



Purpose

The City Planning and Development Department (CPD) maintains a formal Code Modification Request (CMR) process to allow the owner or their 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 as a CMR is an equivalency, not a waiver of code requirements. Through this process, CPD is 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 requests in a timely manner and will apply to all aspects of the KCBRC.

Procedures

To help facilitate the review of a CMR, please adhere to the following procedures:

1. Complete the CMR application form found on the [CPD Information Bulletins webpage](#).
 - a. This form is required for application and must be completed in its entirety.
 - b. If applying for a CMR as an "Agent for the Owner," the agent is responsible for notifying the owner of this application. Approvals of CMRs or subsequent appeals may be nullified if the agent fails to notify the owner.
2. Obtain a letter from a professional engineer, architect, or other competent person regarding the equivalency of the proposed modification for consideration.
 - a. This letter is required for application.
 - b. The letter shall detail what the CMR is requesting and why, which codes and code sections are affected, and how the CMR generally complies with the KCBRC or how the CMR meets the intent of the code with an alternative design.
3. Submit a CMR through [CompassKC](#) as its own application. **Do not attach to the building plan case.**
 - a. A completed CMR application form and letter as stated above must be attached to the application submittal on [CompassKC](#). **A submittal missing the application form and/or the letter will not be considered.**
 - b. Additional supporting documents to the CMR (drawings, letters, research papers, etc.) may be submitted along with the completed CMR form and letter.
 - c. CPD may require the CMR application to include architectural and/or engineered plans and specifications that include the seal of a professional engineer and/or architect.
 - d. Multiple requests for any single building may be combined on one CMR.
4. Pay invoice for the CMR fee - [Section 18-20\(i\)](#)
 - a. After all documents have been received, a notification will be sent informing the billing contacts that an invoice has been generated to make payment online.
 - b. Fee payment must be made through [CompassKC](#) prior to the consideration of any CMR.
 - c. 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.

The CMR will be routed to appropriate staff for review/recommendations. After reviewing, CPD will respond to the CMR by approving the request, approving the request with additional requirements, or denying the request. In all cases, this ruling will be made in written form, and all applicants will receive a copy of the ruling. If the CMR is approved, the CMR will also advise 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

The CMR application and final decision of the Building Official will be officially recorded in the permanent records of this department. The document will also be available on [CompassKC](#) as a public record.

For any questions regarding the CMR process, please contact the CPD code questions line at (816) 513-1511 or codequestions@kcmo.org.

Appeals

Pursuant to [Section 18-12\(b\)\(1\)](#) of the Kansas City, Missouri Code of Ordinances, a denied CMR decision may be appealed to the [Building and Fire Codes Board of Appeals](#). This appeal must be made within 30 days of the date of the decision.