



CODE MODIFICATION REQUEST INFORMATION BULLETIN NO 101

(July 27, 1998 – Revised August 25, 2008)

City Planning & Development Department – Development Services
City of Kansas City, Missouri <http://www.kcmo.org/codes/>

As an added service to our customers, the City Planning & Development Department - Development Services (CPD-DS) has initiated a formal Code Modification Request (CMR) process to allow the owner or owner's agent to apply for a modification to any provision of the Kansas City Building and Rehabilitation Code (KCBRC) provided the spirit and intent of the KCBRC are observed and the public health, welfare, and safety are assured. Through this new process, we are attempting to resolve issues before appeals to the Building and Fire Codes Board of Appeals may become necessary. This additional process has been introduced to help expedite and evaluate your requests in a timely manner and will apply to all aspects of the KCBRC.

Procedures. To help expedite the review of your CMR, please adhere to the following procedures:

1. CMR to be submitted to CPD-DS using the attached CMR form. Please fill in all information, if applicable. If you are applying for a CMR as an "Agent for the Owner," you are responsible for notifying the owner of your actions. Approvals of CMR's or subsequent appeals may be nullified if the owner's agent fails to notify the owner.
2. Additional supporting documents to the CMR, such as drawings, letters, research reports, etc., may be submitted along with the completed CMR form. CPD-DS may require your CMR application to include architectural and engineering plans and specifications that include the seal of a professional engineer or architect. CPD-DS may also require and/or consider a statement from a professional engineer, architect or other competent person regarding the equivalency of the proposed modification.
3. CMR fee must be included with your request. In addition to the fee schedule included in KCMO Code of Ordinances, Section 18-20 (i) and shown on the CMR form, the following rules regarding fee payment shall apply.
 - Multiple requests for any single building may be made on one CMR. Any requests, including amendments to the original request, which are submitted after the date of ruling on a CMR shall be charged a separate fee according to the schedule.
 - Fee payment must be made prior to the consideration of any CMR.
4. Submit your Code Modification Request in person, by mail or by fax.
 - To submit in person, please visit one of the permit center offices located at either City Hall, 414 East 12th Street, 5th Floor, or Oak Tower, 324 East 11th Street, 2nd Floor.

Payment may be by cash, check or credit card at the City Hall office. Payment may be by check or credit card only at the Oak Tower office.

- To submit by mail, please, include the completed CMR form, supporting documents and a check or credit card authorization form filled out for the appropriate fee and mail your request to the Plans Review Office, 324 East 11th Street, 2nd Floor, Kansas City, Missouri, 64106.
- To submit by fax, please fax the completed CMR form, supporting documents and credit card authorization form, indicating the appropriate fee, to CPD-DS at (816) 513-1484.

Your CMR will be logged-in with copies routed to appropriate staff for review/recommendations. After reviewing staff comments, CPD-DS will respond to your CMR by approving your request, approving your request with additional requirements, or denying your request. In all cases, this ruling will be made in written form; and you will receive a copy of the ruling. If your CMR is approved, you will also be advised whether to submit revised building plans for approval or to attach a copy of the CMR form to the approved plans on the job site.

Records. Your CMR application and the final decision of the Building Official shall be officially recorded in the permanent records of this department.

We hope this new customer service initiative will help to you complete your project or address your special situation. Should you have any questions regarding the Code Modification Request process, please contact the Division Manager of Plans Review at 513-1493.

Should you be dissatisfied with the action/ruling taken on your CMR, you have the right to appeal the ruling to the Building and Fire Codes Board of Appeals in accordance with the KCBRC.

Attachments



CITY OF KANSAS CITY, MISSOURI

CITY PLANNING & DEVELOPMENT - DEVELOPMENT SERVICES

414 East 12th Street, 5th Floor, Kansas City, Missouri 64106

CODE MODIFICATION REQUEST

BUILDING/STRUCTURE NAME: _____

PREMISE ADDRESS: _____

CONTROL # (if applicable): _____

PERMIT # (if applicable): _____

OWNER'S NAME: _____

FOR OFFICE USE ONLY:	
CMR #:	_____
DATE RECEIVED:	_____
RECEIPT #:	_____

PERTAINING TO:	FEES:
(1) One- and two-family dwellings per dwelling unit	\$47.00
(2) All other structures per building or tenant space, whichever is greater	\$99.00
(3) Multiples of (1) or (2) above submitted simultaneously for same project, maximum of	\$526.00
(4) Contractor Licensing & Registration requirements	\$47.00

TO: The Building Official

In accordance with the Kansas City Building and Rehabilitation Code (KCBRC) I wish to apply for a modification to one or more provisions of the code as I feel that the spirit and intent of the KCBRC are observed and the public health, welfare and safety are assured. The attachment(s) articulates my request for your review/action:

SUBMITTED BY:

NAME: _____ () OWNER () OWNER'S AGENT*

ADDRESS: _____ TEL. #: _____

CITY, STATE, ZIP: _____

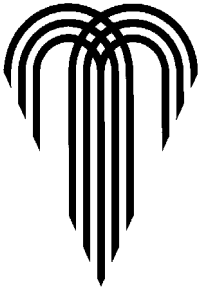
SIGNATURE: _____ Date: _____

*Owner's Agent is responsible for notifying Owner of code modification requests (CMR's). Approvals of CMR's or subsequent appeals may be nullified if the Owner's Agent fails to notify the Owner.

BUILDING OFFICIAL ACTION: () APPROVED () DENIED	
SIGNATURE: _____	DATE: _____
Donald N. Booth, P.E., CBO	
COMMENTS:	

() Submit revised plans, reflecting modification, to City for approval.	
() Revised plans not required. Attach copy of approved CMR form to City approved plans on job site to facilitate field approval of modification.	

pc: Applicant, Code Modification File, _____



Credit Card Authorization

CITY PLANNING & DEVELOPMENT DEPARTMENT
DEVELOPMENT SERVICES

City Of Kansas City, Missouri

American Express, Discover, Mastercard and Visa Accepted

Permit Center: FAX (816) 513-1456 (Permits, Reinspection, Contr. Licensing & Registration)

Plans Review: FAX (816) 513-1484 (Code Modification Requests, Permits, Elevator Inspections)

Business Services: FAX (816) 513-1457 (BFCBA, Returned Checks, Newsletter)

Card Holder Name *(as it appears on front of card)*: Account No.: _____

_____ Expiration Date: _____

Address: _____ Home Telephone #: _____

City, State, Zip: _____ Work Telephone #: _____

Card Holder's Signature: _____ Date: _____

I hereby authorize the Development Services Division to charge the credit card listed above in the amount of \$_____. This charge is for Development Services Division fees or services and is accepted by Development Services in good faith. Should I have any questions concerning credit card charge(s) made to my account, I will make every attempt to resolve the issue directly with Development Services, (816) 513-1500.

This charge is authorized for payment of the following (check all applicable):

- | | |
|---|---|
| <input type="checkbox"/> Fax Permit | <input type="checkbox"/> Cert. Legal Non-Conf. Use (CLNU) |
| <input type="checkbox"/> LSR Permit | <input type="checkbox"/> Periodic Inspections (elevators, etc.) |
| <input type="checkbox"/> Reinsp'n Fee - Prmt # | <input type="checkbox"/> Code Modification Request (CMR) |
| _____ | <input type="checkbox"/> Code Compliance (zoning) Letter |
| <input type="checkbox"/> Contractor Licensing & Registration | <input type="checkbox"/> Encroachment Ordinance Request |
| <input type="checkbox"/> Certificate of Qualification | <input type="checkbox"/> Bldg/Fire Code Brd Of App. (BFCBA) |
| <input type="checkbox"/> Certificate of Supervisor Registration | <input type="checkbox"/> Other |
| <input type="checkbox"/> Returned Check Fees | |