

DATE: July 1, 1992 (Revised December 26, 2001)

TO: DCA Building Permit Applicants

RE: **INFORMATION BULLETIN NO. 139**  
Obtaining a Certificate of Occupancy

When new construction is satisfactorily completed, a certificate of occupancy is issued without separate application. A new application for a certificate of occupancy is not required as a result of changes of tenants and/or property owners for an existing building as long as the occupancy classification as defined by the Kansas City Building & Rehabilitation Code (KCBRC), Chapter 18, Code of Ordinances, remains unchanged. However, in cases where the occupancy classification is changed for any reason, the building owner is required to hire an architect or engineer registered to practice in the state of Missouri to prepare a code analysis of the building based upon the requirements of the KCBRC for the new occupancy classification. The code analysis shall be prepared and submitted as described by DCA's Information Bulletin No. 110 – Checklist for Building Permit Plans Submittal.

If DCA plans review indicates that building modifications requiring a building permit are necessary to bring the building into compliance with the KCBRC for the new occupancy classification, a building permit shall be issued for the work authorized by the reviewed plans. The fee for the building permit shall be the value of the work authorized by the building permit. Separate mechanical, plumbing, electrical, fire protection, etc. permits may also be required. A certificate of occupancy will be issued upon satisfactory final inspection of work authorized by the building permit.

If DCA plans review indicates that the building complies with the KCBRC requirements for the new occupancy classification without work that requires a building permit, a certificate of occupancy inspection permit shall be issued based upon the reviewed plans. The fee for this application is as specified in section 18-20 of the KCBRC. A certificate of occupancy will be issued upon satisfactory inspection of the building under the certificate of occupancy inspection permit.

For further information, please contact DCA's Code Question Line at (816) 513-1511, or DCA's Permits Division, Plans Management Branch at (816) 513-1500 Option 4.