review Comment Resolution:** Your plans examiner will conduct a review comment resolution (RCR) when it is determined that your resubmittal to previous plans review comments is not approved. The plans examiner will contact you to ensure that you fully understand the requirements of the noted plans review comments and resolve any questions you may have concerning achieving compliance with the Code of Ordinances. This discussion will be documented and upon resubmittal of your plans a one (1) week plans review turnaround time will be assigned to the resubmittal.

**CPD-DS Quality Control Review:** For some applications, an in-person meeting for the Quality Control Review (QCR) may be required. In such cases, upon filing of the permit application, PMB staff will immediately coordinate and schedule a QCR meeting with the applicant contact of record. Please direct all applications to:

**City Planning and Development Department - Development Services**

**Attn: Sy Noorbakhsh, C.B.O.**

**Supervisor of Plans Management**

**Permits Division, Plans Management Branch**

**324 East 11<sup>th</sup> Street, 2nd Floor**

**Kansas City, Missouri 64106**

e-mail: [sy\\_noorbakhsh@kcmo.org](mailto:sy_noorbakhsh@kcmo.org)

Telephone: (816) 513-1500 #4

FAX: (816) 513-1484

The applicant will be informed immediately if the plans are incomplete and will be informed of the minimum information required to allow the plans to be accepted for review. The applicant will also be informed if additional sets of plans will expedite plans review by allowing all applicable City departments to begin review immediately. The following items shall be included in the application submittal design package. For critical QCR items to start plans review, see item #6 in Part B.

1. Applicable **plans review fee**, a plans review fee of 1/2 the building permit fee is required to be paid at the time of initial submittal of plans for review
2. Minimum number of **required drawing sets, specifications, structural calculations, storm drainage studies and soils reports; and, for food service establishments, proposed menus and kitchen equipment specifications.**
3. Completed and certified **Checklist**, signed by the owner's DPRC and signed by the registered design professional of record for each applicable design discipline.
4. **Site plan** for new buildings, building additions, site improvements, site grading and excavation, communications towers, changes in use or occupancy group classification, etc. Site plans shall indicate property lines and legal description of the property. Note: Scale shall be not less than 1:60.
5. Required **floodplain development permit application.**
6. Required plans and/or design information regarding **erosion/siltation control** during construction.
7. Points of connections and details of **water service taps, backflow prevention devices, sewer taps** and existing and proposed **fire hydrants.**
8. Omission of **permit valuations** as required in item 6 on page 2 of this Checklist.
9. Applicable **City Plan Commission case number(s)** for projects undergoing or recently completing the process of rezoning, platting, or development plan amendment process in planned zoning districts.

CPD-DS will route the plans to the applicable City departments for review and forward departments' comments to the applicant as they become available. Upon full or partial approval from all City departments, CPD-DS will contact the applicant to make the applicant aware of the availability of building permits. Requests for partial or conditional permits may be considered upon completion of initial plans review by all City departments involved in the project, please reference [Information Bulletin No. 123-](#) Obtaining Partial and Conditional Building Permits for more information.

QCR may determine that the project is eligible for [Express Plans Review](#). If a project qualifies for Express Plans Review, the applicant will be notified immediately and, if the applicant chooses, an appointment will be scheduled. Please reference [Information Bulletin No. 115](#) – Scheduled Express Review for more information.

**KivaNet** – once you have submitted your applications for development permit plans review, the status can be monitored online through KivaNet at <http://www.kcmo.org/codes>.

The following information lists the basic plans submittal requirements for the applicable City department to complete plans review:

**CITY PLANNING & DEVELOPMENT DEPARTMENT:**

**Development Services - Plans Review Division**

Gary Marker, R.A., Division Manager of Plans Review [gary\\_marker@kcmo.org](mailto:gary_marker@kcmo.org)

2nd Floor, Oak Tower, 324 East 11th Street, Kansas City, MO 64106

Code Questions Line

(816) 513-1500

FAX 513-1485

(816) 513-1511

**Description of projects for which review is required:** New buildings; additions; tenant finishes; remodeling; grading; parking lots/site improvements; modifications to electrical, plumbing, mechanical and fire protection systems; elevators, changes in the use or occupancy group classification of a building, communications towers, etc.

**Applicable Codes, Standards, and Ordinances:**

**Kansas City Building & Rehabilitation Code**, Chapter 18, Code of Ordinances

The following model codes are adopted as amended by the Kansas City Building & Rehabilitation Code:

**International Building Code**, 2006 Edition

**International Code for Existing Buildings**, 2006 Edition

**International Mechanical Code**, 2006 Edition

**Uniform Plumbing Code**, 2006 Edition  
**International Fire Code**, 2006 Edition  
**National Electrical Code**, 2005 Edition  
**International Residential Code**, 2006 Edition  
**International Energy Conservation Code**, 2006 Edition  
**International Fuel Gas Code**, 2006 Edition  
**International Private Sewage Disposal Code**, 2006 Edition

American National Standards Institute Standards as follows:

**ICC/ANSI-A117.1** Providing Accessibility and Usability for Physically Handicapped People, 2003 Edition  
**ASME A17.1** Safety Code for Elevators and Escalators, 2004 Edition  
**ASME A17.3** Safety Code for Existing Elevators and Escalators, 2005 Edition  
**ANSI-A10.4** Safety Requirements for Personnel Hoists, 2004 Edition

National Fire Protection Association Standards as follows (see IBC Chapter 35 for a complete list of adopted NFPA Standards):

**NFPA 13** Standard for the Installation of Sprinkler Systems, 2002 Edition  
**NFPA 14** Standard for the Installation of Standpipe Systems, 2003 Edition  
**NFPA 13R** Standard for the Installation of Sprinkler Systems in Residential Occupancies Up to Four Stories in Height, 2002 Edition  
**NFPA 72**, National Fire Alarm Code, 2002 edition  
**NFPA 110** Emergency and Standby Power Systems, 2002 edition

**Zoning Ordinance**, Chapter 80, Code of Ordinances

**Fences and Walls**, Chapter 27, Code of Ordinances

**Floodplain Management**, Chapter 28, Code of Ordinances

**Parking Stations**, Chapter 52, Code of Ordinances

**Travel Trailers and Mobile Homes**, Chapter 72, Code of Ordinances

**Estimated Plans Review Turnaround Time:** 90% of commercial buildings and additions reviewed in 4 weeks or less.  
90% of tenant layout plans and resubmittals reviewed in 2 weeks or less.  
90% review comment resolution resubmittals reviewed in 1 week or less.

#### **Development Services – Land Development Division**

Stanley Eiler, P.E., Plans Review Supervisor  
5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

[stanley\\_eiler@kcmo.org](mailto:stanley_eiler@kcmo.org) (816) 513-2508  
FAX 513-2548

**Description of projects for which review is required:** New buildings, building additions, parking lots, drive improvements, storm improvements, and sanitary sewer improvements for projects on private property. Private improvements which include modification to public facilities, easements and rights-of-way are also reviewed (*i.e., sidewalk, curb, grading, drive approach, sewer connection: construction and/or reconstruction, etc.*)

#### **Applicable Codes and Ordinances:**

**Sewers and Sewage Disposal**, Chapter 60, Code of Ordinances

**Storm Water Management**, Chapter 63, Code of Ordinances

**Streets, Sidewalks and Public Places**, Chapter 64, Code of Ordinances

**Subdivisions**, Chapter 66, Code of Ordinances

**APWA 5600**

**Erosion and Sediment Control Specifications**, Approved by MDNR November 23, 1992

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 4 weeks or less.  
90% of resubmittals reviewed in 2 weeks or less.

#### **Related permits issued:**

- Land Disturbance Permit for disturbed areas of one (1) acre or more. (SEC 8 Type)
- Drive approach, public sidewalk, curb and gutter permits. (SEC 1 Type permits)
- Sanitary sewer connection permits. (SEC 2 where applicable and not covered by a Master Sewer Connection approval)
- Permits for construction of public improvements, except water mains. (SEC 3, 4, 5, 6 and 7 Type)

#### **Development Services – Land Development Division - Arterial Street Impact Fee Administrator**

John Thiel, Impact Fee Reviewer  
5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

[john\\_thiel@kcmo.org](mailto:john_thiel@kcmo.org) (816) 513-2507  
FAX 513-2548

**Description of projects for which review is required:** New buildings, alterations and additions to residential buildings which increase the number of dwelling units, alterations and additions to nonresidential buildings which increase the floor area, other projects as described in Chapter 39, Arterial Street Impact Fees, Code of Ordinances.

**Applicable Codes and Ordinances:**

**Arterial Street Impact Fees**, Chapter 39, Arterial Street Impact Fees, Code of Ordinances

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 4 weeks or less.

**Planning Services - Development Management Division**

Virginia Walsh, Division Manager [virginia\\_walsh@kcmo.org](mailto:virginia_walsh@kcmo.org) (816) 513-2874  
15th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106 FAX 513-2835

**Description of projects for which review is required:** New buildings, building additions, tenant finishes involving a change in use, exterior alterations, parking lots, and similar projects in districts within planned (PD), limited (p), commercial planned (CP), general planned [GP (except KCIA property), GPA], or redevelopment districts (URD), office (O). All projects involving tax increment financing (TIF) are also reviewed by the City Planning and Development Department in coordination with the Economic Development Corporation of Kansas City, MO, telephone (816) 221-0636. Surface parking lots within the central business district (downtown loop) are also reviewed by the City Development Department according to Chapter 52, Parking Stations.

**Applicable Codes and Ordinances:** **Subdivisions**, Chapter 66, Code of Ordinances; **Zoning Ordinance**, Chapter 80, Code of Ordinance; Chapter 52, **Parking Stations**

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 4 weeks or less.

**Planning Services - Planning, Preservation & Urban Design Division**

Brad Wolf, Assistant Administrator [bradley\\_wolf@kcmo.org](mailto:bradley_wolf@kcmo.org) (816) 513-2901  
26th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106 FAX 513-2899

**Description of projects for which review is required:** Exterior alterations and improvements to properties listed on the Kansas City Register of Historic Places. No building permit for exterior modifications to buildings or sites may be issued for a project listed on the Register without first being issued a Certificate of Appropriateness by the Landmarks Commission.

**Applicable Codes and Ordinances:** **Landmarks Commission**, Division 8, Chapter 2, Administration, Code of Ordinances

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 2 weeks or less.

**Planning Services - Planning, Preservation & Urban Design Division**

John Debauche, Area Planner [john\\_debauche@kcmo.org](mailto:john_debauche@kcmo.org) (816) 513-2869  
15th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106 FAX 513-2835

**Description of projects for which review is required:** New buildings, building additions, parking lots, and similar projects in districts within special review (SR) zoning districts.

**Applicable Codes and Ordinances:** **Zoning Ordinance**, Chapter 80, Code of Ordinance

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 2 weeks or less.

**DEPARTMENT OF AVIATION:**

**Planning and Engineering Division**

Philip I. Muncy, P.E., Assistant Director of Engineering [phil\\_muncy@kcmo.org](mailto:phil_muncy@kcmo.org) (816) 243-3035  
601 Brasilia Avenue, Kansas City, MO 64154-2054 FAX 243-3071

**Description of projects for which review is required:** New buildings and additions to buildings on or adjacent to Aviation Department property. New buildings and additions to buildings that exceed the airport height zone limits as established by Chapter 6, Code of Ordinances.

**Applicable Codes and Ordinances:** **Airports and Aviation**, Chapter 6, Code of Ordinances

**Estimated Plans Review Turnaround Time:** 90% of submittals completed within 2 weeks or less.

## DEPARTMENT OF FINANCE:

### **Business License Section**

Christine Myrick, Manager [christine\\_myrick@kcmo.org](mailto:christine_myrick@kcmo.org) (816) 513-1100  
2nd Floor, West, City Hall, 414 E. 12th Street, Kansas City, MO 64106 FAX 513-1077

**General: Plans are not routed to the Business License Section; however the applicant is advised to contact this section for information on required business licenses.**

## DEPARTMENT OF FIRE:

### **Fire Marshal's Division**

John Hastings, Asst Fire Marshal [John\\_hastings@kcmo.org](mailto:John_hastings@kcmo.org) (816) 784-9110  
635 Woodland Avenue, Suite 2103, Kansas City, MO 64106 FAX 784-9130

**Description of projects for which review is required:** New buildings and building additions. Fire suppression systems, fire alarm systems, emergency generators, and paint spray booths are reviewed for reference only (CPD-DS performs code compliance review).

### **Applicable Codes and Ordinances:**

**Fire Prevention and Protection**, Chapter 26, Code of Ordinances  
**International Fire Code**, 2000 edition, as adopted by Chapter 26, Fire Prevention and Protection, Code of Ordinances

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 2 weeks or less.

**Related permits issued:** See International Fire Code, 2000 edition, as adopted and amended by Chapter 26, Fire Prevention and Protection, Code of Ordinances.

## DEPARTMENT OF HEALTH:

### **Air Quality Program**

Mike Manning, Program Manager [mike\\_manning@kcmo.org](mailto:mike_manning@kcmo.org) (816) 513-6314  
Health Building, 2400 Troost Avenue, Suite 3000, Kansas City, MO 64108 FAX 513-6290

**Description of projects for which review is required:** Any new, or modification to an existing, installation with potential annual emissions equal to or greater than de minimis levels for a regulated pollutant. All incinerators are regulated regardless of capacity. Generators with capacity in excess of 185 KW. De minimis levels for regulated pollutants may be found in Section 8-2 of the KCMO Air Quality Control Code.

Particulate matter less than 10 micrometers in mean diameter (PM10), nitrogen oxides (NOx), sulfur oxides (SOx), volatile organic compounds (VOC), carbon monoxide (CO), lead (Pb) and hazardous air pollutants (HAP) are all regulated pollutants.

Numerous processes and activities emit regulated pollutants. Painting/cleaning operations, printing plant operations, combustion processes, chemical manufacturing/transfer/storage, grain/aggregate handling, tire retreading, dry cleaning, surface coating, concrete plants, plating shops, asphalt plants and steel manufacturing are examples of activities that may emit regulated pollutants.

**Applicable Codes, Standards, and Ordinances:** **Air Quality**, Chapter 8, Code of Ordinances; MO State Rules (MSR) 10 CSR 10-6.060, 10 CSR 10-6.061, 10 CSR 10-6.062

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed for permit applicability in 1 week or less.

**Related permits issued:** Air quality construction permit: Contact the Air Quality Program for information on permit requirements for a proposed activity and possible exceptions. Processing time depends on the classification of the permit to be issued. Minor source review under sections other than 7 or 8 of 10 CSR 10-6.060, is 90 days after an application submittal is determined to be complete. Major source review is 184 days after a complete application is received.

### **Food Protection Program:**

Naser Jouhari, Field Supervisor [naser\\_jouhari@kcmo.org](mailto:naser_jouhari@kcmo.org) (816) 513-6198  
Health Building, 2400 Troost Avenue, Suite 3000, Kansas City, MO 64108 FAX 513-6290

**Description of projects for which review is required:** Construction, conversion or renovation of a food establishment, including restaurants, bars or taverns and institutions (schools, hospitals), remodeling of existing kitchens and other uses involving food preparation for public consumption, including grocery stores, cafeterias and convenience stores.

**Applicable Codes and Ordinances:**

**Food and Food Products**, Chapter 30, Code of Ordinances

**Health and Sanitation**, Chapter 34, Code of Ordinances

[Food Code](#), 1999 Edition, as adopted by the Director of Health

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 2 weeks or less.

**Related permits issued:** Food Establishment Permit. A complete Food Establishment Permit application should be filed at least 30 days prior to planned opening. A request for a pre-opening inspection should be scheduled at least two weeks prior to the proposed opening of the food establishment. A Health Department Permit will not be issued until the appropriate permit fees are paid and the Health Department approves the food establishment for operation. Please call (816) 513-6315 to schedule a pre-opening inspection.

**Community Environmental Health Program**

Steven Royal

[Steven\\_Royal@kcmo.org](mailto:Steven_Royal@kcmo.org)

(816) 513-6192

Health Building, 2400 Troost Avenue, Kansas City, MO 64108

FAX 513-6290

**Description of projects for which review is required:** Day care centers for children and public water recreational facilities (swimming pools, etc.) other than for single family dwellings.

**Applicable Codes and Ordinances:** **Health and Sanitation**, Chapter 34, Code of Ordinances

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 2 weeks or less.

**Related permits issued:**

- Operational permits are required for swimming pools, spas, and wading pools. These permits are issued by the Kansas City Health Department, Community Environmental Health Program, telephone (816) 513-6313.
- Childcare facilities providing care for five (5) or more children are licensed by the Missouri Department of Health and Senior Services, Bureau of Child Care Safety and Licensure, telephone (816) 350-5450.

**DEPARTMENT OF HUMAN RELATIONS:**

**Section 3 Office**

Sandra Walker, Ph.D., Section 3 Administrator

[sandra\\_walker@kcmo.org](mailto:sandra_walker@kcmo.org)

(816) 513-6809

1601 East 18th Street, Suite 200, Kansas City, MO 64108

FAX 513-6820

**General: Plans are not routed to the Section 3 Office for review, however, the applicant is advised to contact this office for information related to planned or potential HUD sourced City funding (including CDBG, HOPWA, ESG, HOME) of the project and the City's Section 3 Program. Certification of this Checklist by the owner's Design Professional in Responsible Charge indicates acknowledgement to the City that the owner understands these Section 3 Program obligations apply to the project's entire duration if HUD sourced funding is sought from the City at any point during the construction project.**

**DEPARTMENT OF NEIGHBORHOOD & COMMUNITY SERVICES**

**Regulated Industries Division**

Gary Majors, Manager

[Gary\\_majors@kcmo.org](mailto:Gary_majors@kcmo.org)

(816) 784-9020

635 Woodland, Suite 2101, Kansas City, MO 64106

(816) 784-9030

**General: Plans are not routed for Regulated Industries review. Establishments planning on selling alcohol, providing a dance floor or adult entertainment must appoint a Missouri-resident Managing Officer and apply for the appropriate liquor license 90 days in advance of their opening day with both the City and the State of Missouri. Application information and fees for the City can be found at [http://www.kcmo.org/neigh.nsf/web/RI\\_main?opendocument](http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument) or call 784-9000. All needed forms and checklist are accessible from this web site.**

**DEPARTMENT OF PARKS & RECREATION:**

**Planning Services Division**

Larry R. Kilgore, Principal Engineering Technician

[larry\\_kilgore@kcmo.org](mailto:larry_kilgore@kcmo.org)

(816) 513-7606



**General:** Water main extensions shall be submitted separately and directly to the Water Services Department, Engineering Division for plans review, contract approval and permitting. Building permit plans submittals are routed to the Engineering Division for reference only. Plans should indicate the location of private fire hydrants, water mains, extensions and relocations.

**Industrial Waste Division**

Armando Somoza, Oil and Grease Program  
1001 Harrison Street, Kansas City, MO 64106

[armando\\_somoza@kcmo.org](mailto:armando_somoza@kcmo.org)

(816) 513-0605  
FAX 513-0615

**Description of projects for which review is required:** For commercial, industrial or mixed use residential buildings- new construction, additions, remodeling; changes in the use or occupancy group classification of a building, swimming pools for other than one and two family dwellings. Please contact the Industrial Waste Division for information on requirements and specifications for grease interceptors and sampling manholes for commercial and industrial users.

**Applicable Codes and Ordinances:** Sewers and Sewage Disposal, Chapter 60, Code of Ordinances  
Uniform Plumbing Code, 2006 Edition

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 2 weeks or less.

**Related permits issued:** Wastewater discharge permit: Processing time 90 days.

**FLOOD CONTROL LEVEE DISTRICTS:**

**Department Of The Army-Kansas City District, Corps Of Engineers**

**Engineering & Planning Division-Geotechnical Branch**

**Local Protection Section (Levees and Channels)**

Kathleen E. Lust, P.E., Local Protection Chief  
8th Floor, Federal Building, 601 East 12th Street, Kansas City, MO 64106

(816) 983-3612  
FAX 426-5462

**Kansas City, Missouri Levee Committee:**

**East Bottoms Unit - North Kansas City Unit-Airport Section - Central Industrial Unit-Missouri Section**

Jim Merideth, P.E., Chairman of the KCMO Levee Committee  
4800 E. 63<sup>rd</sup> St., Kansas City, MO 64130

[jim\\_meredith@kcmo.org](mailto:jim_meredith@kcmo.org) (816) 513-0443  
FAX 513-0366

**Birmingham Drainage District**

Robert W. McKinley, President  
Board of Supervisors, Birmingham Drainage District  
Lathrop and Gage  
2345 Grand , Suite 2800, Kansas City, MO 64108

[rmckinley@lathropgage.com](mailto:rmckinley@lathropgage.com)

(816) 460-5636  
FAX 842-292-2001

**Description of projects for which review is required:** All excavation riverward and within 500 feet landward of the levee centerline, including excavation for building foundations, basements, piers, loading pits, ditches, pipe trenches.

**Applicable Codes and Ordinances:** Kansas City Flood Control Project, Operation & Maintenance Manual, latest edition as published by the United States Corps of Engineers.

**Estimated Plans Review Turnaround Time:** 90% of submittals completed within 8 weeks.

**General:** These agencies are notified of the plans submittal by CPD-DS and agency approval, as applicable, is required prior to issuance of building permits. In all levee districts, the applicant is required to submit 3 sets of plans, specifications and calculations and a cover letter describing the project. The applicant is advised that after completion of the work, 3 sets of as built drawings are to be submitted for approval by the Corps of Engineers.

**Related permits issued:**

- Section 10 Permit, Rivers and Harbors Act of 1889, regulates any work in, over, or under navigable waters.
- Section 404 Permit, Clean Water Act, regulates the excavation or discharge of dredged or fill materials in all waters.

**MISSOURI DEPARTMENT OF TRANSPORTATION (MODOT):**

**Maintenance and Traffic Division -- District 4 -- Kansas City Area**

Beth Wright, P.E., District Manager  
600 NE Colbern Rd., P. O. Box 648002, Lee's Summit, MO 64064-8002

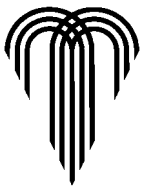
[beth.wright@modot.mo.gov](mailto:beth.wright@modot.mo.gov)

(816) 622-0134

FAX 622-0699

Toll Free 1-888-ASK-MoDOT

**General: Plans are not routed to MoDOT by CPD-DS, however MoDOT should be contacted when a proposed project is adjacent to State right-of-way. Drive approach locations on State right-of-way must be approved and permitted by MoDOT prior to installation.**



**Permit Type: \_\_\_\_\_ Number: \_\_\_\_\_**  
**CHECKLIST FOR BUILDING PERMIT PLANS SUBMITTAL**  
**INFORMATION BULLETIN NO. 110 – PART B** (Revised 10/15/08)  
 City Planning & Development Department - Development Services (CPD-DS)  
 City of Kansas City, Missouri <http://www.kcmo.org/codes/>

**1) APPLICANT, PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION (PLEASE PRINT):**

(Note: The City of Kansas City, Missouri does not regulate or review County, State or Federally owned projects.)

Project Name:									
Project Address:									
Scope of Project (New Building, Building Addition, Tenant Finish, Grading, etc.):									
Board of Zoning Adjustment and/or City Plan Commission Case No.:									
Number of Submitted Plans:		Specs:		Structural Calcs:		Soils Reports:		Stormwater Studies:	
Additional information submitted:									

**2) PLEASE LIST ADDRESS TO WHICH CPD-DS IS TO SEND PLANS REVIEW COMMENTS:**

Applicant's Company Name:									
Contact Person:					Position:				
Address:									
City:					State:			Zip:	
Phone:			Extn:		Fax:			e-mail:	

**3) PLEASE IDENTIFY THE OWNER'S DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE (DPRC):**

Design Professional in Responsible Charge (DPRC):									
Company Name:									
Address:									
City:					State:			Zip:	
Phone:			Extn:		Fax:			e-mail:	
Use a copy of this page to designate an alternate DPRC from the same Company acting in the absence of the DPRC.									

**4) PLEASE CERTIFY THE SUBMITTAL CHECKLIST:**

<p><b>I hereby certify that I am the owner's registered design professional in responsible charge (DPRC) and that I have completed this Checklist to identify the requirements for the specific project being submitted for plans review in order to expedite the QCR process. This submittal is complete for review of the scope of work as described herein and I further understand that omission of required information will result in delays in the plans review approval process.</b></p>									
Certified by: _____					DATE: _____				
Print name: _____					State Registration Number: _____				

## 5) DESIGN CERTIFICATION

**I hereby certify that the construction documents submitted for the identified discipline have been prepared in conformance with Chapter 18, Kansas City Building & Rehabilitation Code, Chapter 80, Zoning Ordinance, Code of Ordinances and other applicable Chapters of the Kansas City, Missouri Code of Ordinances:**

### Architectural:

Name (print):	State Registration Number:
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Signed:	Telephone Number:
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### Structural:

Name (print):	State Registration Number:
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Signed:	Telephone Number:
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### Mechanical

Name (print):	State Registration Number:
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Signed:	Telephone Number:
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### Electrical:

Name (print):	State Registration Number:
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Signed:	Telephone Number:
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### Plumbing:

Name (print):	State Registration Number:
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Signed:	Telephone Number:
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### Fire Protection:

Name (print):	State Registration Number:
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Signed:	Telephone Number:
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### Civil:

Name (print):	State Registration Number:
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Signed:	Telephone Number:
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### Other (list)

Name (print):	State Registration Number:
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Signed:	Telephone Number:
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Note: Add/revise disciplines as needed.

## 6) CRITICAL QCR ITEMS TO START PLANS REVIEW:

When applicable, based on project's scope, please ensure that the following items are included in the application design submittal package. The detailed plans review approval process will commence when these items have been received and accepted by QCR.

- a) Completed application form, cover page # 11, Part B, of this checklist, and certified by signature of the project DPRC.
- b) Minimum number of plan sets as specified in Required Plans and Design Documents, Part A, of this checklist. Code information such as construction type, occupancy group and applicable codes.
- c) Construction valuation information for scope of work (see the table in the Permit Valuation, item # 8) and applicable plan check fee.
- d) When applicable, site plan showing location & dimensions of all property lines and legal description of the property.
- e) Stormwater drainage design information.
- f) Design information regarding control & maintenance of erosion, sedimentation within the project boundaries at all times during construction period.
- g) Location & size of mains, point of service connection lines to sewer, water mains, and location of backflow prevention devices.
- h) Location of existing and proposed fire hydrants.
- i) Location of sanitary sewer sampling manhole.
- j) Deferred submittal letter ((See [Information Bulletin No. 144](#)) for items that are being deferred.
- k) Application for issuance of floodplain development permit when work is proposed in the 100-yr regulatory floodplain.
- l) A completed Health Department Plan Review Audit Form (<http://www.kcmo.org/health/pdf/planreviewauditformfinal.pdf>) for food service establishments.
- m) Structural calculations and soils report where applicable.

## 7) PERMIT ISSUANCE INFORMATION:

The submittal date that satisfies the critical QCR items is the start date for the detailed plans review approval process.

The plans review turnaround time for new building, footprint building addition, and change in occupancy applications is four (4) weeks. All other applications have a two (2) week turnaround for completion of the initial plans review.

Requests for partial or conditional permits may be considered upon completion of initial plans review.

A minimum of “part approved” plans review disposition must be obtained for all plans reviews prior to issuance of the building permit. The applicant is advised to immediately reply to plans review disciplines that have received “not approved” disposition.

The following items require approval prior to issuance of Partial building permits:

- Regulated Industries for adult-use establishments
- Special Inspections for structural systems
- Engineered alternatives approved by CMR, or BFCBA
- Public R-O-W vacation application
- Lot split/combination application
- Levee Committee
- Floodplain Development Permit
- Site (Land) Disturbance permit
- Final Plat application
- Final Plan application for the development
- Board of Zoning Adjustment (BZA)

The following items require approval prior to issuance of fully Approved, or Conditional building permits:

- Regulated Industries for adult-use establishments
- Special Inspections for structural systems
- Levee Committee
- Floodplain Development Permit
- Site (Land) Disturbance permit
- Health Department Air Quality permit
- Final Plat application
- Final Plan application for the development
- Board of Zoning Adjustment (BZA)
- Precast concrete structural design package (for load-bearing precast systems)
- Prefabricated metal building structural design package
- Wood truss design package
- Landmarks Commission
- Engineered alternatives approved by CMR, or BFCBA
- Public R-O-W vacation
- Lot split/combination
- Special Review Districts (zoning)
- Food serving menu, kitchen cooking and plumbing equipment specifications for food service establishments

**8) 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.

PERMIT TYPE	CONSTRUCTION VALUATION
Building Permit including site work	\$
Mechanical Permit	\$
Electrical Permit	\$
Plumbing Permit	\$
Fire Sprinkler Permit	\$

Elevator Permit	\$
Fire Alarm Permit	\$
Other Required Permits	\$
<b>Total Project Construction Valuation</b>	\$

\* PROVIDE SEPARATE TOTAL PROJECT AND PERMIT VALUATIONS. 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.

PARTIAL PERMIT FEES SHALL BE DETERMINED AS SEPARATE PERMIT FEES AND NOT AS SUPPLEMENTAL PERMIT FEES. DIVIDING A JOB INTO TWO OR MORE PARTIAL PERMITS WILL RESULT IN HIGHER TOTAL PERMIT FEES THAN ONE FULL PERMIT. RESUBMITTAL PLANS REVIEW FEES OF ONE-EIGHTH OF THE TOTAL PERMIT FEE, MAXIMUM \$263.00, SHALL BE DUE WHEN PREVIOUSLY IDENTIFIED DEFICIENCIES REMAIN UNCORRECTED ON SUBSEQUENT SUBMITTALS. WHEN ITEMS CERTIFIED ON THE CHECKLIST AS BEING PROVIDED ARE OMITTED A FEE OF \$67.00 SHALL BE DUE.

For projects proposing limited miscellaneous work in the public right-of-way that are not required to have separate public improvement plans review permit applications, the following information shall be provided on the plans.

Type of Construction	Specification	Units	No. of Units
Concrete Sidewalk	4" x ____' wide	LF	
Concrete Curb/Curb & Gutter	type _____	LF	
Concrete Drive Approach	_____” thick	SY	
Storm Sewer Connection		EA	
Sanitary Sewer Connection		EA	
Asphaltic Concrete Pavement	_____” thick	SY	

**9) Parcel and Related Information Checklist:**

Parcel and Related Information (telephone nos. reference information sources- Area Code 816):	List applicable case numbers, dates, status and/or required data (attach related letters and documents):
*Current Zoning District	513-1500
*Proposed Zoning District	513-2846
*CPC Case Number	513-2846
*BZA Case Number	513-2846
*CMR Number(s)	513-1500
*CPD-DS Prelim. Code Review Mtg Date(s)	513-1500
*CPD-DS Team Inspection Assessment	513-1500
*BFCBA Number(s)	513-1500
Special Review District	513-2855
*Flood Zone	513-1500
*Floodplain Development Permit Number	513-1500
*Landmarks Case Number	513-2902
*Encroachment Ordinance/Permit Number	513-1500
*Land Disturbance Permit Number	513-2551
Developer Contributions/Impact Fees	513-2551
*Plat Name and SD Case Number	513-2846
*Lot Split Number	513-2846
Development Assistance Team Project No.	513-2880
Airport Height Zone	513-1500
Enterprise Zone	513-2880
Empowerment Zone	513-2880

**\*Note: Much of this information can also be obtained at the City of Kansas City, MO KivaNet website – <http://www.kcmo.org/codes/>**

**Department Use Only:**

Control Number: \_\_\_\_\_ Total Permit Fee: \$ \_\_\_\_\_ Checked By: \_\_\_\_\_  
 QCR Submittal Date: \_\_\_\_\_ Plan Check Fee: \$ \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Log-in Date: \_\_\_\_\_ Permit Fee Due: \$ \_\_\_\_\_ QCR By: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_

AV  DMD  FD  HA  HF  HP  IW  LM  LQ  PR  LDD  SR  TR  WD  ZGPAREL   
 EV  FL  FA  FP  EL  ME  NS  PL  SPK  ZN  WESTORM  LC  CPADDRESS  CPBONDFORM   
 CISASSIGN  SI  ST  CPSEC8  IMPACTFE

Please complete the following checklist of items necessary to the plans review of this project as described in Part A of this Checklist:

**Development Services - Plans Review Division - Required information on plans:****1. General:**

Location on plans:

- REQ  N/A  a. Code Modification Requests (CMR) and Design Appeals: If design is based on an approved CMR or decision of the Building and Fire Code Board of Appeals, list those approvals.
- REQ  N/A  b. Preliminary Code Review Design Meeting, Team Inspection correspondence and/or any other related prior correspondence with CPD-DS. Include a copy of the approved correspondence regarding any Preliminary Code Review Design Meetings and/or Team Inspections applicable to this project.
- REQ  N/A  c. Show on the plans, the adopted model codes and standards for building, plumbing, mechanical, electrical, fire protection (naming the specific standard and edition to be used), etc. systems to which the project has been designed (See above listing of applicable codes and standards). Provide a note certifying conformance of plans to the energy provisions of the 2006 IECC.
- REQ  N/A  d. For residential occupancies, indicate on the plans whether the property will be lot split, platted or otherwise constructed for separate ownership creating property lines between proposed dwelling units. Note: If property lines are proposed between dwelling units within a building, the townhouse provisions of the International Residential Code, 2006 Edition, are applicable and the occupancy group shall be noted as such on the submitted plans.
- REQ  N/A  e. Deferred submittals (See [Information Bulletin No. 144](#) – Deferred Plans Review Submittals):  
 Truss design package  
 Metal building design package  
 Precast concrete design package  
 Fire suppression system design package  
 Fire alarm system design package  
 State of Missouri certification of modular building design  
 Other: \_\_\_\_\_, please include a copy of prior approval of any other deferred submittal items.
- REQ  N/A  f. Provide a listing on the plans all materials regulated as constituting a physical or health hazard, hazardous production material, detonation hazard, deflagration hazard or a hazard from accelerated burning, and/or materials that readily support combustion in excess of those found in IBC Tables 307.1(1) and 307.1(2).
- REQ  N/A  g. Please indicate whether the proposed work constitutes a change in use and/or occupancy of the existing building.

**2. Architectural:**

Location on plans:

- REQ  N/A  a. Occupancy Group: Show actual floor area for each occupancy group.
- REQ  N/A  b. Type of Construction: Show type of construction classification for each building. Show design reference numbers of fire-resistive assemblies.
- REQ  N/A  c. Location on Property: Indicate width of public space, streets or yards on sides of building for use as a basis for allowable area increase.
- REQ  N/A  d. Floor Area: Show actual gross floor area (not including basement). Show actual floor area of largest story (do not include basement).
- REQ  N/A  e. Height and Number of Stories: Show actual height and number of stories.
- REQ  N/A  f. Occupant Load: Show occupant load for each floor. Provide layout for all fixed seating.
- REQ  N/A  g. Fire Walls: If used, show location and fire-resistance rating. Include design reference numbers.
- REQ  N/A  h. Penetrations of Rated Assemblies: Show method of opening protection and note reference listing.

- REQ  N/A  i. Sprinklers: State whether building is to be sprinklered throughout. If basement only is sprinklered, so state.
- REQ  N/A  j. Exiting: Show exiting system including rated enclosures, stairways, exit widths, etc.
- REQ  N/A  k. Accessibility: Show means for providing accessibility for persons with disabilities in compliance with IBC Chapter 11.

3. **Site Plan** (see also CPD-DS Land Development Division):

Location on plans:

- REQ  N/A  a. Legal description of the property.
- REQ  N/A  b. Drawn to scale, Scale shall be not less than 1:60, North arrow indicated on plan.
- REQ  N/A  c. Location and dimensions of all property lines.
- REQ  N/A  d. Indicate all earth retaining structures (retaining walls, etc.)
- REQ  N/A  e. Existing and proposed grade elevation contours of the land.
- REQ  N/A  f. Show all sidewalks, driveways, paved areas, streets, curbs and gutters.
- REQ  N/A  g. Show all existing and proposed fire hydrants and siamese connections.
- REQ  N/A  h. Show dimensions of buildings and distances to other buildings, improvements, property lines, driveways, and proposed parking.
- REQ  N/A  i. Identify site utilities and storm drainage, indicate routing of all utilities to the point of connection to public facilities.
- REQ  N/A  j. Note on plans boundaries of 100-year Regulatory Floodplain and Floodway.
- REQ  N/A  k. Location of the public right-of-ways adjacent to the property.
- REQ  N/A  l. Location of all easements on the property.
- REQ  N/A  m. Layout and design of the parking areas, including spaces for the disabled, required screening, off-street loading/unloading areas (including maneuvering area) and pavement construction details.
- REQ  N/A  n. Parking area lighting.
- REQ  N/A  o. Landscaping plan complying with the requirements of the BZA or CPC, if applicable.
- REQ  N/A  p. Show erosion and sedimentation control measures

4. **Structural:** Structural calculations shall be furnished for all new buildings and existing buildings when structural modifications are proposed except buildings of three stories or less of conventional light-frame construction complying with Sections 1804.1, 1805.4.2, 2301.2.3, 2304, and 2308 of the International Building Code, or when waived by the CPD-DS Director. The following information is required:

Location on plans:

- REQ  N/A  a. Design Load: List design load combination (IBC Sec. 1605.1).
- REQ  N/A  b. Snow loads (IBC Sec. 1608): (1) Show basis for design  $P_f$ . (2) Include drifted snow and rain-on-snow surcharge. (3) Considerations for roof slopes  $<1/2$ :/ft. (IBC Sec. 1608.4).
- REQ  N/A  c. Live loads (IBC table 1607.1): List design floor live loads for each use category. State live-load reductions, if any, and show basis (IBC Sec. 1605.3.1.1).
- REQ  N/A  d. Seismic Zone and Earthquake regulations (IBC Sections 1613): State site conditions and coefficients used.
- REQ  N/A  e. Design wind loads (IBC Section 1609): State design wind pressure used. Show basis of design wind pressure for primary frames and systems (IBC Sec. 1609 or ASCE Section 6).  
(1) State importance Factor I (IBC 1604.5).
- REQ  N/A  f. Foundations:  
(1) Show that all footings meet or exceed minimum depth of 36 inches.  
(2) Provide geotechnical soils report when an assumed design soil bearing capacity of greater than 2000 PSF for undisturbed grounds is utilized in the design of the foundation systems.  
(3) State in geotechnical soils report, as applicable, or in calculations applicable design soil parameters (i.e., vertical and lateral bearing, sliding, etc.).  
(4) State basis for design values used (i.e., assumed for stated soil classification, recommended in soils investigation report, etc.).
- REQ  N/A  g. Materials & Fasteners: Provided materials specifications including UBC material designations (or other approved designation such as ASTM, etc.). Note allowable design stresses.

5. **Special Inspections** in accordance with Section 1704 of the International Building Code:

Location on plans:

- REQ  N/A  a. List applicable types of work which require Special Inspection per KCBRC Section 18-22, IBC Section 1704 and Chapter Two of the CPD-DS [Special Inspections Manual](#):

[ ] Placement of Reinforced Concrete

[ ] Erection of Precast Concrete

- |   |  |
|---|--|
| <input type="checkbox"/> Testing of Reinforced Concrete   | <input type="checkbox"/> Structural Welding                        |
| <input type="checkbox"/> Placement Reinforcing Steel      | <input type="checkbox"/> High Strength Bolting                     |
| <input type="checkbox"/> Prestressing Concrete            | <input type="checkbox"/> Steel Frame Inspection                    |
| <input type="checkbox"/> Bolts installed in Concrete      | <input type="checkbox"/> Inspection of Structural Steel Fabricator |
| <input type="checkbox"/> Verification of Soils            | <input type="checkbox"/> Inspection of Metal Building Fabricator   |
| <input type="checkbox"/> Excavation and Filling           | <input type="checkbox"/> Sprayed Fire Resistant Materials          |
| <input type="checkbox"/> Drilled Piers or Piles           | <input type="checkbox"/> Structural Masonry                        |
| <input type="checkbox"/> Earth Retaining Structure        | <input type="checkbox"/> EIFS Insulation/Finish System             |
| <input type="checkbox"/> Detention Basin                  | <input type="checkbox"/> Smoke Control System                      |
| <input type="checkbox"/> Inspection of Precast Fabricator | <input type="checkbox"/> Seismic Resistance                        |
| <input type="checkbox"/> Other _____                      |  |

- REQ  N/A  b. Identify the Special Inspector for each applicable item and submit qualifications and letter of acknowledgment from Special Inspector himself. If unknown, submit time schedule for submission of names.
- REQ  N/A  c. List approved fabricators (if any) for specific types of work.
- REQ  N/A  d. For smoke control systems, submit system documentation including the design requirements (IBC 909.2), rational analysis (IBC 909.4), and acceptance testing procedures and methods (IBC 909.3, 909.18).
- REQ  N/A  e. Where Quality Assurance for Seismic Resistance is required, submit the quality assurance plan and the contractor statement of responsibility (IBC 1705).

**6. Mechanical**

Location on plans:

- REQ  N/A  a. HVAC Equipment Specifications: Show locations, type, capacity and weight/support of all heating, ventilation and air conditioning equipment.
- REQ  N/A  b. Rated Enclosures: Show or specify wall construction where rated enclosures are required (heaters, boilers, etc., over 400,000 BTU; air conditioners over 100 HP, etc.).
- REQ  N/A  c. Special Equipment: Show special equipment such as kitchen hoods, enclosed garage ventilation, paint booth exhaust, automatic fire suppression, etc.
- REQ  N/A  d. Special Requirements: Show appurtenances and required details such as flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment.
- REQ  N/A  e. Venting System: Show all duct runs, fire dampers where applicable, gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc.
- REQ  N/A  f. Materials: Specify materials of installation components.
- REQ  N/A  g. Fire or Smoke Control: Define in specifications or on plans special use of equipment in conjunction with fire or smoke control. Submit system documentation including the design requirements (IBC 909.2), rational analysis (IBC 909.4), and acceptance testing procedures and methods (IBC 909.3, 909.18).
- REQ  N/A  h. Penetrations of Rated Assemblies: Show method of opening protection and note referenced listing or refer to drawings containing same information.

**7. Plumbing:**

Location on plans:

- REQ  N/A  a. Plumbing Fixtures: Show fixture numbers and locations and provide basis for number of fixtures. Include water closets, urinals, lavatories and drinking fountains.
- REQ  N/A  b. Building Drain System: Show the under-floor system of the drain waste and soil piping, specifying pipe sizes and slope. Provide riser diagram for multiple fixtures.
- REQ  N/A  c. Building Utilities: Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities.
- REQ  N/A  d. Materials: Specify all piping materials.
- REQ  N/A  e. Penetrations of Rated Assemblies: Show method of opening protection and note referenced listing or refer to drawings containing same information.
- REQ  N/A  f. Water System: Provide known water pressure and supply pipe sizes and calculations of water system, water heater data, and hot water system.
- REQ  N/A  g. Venting System: Show pipe sizes, size of vent through the roof and connection to building drains.
- REQ  N/A  h. Trap Arms: Specify trap arm size and specify lengths.
- REQ  N/A  i. Special Requirements: Show all required appurtenances, such as grease interceptors, sump pumps, sewage ejectors, sample ports, backflow preventers, backwater valves, and special fixtures.
- REQ  N/A  j. Gas Piping System Pressure: Specify the gas piping system operating pressure.

8. **Electrical:**

Location on plans:

- REQ  N/A  a. Riser Specifications: Show riser and note equipment amps, wire size and grounding.
- REQ  N/A  b. Current: Show in calculations the available fault current.
- REQ  N/A  c. Voltage: Note service voltage.
- REQ  N/A  d. Show service equipment short circuit amp rating.
- REQ  N/A  e. Provide panel schedules with circuit amp rating.
- REQ  N/A  f. Provide plan showing equipment and circuits. Specify wire as copper or aluminum and insulation type.
- REQ  N/A  g. Penetrations of Rated Assemblies: Show method of opening protection and note referenced listing or refer to drawings containing same information.
- REQ  N/A  h. Grounding: Note service grounding wire size.

9. **Automatic Sprinkler System and Fire Suppression System:**

Location on plans:

- REQ  N/A  a. System Layout: Provide plan showing sprinkler system layout and major components.
- REQ  N/A  b. Calculations: Provide system calculations if system is hydraulically designed. Plans showing conformance to standard pipe schedule will not require calculations.
- REQ  N/A  c. Materials: List material specifications.
- REQ  N/A  d. Fire Suppression Systems:
  - (1) Provide UL listing.
  - (2) Provide copy of "system plate" showing schematic layout of system.
  - (3) All items required for working plans in the applicable NFPA document.
  - (4) Indicate on the plans that a hydraulic information sign will be provided and list the information to be included on that sign as required by the applicable NFPA document.
- REQ  N/A  e. Sprinkler System Supervision: Specify type of supervision provided for systems as required by IBC Section 903.4.

10. **Elevator:**

Location on plans:

- REQ  N/A  a. Hoistway: Show hoistway construction and access.
- REQ  N/A  b. Hoistway Ventilation: Show hoistway venting and any equipment, ducts, or wiring located in hoistway.
- REQ  N/A  c. Machine Room: Show machine room construction and access.
- REQ  N/A  d. Machine Room Lighting and Ventilation: Show machine room lighting and ventilation.
- REQ  N/A  e. High-rise Requirements: Show details related to high-rise requirements.
- REQ  N/A  f. Pit Construction: Show pit construction details.
- REQ  N/A  g. Emergency Operation: Provide information on emergency operations.
- REQ  N/A  h. Alternate Materials and Methods: If design utilizes approved alternate materials and methods of construction, list those engineered alternates on the plans.

11. **Floodplain** (applications for floodplain development permit may be filed separately or with applications for permit):

Location on plans:

- REQ  N/A  a. A letter of request for Floodplain Development Permit, describing the site involved.
- REQ  N/A  b. Three (3) sets of site plans, scale shall be not less than 1:60, based on the City's Datum Plane (722.57' NAVD = 0' KCD) and showing the following:
  - (1) Existing and proposed contours (including flood boundaries).
  - (2) All existing and proposed contours of the site (including floodplain and floodway boundaries).
  - (3) Elevations: (A) Regulatory flood level-NAVD  
(B) Regulatory flood level-KCD  
(C) Lowest floor elevation-KCD
  - (4) The legal description of the property, location and dimensions of all property lines.
  - (5) The City benchmark in the area (contact City Surveyor at 923-2058 or view online at <http://www.kcmo.org/pubworks.nsf/web/engsurvey?opendocument>).
  - (6) Verification that all utilities and mechanical equipment will be protected from flood damage by elevation or flood-proofing means.
  - (7) Completed Floodplain Development Permit Application Form (available in CPD-DS Information Bulletin Number 120). <http://www.kcmo.org/codes/IBS/IB120.pdf>

- REQ  N/A  c. Calculations substantiating that there is no calculable increase in the flood level in the occurrence of a regulatory flood when construction is within the regulatory floodway.
- REQ  N/A  d. Evidence that permits required by Section 404 of the Clean Water Act or other necessary permits have been obtained from the United States Corps of Engineers.
- REQ  N/A  e. Storm water runoff calculations, prepared in accordance with APWA 5600 as adopted by the Department of Public Works.
- REQ  N/A  f. Name and address of the property owner.
- REQ  N/A  g. Note on plans boundaries of 100-year Regulatory Floodplain and Floodway.

**12. Zoning:**

Location on plans:

- REQ  N/A  a. Description of the proposed use of the property.
- REQ  N/A  b. Reference to any Board of Zoning Adjustment (BZA), City Plan Commission (CPC), Special Review District, Landmarks Commission, Building and Fire Codes Board of Appeals (BFCBA) or other cases related to the project (including requests for zoning variances, subdivision plat or lot split approval, rezoning, etc.). Indicate that the conditions of any related cases have been satisfied in this application.
- REQ  N/A  c. Zoning district classification.
- REQ  N/A  d. Elevation views of the building above ground level.
- REQ  N/A  e. Verification of the elevation of the Airport Height Zone limits in relation to the height of the building. Airport Height Zones are established surrounding Kansas City International Airport, Kansas City Downtown Airport and Richard-Gebaur Airport.
- REQ  N/A  f. Indication of the approval of any encroachment of the project into the public right-of-way.

**13. Fire Alarm System:**

Location on plans:

- REQ  N/A  a. Show the standard(s) and edition of the standard(s) utilized in design of the fire alarm system.
- REQ  N/A  b. Show the specifications for the fire alarm system materials and equipment.
- REQ  N/A  c. Indicate if the fire alarm system is required by the Building Code.
- REQ  N/A  d. Show the location and spacing of alarm-initiating devices such as smoke detectors, heat detectors, radiant energy-sensing fire detectors, manual fire alarm boxes, etc.
- REQ  N/A  e. Show the location of audible and visual notification appliances for the fire alarm system.
- REQ  N/A  f. Show the location of fire alarm control panel within the building.
- REQ  N/A  g. Indicate the nominal production sensitivity (percent per foot obscuration), as required by the listing, for smoke detectors.
- REQ  N/A  h. Indicate the temperature of operation for fixed-temperature, rate-compensated or spot-pattern type heat detectors.
- REQ  N/A  i. Show that fire alarm system shall be provided with two independent and reliable power supplies, one primary (main) and one secondary (standby), each with adequate capacity to accommodate the system's demand.
- REQ  N/A  j. Show that fire alarm electrical wiring and equipment installed in ducts, HVAC plenums, or space used for environmental air-handling purpose shall be listed for the intended application.
- REQ  N/A  k. Provide fire stop assembly design number (UL or other approved assembly) and complete construction details for fire alarm system equipment penetration of fire-resistive assemblies.
- REQ  N/A  l. Indicate the type of fire alarm system, i.e., protected premises, supervising station, etc. for review of the method of supervision of the system.
- REQ  N/A  m. Indicate if the fire alarm system is part of a combination system to initiate elevator recall for fire fighters' service and/or elevator shutdown.
- REQ  N/A  n. Indicate if the fire alarm system interfaces with the HVAC systems and is to cause the operation of smoke/fire dampers; fan control for mechanical smoke-control systems for atria, stair/elevator hoistway pressurization, or smoke-removal system for high-piled combustible storage occupancies; smoke/fire doors or activates the HVAC system for the purpose of smoke control, as applicable.
- REQ  N/A  o. Indicate if the fire alarm system is listed for releasing service to provide automatic or manual actuation of fire suppression systems, as applicable.
- REQ  N/A  p. Provide descriptive information as to the fire alarm system's performance criteria including a list of the sequence of events started upon activation of the system's alarm-initiating devices.

**Development Services - Land Development Division - Required information on plans:**

**14. Site Disturbance Plan Components:**

Location on plans:

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Disturbed area equal to or in excess of one acre. <b>No</b> - Land Disturbance Permit is not required. Remaining conditions of Ordinance 981135 do apply. <b>Yes</b> - Land Disturbance Permit is required. See item c. - NOTE below.
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Proposed drainage improvements discharge to a lake or pond. <b>Yes</b> - Developer must post performance bond for Land Disturbance Permit. Bond not required at time of plan review.
NOTE:	c.	If disturbed area is equal to or greater than one acre, a Land Disturbance Permit is required from the Missouri Department of Natural Resources (MDNR). After City compliance of Land Disturbance Plans is met, CPD-DS-LDD will issue a letter to the design professional which must be included with the MDNR NPDES permit application. Send NPDES Land Disturbance Permit requests to: MDNR Attn: Sonny Wellesley Water Pollution Control Program 500 Colbern Road Lee's Summit, Missouri 64086 Phone: 816-622-7026 Fax: 816-622-7044
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	Disposition of existing site trees.

<b>Title Sheet</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Total disturbed area
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	Project benchmark
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	Section-Range-Township
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	City, County, State
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	Legal description, labeled "Legal Description" or Property Description"
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	f.	Sheet index
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	g.	Full name of Land Disturbance plans including other coincidental activities
<b>Sheet 2</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	h.	General notes
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	i.	KCMO Ordinance No. 981135 notes
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	j.	Construction schedule
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	k.	Excerpt of soil survey from County soils records
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	l.	Soils legend
<b>Sheet 3</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	m.	Existing and proposed contours
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	n.	Seed and mulch notes
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	o.	Show and identify Property Lines and label as "Property Line"
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	p.	BMP construction details
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	q.	Storm sewer plans for permanent detention facilities used temporarily for siltation control
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	r.	Earthwork quantities (public/private)
<b>Sheet 4/5/6</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	s.	Phased erosion control measures
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	t.	Inlet protection measures
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	u.	Explanation of work to be performed in each phase of Land Disturbance activities
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	v.	Vehicle tracking control location and detail
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	w.	No more than ¼ acre of disturbed area per 100 LF of silt fence
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	x.	Material stockpile locations and erosion control measures
<b>Sheet 7</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	y.	Riser pipe/sediment basin detail
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	z.	Check dam detail
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	aa	Silt trap detail
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	bb	Temporary diversion dike detail
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	cc	Diversion ditch details
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	dd	Inlet protection details
<b>Miscellaneous</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	ee	Offsite grading easements
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	ff	Private grading permit application

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Does the project meet the definition of a "development" under APWA section 5601.2 and 5601.3?
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	If "Yes", a storm drainage study sealed by a Missouri-registered professional engineer is required,

		consisting, at a minimum, of a letter addressing stormwater runoff management from the project and may recommend stormwater detention/retention and/or downstream drainage improvements in accordance with APWA and adopted KCMO supplements. A macro drainage must be prepared for phased projects in accordance with the Stormwater Management Plan document. Refer to “Policies” on the City webpage.
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	Is project located in a regulatory floodplain?
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	If “Yes”, a Floodplain Study must be provided for processing through CPD-DS-PMB.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	If “Yes”, address the following comment: Substantial improvements for this project do not address the detrimental impact to the Health and Safety issues that exist upon such property. Under the Nuisance law “Chapter 28 of Code of Ordinances of KCMO i.e. Sections 28-4(b), 28-4(e), 28-5(2)...” and “FEMA 44CFR i.e. sections 60.3(4)(II), 60.22(b)(2), 60.22(c)(1), 60.22(c)(7), 60.23(h)(1), 60.23(h)(6)...” you must address the above issue before the Floodplain Development Permit is issued, even though the damage would be self inflicted.

**Development Services – Land Development Division – Arterial Street Impact Fee Administrator – Required information on plans:**

15. **General:**

Location on plans:

- REQ  N/A  a. Description of proposed uses of the building, including the floor area for all nonresidential uses and any other information necessary to calculate the required impact fee.
- REQ  N/A  b. Reference to any previously approved credits.
- REQ  N/A  c. Reference to any previously approved individual assessment.

**Planning Services – Development Management Division - Required information on plans:**

16. **General:**

Location on plans:

- REQ  N/A  a. Site plans indicating conditions of approval in approved development plans.
- REQ  N/A  b. Landscaping plans complying with approved development plans and applicable codes and ordinances.
- REQ  N/A  c. Reference to City Plan Commission case number.

**Planning Services – Planning, Preservation and Urban Design Division – Historic Preservation Branch – Required information on plans:**

17. **General:**

Location on plans:

- REQ  N/A  a. Site plans indicating conditions of Landmarks Commission approval.
- REQ  N/A  b. Exterior elevations and/or building cross-sections indicating conditions of Landmarks Commission approval.
- REQ  N/A  c. Reference to Landmarks Commission case number.

**Planning Services – Planning, Preservation and Urban Design Division – Special Review District Branch – Required information on plans:**

18. **General:**

Location on plans:

- REQ  N/A  a. Site plans indicating conditions of Main Street Special Review District Committee approval.
- REQ  N/A  b. Landscaping plans complying with approved plans.
- REQ  N/A  c. Reference to City Plan Commission case number, if applicable.

**Department of Aviation - Required information on plans:**

19. **General:**

Location on plans:

- REQ  N/A  a. Site plan conforming to the lease agreement for projects located on Aviation Department property and the elevation of building or structure in relation to the Airport Height Zone elevation.
- REQ  N/A  b. Determination of no hazard to air navigation as issued by the Federal Aviation Administration for those projects that exceed the airport height zone limits.
- REQ  N/A  c. Height of building or structure above ground level (AGL) and above mean sea level (AMSL) for those project that exceed the airport height zone limits.

**Department of Fire - Required information on plans:**

20. **General:**

Location on plans:

- REQ  N/A  a. Fire Department access roads. Note: Access roads must be capable of supporting Fire Department vehicles weighing in excess of 63,000 pounds and must provide such access to within 150 feet of all portions of the building exterior.
- REQ  N/A  b. Location of fire hydrants and siamese connections at building. Note: Fire hydrants shall be located within 150 feet of all portions of the building.
- REQ  N/A  c. Standpipe and hose cabinet locations within the building.
- REQ  N/A  d. Location of central control station.

**Department of Health – Air Quality Program**

21. **General:**

- REQ  N/A  a. **The Air Quality Control Program is notified of the plans submittal by CPD-DS and Air Quality Program approval, as applicable, is required prior to issuance of building permits. The following information is required in the application for Air Quality Permits (see below) filed with the Air Quality Program office and is not required in the building permit plans:** a complete description and process flow diagram of the proposed construction/modification; the composition and maximum design rate of material throughput; control device information; any additional information needed to establish emission rates.

**Department of Health – Food Protection Program - Required information on plans:**

22. . If the scope of the project includes construction, conversion or renovation of a food establishment, including restaurants, bars or taverns and institutions (schools, hospitals), remodeling of existing kitchens and other uses involving food preparation for public consumption, including grocery stores, cafeterias and convenience stores. Please submit a completed Plan Review Audit Form with the application. A copy of the form can be obtained at the following link on the Health Department’s website.

<http://www.kcmo.org/health/pdf/planreviewauditformfinal.pdf>

**Department of Health – Environmental Health Program - Required information on plans:**

23. **General:**

Location on plans:

Childcare Facilities:

- REQ  N/A  a. Floor plans showing layout of rooms, restrooms, diapering stations, hand sinks, food preparation sinks, drinking fountains, kitchen equipment (stoves, refrigerators, three compartment sinks, hand sinks). All lavatories must be equipped with hot (100-120°F) and cold running water under pressure, soap dispensers and sanitary hand drying device (mechanical, paper towels, etc.).
- REQ  N/A  b. Indicating that floor coverings shall be constructed of smooth durable materials such as concrete, terrazzo, ceramic tile, durable grade linoleum, quarry tile, or tight wood impregnated with plastic.
- REQ  N/A  c. Indicating permanently fixed lighting
- REQ  N/A  d. Indicating rest room walls must be full floor to ceiling, doors solid unvented, and the room have mechanical ventilation.
- REQ  N/A  e. Indicating hand sink within 8 feet of diaper station (without going through a door).

Water Recreational Facilities:

- REQ  N/A  a. Complete plans of construction of the water recreational facility (swimming pool, spa, etc.), indicating materials used for interior lining.
- REQ  N/A  b. Indicating enclosures at least 4 feet high (wall or fence) with no more that 4 inch opening between slats of a slatted fence, door or gates are self-closing and self-latching.
- REQ  N/A  c. Indicating rest rooms with adequate lighting and ventilation, toilets, hand sinks and showers (showers are exempt for hotels and motels).
- REQ  N/A  d. Indicating walkways at least 8 feet wide for outdoor pools and 4 feet wide for indoor pools, and at least 10 feet between pools and or spas.
- REQ  N/A  e. Indicating pool/spa depths and demotions including square footage and capacity in gallons of water, pool water inlets, skimmers, anti-entrapment pool main drain, at least 2 means of egress (one at each end), a device for fastening lifeline across pool if the water level is over 5 feet deep and under water lights are on a ground fault circuit interrupter breaker.

- REQ  N/A  f. Indicating pool equipment enclosed and protected from the elements with adequate lighting and mechanical ventilation to remove toxic fumes and vapors.
- REQ  N/A  g. Indicating pump that will provide proper turn over rate (6 hours for pools, 2 hours for wading pools, 30 minutes for spas), filter, chemical feeder for sanitizer, heater (optional), flow meter, and plumbing to skimmers, inlets, and main drain.

**Department of Human Relations – Section 3 Office**

24. **General:** Plans are not routed to the Section 3 Office for review, however, the applicant is advised to contact this office for information related to planned or potential HUD sourced City funding (including CDBG, HOPWA, ESG, HOME) of the project and the City's Section 3 Program. Certification of this Checklist by the owner's Design Professional in Responsible Charge indicates acknowledgement to the City that the owner understands these Section 3 Program obligations apply to the project's entire duration if HUD sourced funding is sought from the City at any point during the construction project.

**Department of Parks & Recreation - Required information on plans:**

25. **General:**

Location on plans:

- REQ  N/A  a. Site plans showing property lines and boulevard or parkway right-of-way.
- REQ  N/A  b. Dimensioned setbacks of proposed structures from property lines.
- REQ  N/A  c. Existing and proposed drive approaches, reference the appropriate standard.
- REQ  N/A  d. Existing and proposed storm drainage inlets.
- REQ  N/A  e. Demolition areas.
- REQ  N/A  f. Existing and proposed street trees.
- REQ  N/A  g. Existing and proposed signage.

**Department of Public Works – Street and Traffic Division - Required information on plans:**

26. **General:**

Location on plans:

- REQ  N/A  a. Location of drive approaches on public streets and driveway geometrics.
- REQ  N/A  b. Identification of Public Works Standards for public improvements.

**Department of Water Services – Water Meter Connections - Required information on plans:**

27. **General:**

Location on plans:

- REQ  N/A  a. Location and size of existing public water main.
- REQ  N/A  b. **Tap/Tee location and size-**The tap/tee **connection** must be opposite the building served, and be perpendicular to the public water main from the main to the curb box or, in the absence of a curb box, to the property line. See section 4.02(b) of the Rules and Regulations of the Water Services Department. Important Note: Any service over 1” will require a tee, two solid sleeves and three gate valves provided by the Contractor. See section 4.04 of the Rules and Regulations of the Water Services Department.
- REQ  N/A  c. **Service line type and size-**Service line size will be determined by the hydraulic needs of the building to be served. The Fire Marshal’s office will determine the size of a fire protection line. Plans must be clear as to the intended use of a water service, that is, whether it is a domestic service, fire protection, or a combination service (domestic teeing off the fire protection). Combination Service lines are not recommended. If a combination service lines is proposed, a registered Professional Engineer licensed in the State of Missouri must certify that the water in the service line will be turned over (refreshed) every two days. See section 3.06 of the Rules and Regulations of the Water Services Department.
- REQ  N/A  d. **Location of controlling valve-**A large service (over 1”) will be installed by cutting in a tee (minimum 4”) using two solid sleeves and three key operated gate valves that is to be furnished by the Contractor, and will be installed immediately after the solid sleeve (installed by the Contractor). A small service (1” and less) will have a ball type valve (curb stop) that will be located perpendicular to the water main and in the public right-of -way one foot inside of the curb, normally in a grassy area. When a combination service is proposed, a controlling valve will be located immediately after the tee off the fire protection service for the domestic line. The domestic tee off the fire protection will be done entirely on private property.
- REQ  N/A  e. **Location of commercial water meter-**On commercial buildings a meter will be located outside in a pit or vault, depending upon the size of the meter. See Section 5.03 and 5.05 of the Rules and Regulations of the Water Services Department. A domestic meter can be located inside the building under special circumstances by approval of the Water Services Department only. See section 5.04 of the Rules and

- Regulations of the Water Services Department.
- REQ  N/A  f. **Type of water meter**-If a domestic service is a single tap off the public water main, or is teed off a fire protection service with no private fire hydrants then a meter will be installed on the domestic service line and a double detector check backflow preventer shall be installed in the on the fire protection service line.
- The meter size shall be based on the expected actual demand calculated according to the fixture value method as described in the most recent edition of the AWWA M22 manual or the International Plumbing Code. Detailed meter sizing calculations shall be included for any proposed water meter 2" or larger. Meter sizing calculations shall be stamped by a registered professional engineer licensed in the State of Missouri and must be submitted with plans. Meter sizing calculations sheet must be listed in the index indicating the page number they appear on. Under no circumstance will the meter size be greater than the service line size.
- A **full flow fire meter** will be required on a combination line that has private fire hydrants (see c.). The full flow fire meter will be subject to the following criteria to determine location:
- (1) will be located on the fire protection service before domestic tee,
  - (2) will be located on private property, and
  - (3) will be easily accessible by a water service truck (exact location of the meter can be coordinated with a Water Services Department field inspector).
- Small Meters – All 3/4" and 1" meter sets shall include an unmeasured flow reducer attached to the meter yoke. See section 5.04 of the Rules and Regulations of the Water Services Department.
- REQ  N/A  g. **Location of stop valve**-A stop valve is required on all domestic services immediately upon entering the building, just before the RPZ backflow preventor. **The inlet valve of the RPZ can serve for a stop valve.**
- REQ  N/A  h. **Type and location of backflow preventor (BFP)**-The Water Services Department requires backflow prevention for containment, thus protecting the public water supply from contamination. A reduced pressure zone (RPZ) backflow preventer is required on all high hazard service lines which includes any commercial domestic water service. The RPZ will be located just inside the building, after the stop valve (see g. above), before any branch service lines or, if outside, in a heated enclosure such as a "hot box.". If an RPZ is located inside it must be within twenty (20) feet of a floor drain, unobstructed. A double check backflow preventor will be required on any low hazard service such as a lawn irrigation (using no chemical injections). A double detector check backflow assembly shall be installed on all fire protection service lines that is tapped off the public water main. All fire sprinkler systems for facilities deemed Critical shall be designed to include a private pumping system. See sections 2.06 and 3.03 (1) of the Rules and Regulations of the Water Services Department. Multi-floor buildings (3 or more floors) shall be designed to include a private booster pumping system on the domestic water and fire protection service lines. See sections 2.06 and 3.03 (1) of the Rules and Regulations of the Water Services Department
- REQ  N/A  i. Submit flow test showing a reduction by 1/3 the static, residual and the flow rate in gallons per minutes. (PITOT Pressure)
- REQ  N/A  j. Legal description of the property.
- REQ  N/A  k. Site plan showing the location of the building.

**Department of Water Services – Industrial Waste Division - Required information on plans:**

28. **General:**

Location on plans:

- REQ  N/A  a. Site plan showing routing and size of the private sanitary sewer including location and capacity of outdoor grease interceptor, when required or existing; location of sampling manhole, when required; and all connections to the public sanitary sewer. Grease interceptor sizing calculations required on plan. Reference to City Planning & Development, project number for building shell, when applicable
- REQ  N/A  b. Plumbing plan will identify & locate all fixtures and show routing of wastewater discharge from said fixtures, including dishwashers, floor drains and floor sinks; fixture labeling will be consistent with riser diagram. Grease interceptor sizing calculations required on plan. Existing grease interceptors require current certificate of pumping/cleaning and satisfactory inspection
- REQ  N/A  c. Mechanical plans showing pretreatment equipment, if required.



**CPD-DS BUILDING PERMIT PLANS RESUBMITTAL FORM**

**INFORMATION BULLETIN NO. 110 – Part C** (Revised October 15, 2008)

City Planning and Development Department- Development Services (CPD-DS)

City of Kansas City, Missouri <http://www.kcmo.org/codes/>

Plans Management Branch, Permits Division

324 East 11<sup>th</sup> Street, 2<sup>nd</sup> Floor

Kansas City, MO 64106 Telephone #: (816) 513-1500 #4 Fax #: (816) 513-1484

**\*\*NEW\*\*** E-mail as PDF document (except plans sheets) to [cpd-permits@kcmo.org](mailto:cpd-permits@kcmo.org)

**Date:** \_\_\_\_\_

**Project Control Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Submittal Type and Review Disciplines Addressed by Submittal:**

Resubmittal  Deferred Submittal  Changes to Previously Reviewed Plans  Deferred QCR submittal

**A FEE OF \$ 48.00 FOR REVIEW OF CHANGES TO PREVIOUSLY REVIEWED PLANS** (changes/revisions after issuance of a building permit) **SHALL BE PAID AT THE TIME OF SUBMITTAL OF PLANS FOR REVIEW.**

**Please attach a letter that keys this response to the specific plans review comments of the City departments noted in the letter. Note: submittals will not be accepted without such letter.**

**Submittal Documents:**

Please list all documents and the number of copies in the submittal, please note that drawings must be identified by sheet name/number and that each sheet of such plans shall bear the nonphotocopied seal of the design professional of record registered to practice in the State of Missouri. Please contact the Plans Review Office at (816) 513-1500 #5, to inquire about the required number of submittal/revised drawing sets. In general, one set of drawings is required for each department's comments being addressed by the resubmittal, with a minimum of three (3) sets.

\_\_\_\_\_  
\_\_\_\_\_

**I hereby certify that I am the owner's registered design professional in responsible charge (DPRC), or, in the absence of the DPRC, the designated alternate from the same company or the project owner; and that I have reviewed the attached submittal documents for compatibility with the design of the project.**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ State Registration Number: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_