



CITY PLANNING & DEVELOPMENT

Optional Building Inspection Certification for One- and Two-Family Dwelling Plans Information Bulletin No. 102

kcmo.gov/planning

Purpose

This Initiative is to allow home builders in Kansas City, Missouri the opportunity to use authorized third-party inspectors to perform certain required inspections in lieu of the City Planning and Development (CPD) performed inspections. This optional program is designed to help expedite one- and two-family construction (Occupancy Group R3) projects and to give the builder more flexibility as to when some of the required inspections are performed. This may be utilized on all projects built under the conventional construction provisions of the International Residential Code (IRC), including single-family structures, duplexes, and townhomes.

General Requirements and Procedures

Optional, third-party certification inspections will be accepted by CPD if at the time of inspection the certifying architect's or professional engineer's name appears on a CPD maintained list of individuals to certify inspection reports for inspections performed by themselves or qualified individuals under their supervision.

To be placed on the authorized list an individual must satisfy both of the following requirements:

- Be a registered professional engineer or registered architect.
- Have attended an educational seminar given by CPD to professional engineers/architects to certify certain building inspections in KCMO in lieu of CPD performed inspections.

One could be removed from the list if any of the following occurs:

- Failure to maintain licensure as a professional engineer or architect in the state of Missouri.
- Failure to attend and require educational seminars given by CPD on the certification option for certain building inspections.
- Failure to follow required procedures outlined in the educational seminar and in written CPD policies regarding third-party inspections.

Someone other than the professional engineer or registered architect may attend the required seminar, however, each architect/professional engineer desiring to certify inspection in KCMO will be required to attend as well. Any qualified person employed by and under the supervision of a person on the CPD maintained list of authorized individuals may perform inspections. To avoid a conflict of interest, certification inspections may not be performed for a contractor if the inspector or the certifying person is associated with or affiliated with the contractor (i.e., partnership, corporation, or on the contractor's payroll). The certifying person must also be on CPD's list of authorized individuals to perform these optional certification inspections at the time of the inspection.

Certification Inspections Allowed

Certification inspections in lieu of CPD performed inspections will only be allowed for the following inspections:

- Controlled Fill (see Completion, Testing, and Inspection Requirements section below for required qualifications)
- Footing
- Foundation Wall (prior to placing concrete)
- Backfill (including water proofing/damp proofing for foundations)

- Slabs (on grade, elevated and structural)
- Retaining Wall
- Throat (Masonry Fireplace)
- Framing (structural rough-in) – this option only available to a Professional engineer that sealed the entire set of structural plans for a one- or two-family dwelling for which the inspection will be done; that P.E. must personally perform the inspection.

See [Information Bulletin No. 104](#) for what is required for each inspection. Third-party inspectors are required to check for compliance of erosion control with each inspection – see [Information Bulletin No. 128](#).

Information Required on Certification Documentation

Only the Building Certification form provided by CPD is to be used. The form will be provided to the authorized third-party inspector upon acceptance into the program. A separate certification form is to be completed for each individual inspection. All items certified shall be marked on the certification form. The certification shall be completed in full and shall bear the signature and seal of the authorized third-party inspector. Failure to include any required information or statements on a submitted building certification form may result in it being denied by CPD.

Certification Form Submittal Timeline

To assure that the permit holder’s rough-in inspections to be performed by CPD are not delayed, certifications for any previously performed third-party inspections shall be submitted to CPD within 10 business days after the third-party inspection, but no later than 5 business days prior to the inspection request. The completed certification form shall be uploaded onto the corresponding inspection request via [CompassKC](#).

The inspection results, including a copy of the completed certification form, can be viewed online via [CompassKC](#).

Concrete Slabs

Concrete slabs are broken down into 3 basic categories.

1. Slabs on Grade
2. Slabs on Compacted Fill
3. Structural Slabs

A slab may be considered a slab on grade if it is on original, undisturbed soil or if the fill is compacted to assure uniform support of the slab. This fill must not exceed 24in for clean sand or gravel and 8in for earth. No inspection is required for slab on grade.

If the builder is unable to comply with the requirements for category 1, Slabs on Grade, then he or she must select either category 2 or 3. With Category 2, Slabs on Compacted Fill, please refer to Completion, Testing and Inspection Requirements section below.

Category 3, Structural Slabs, may also be used as an option. This category, however, requires that structural plans and structural calculations, stamped by a registered professional engineer or registered architect, be submitted to CPD for review and approval prior to the construction of the slab. These approved plans are required to be at the job site and available for inspection during construction. At no time are you allowed to design a structural slab in the field and then certify the inspection without first having routed the design through this office for approval. CPD reminds you of the statement that you are required to make on your certification report that what was inspected was “in conformance with the requirements of the approved building plans, approved site plan, and the Kansas City, Missouri Building and Rehabilitation Code” (KCBRC). Failure to inspect in accordance with a set of structural plans at the job site stamped for approval by CPD will result in your certification report being rejected by CPD.

Completion, Testing, and Inspection Requirements for Compacted Fill

All slabs that do not rest on undisturbed soil are allowed to be supported by up to 8in of compacted soil or up to 24in of compacted clean sand or gravel.

If you exceed these allowable limits for slabs, or you are constructing a footing that does not rest on undisturbed soil, you have the option of compacting the earth during the fill operation. Please note that a registered professional engineer or their qualified representative shall be present during the entire fill operation. For the inspection of controlled fill, a qualified representative is a person possessing one of the following qualifications:

- Current NICET Level II certification in geotechnical engineering technology/construction, or
- Registered Geologist, or
- Engineer-in-Training with one-year related experience, or
- Geologist-in-Training with one-year related experience

The fill shall be placed and compacted in lifts not to exceed 8in for soil and 24in for sand or gravel, or more frequently as directed by the professional engineer. The inspector shall witness the compaction operation for each lift. The inspector shall perform the minimum amount of testing necessary to determine that the required load-bearing capacity has been achieved. The compaction reports shall indicate the load-bearing capacity achieved, the density, and the moisture content of the fill material (if applicable), and the horizontal and vertical location of each test. All compaction reports are to be submitted to CPD, along with the standard CPD Building Certification form, prior to the placement of concrete. All documents submitted are to be stamped and signed by the registered professional engineer.

Quality Control Inspection

If inspections are being performed by qualified individuals who are employed by you and under your supervision, monthly quality control inspections will be required to be performed by you on these individuals and their work. These spot supervisory checks will be conducted to assure compliance with the requirements of the KCBRC, the approved building plans, the approved site plan, and other permit requirements. The actual number of monthly quality control inspections to be performed will be determined by the certifying person, however, in no case to be less than one per inspector. The results of all quality control inspections are to be submitted to this office for CPD's review and information. A standardized format has been developed for this reporting. The CPD Quality Control Inspections Report form shall be used. The form will be provided to the authorized third-party inspector upon acceptance into the program.

Other

CPD will continue to perform any of these eligible inspections upon request.

Should you have any questions, please contact any Inspection Field Supervisor or the Division Manager of the Inspections Division at (816) 513-1500.