



CITY PLANNING & DEVELOPMENT

Fire Sprinkler Permits – Fast Track
Information Bulletin No. 116

kcmo.gov/planning

Purpose

Because of the unique situation fire sprinkler contractors often find themselves in concerning the need to start work before design drawings are finalized, City Planning & Development (CPD) has developed, as a customer service initiative, a program to assist sprinkler contractors in obtaining a fast-track fire sprinkler permit. This permit will allow the contractors to legally start work, without delay, while still providing for the necessary code review of the completed design drawings by CPD later.

Permit Application

The process starts when a sprinkler contractor applies for a fast-track fire sprinkler permit on [CompassKC](#) or in person. The permit must be applied for as a sub-record to the general building permit. The applicant provides a complete Fast-Track Fire Sprinkler request form signed by both the fire sprinkler contractor and the general contractor. After CPD staff processes the permit application, the applicant will receive an invoice for a non-refundable permit fee. Once the invoice is paid, the permit is automatically issued. Plans are not submitted with this permit application.

Plans Review

When design drawings are eventually completed, the applicant will submit them for review in the conventional manner or by Scheduled Express Review ([Information Bulletin No. 115](#)). Upon review and approval, the applicant pays the conventional permit fee based on the valuation of work. The fast-track fire sprinkler permit fee will not be credited toward the full permit fee. By allowing fire sprinkler contractors the time necessary to complete their plans, the submittal of incomplete and/or partial plans will be unnecessary. If separate permits are anticipated for various segments of the job, the separate Fast-Track Fire Sprinkler permit applications will be required.

Note: In new buildings or building additions, this procedure is available only after the building permit has been issued and the occupancy group, construction type, and type of fire protection system has been approved as proposed by the owner's design professional.

Questions

If you have any questions about this program or about the procedures to follow, please contact either the Division Manager of Permits or the Plans Management Supervisor at (816) 513-1500.

*****The following form is required to be submitted with all fast-track fire sprinkler permit applications.*****



City Planning & Development

Permits Division

414 E 12th St
5th Floor, City Hall
Kansas City, Missouri 64106

(816) 513-1500

Fast-Track Fire Sprinkler Permit

Project Address: _____

Project Name: _____

Scope of Work: _____

Statement of Understanding

The undersigned requests that a fast-track fire sprinkler permit be issued to allow the work to proceed prior to the approval of the design documents. It is understood that all work performed prior to the approval of the plans and issuance of the full permit is done completely at the permit holder's own risk. Any work that is found to not comply with approved plans shall be corrected.

The undersigned acknowledges the following conditions:

- No work will be inspected without the approved plans on the job site.
- No work may be concealed (including behind lay-in ceiling tiles) without inspection approval.
- No Certificate of Occupancy will be issued without inspection approval.

The permit holder shall notify the general contractor of these conditions. Furthermore, the applicant agrees to proceed with the development and obtain approval of the design documents as soon as possible. All review issues shall be resolved, and the full permit shall be obtained without delay.

Sprinkler Contractor

Applicant Name: _____ Applicant Position: _____

Company Name: _____ Phone Number: _____

Company Address: _____

Applicant Signature: _____ Date: _____

General Contractor

Company Name: _____

General Contractor Signature: _____ Date: _____