



CITY PLANNING & DEVELOPMENT

Requirements for Encroachment Permit Application
Information Bulletin No. 106

kcmo.gov/planning

Purpose

Chapter 18, Kansas City Building and Rehabilitation Code (KCBRC), [Section 18-25](#), requires an encroachment permit be obtained to allow construction of any part of a building or structure in, on, under, or over the public right-of-way, except as allowed without an encroachment permit by [Section 18-25\(e\)](#).

Requirements to Obtain Encroachment Permit

1. All applications for encroachment permits are applied for online through [CompassKC](#). After creating an account, under the Apply tab search for “encroachment” and, depending on the type of encroachment, apply for either Above Ground Encroachment Permit or Under Ground Encroachment Permit. If the application includes both above and underground elements, select the Above Ground Encroachment Permit option. Once an application is submitted and staff performs a Quality Control Review (QCR), an invoice for an application fee of \$147 (per [Section 18-20\(o\)\(1\)](#)) will be emailed to you for payment online through [CompassKC](#).
2. When applying for encroachment permits, include a letter with the following information:
 - a. Name and address of the owner of the installation
 - b. Project name and project address
 - c. Description of the project
 - d. Detailed reason and use for the proposed encroachment
 - e. Applicant’s name, address, telephone number, and email address
3. Along with the letter submit drawings with the permit application indicating the following information shall be submitted:
 - a. Name and address of the owner of the installation
 - b. Project name, address, and legal description of the property adjoining the proposed encroachment
 - c. Drawing scale, North arrow, and names of adjacent streets and alleys
 - d. Plan and elevation views of the installation along with details of construction, cross-sections, and construction notes as required in accordance of [Section 18-25](#) including:
 - i. Dimension clearances above sidewalks and streets
 - ii. Location of property lines
 - iii. Projection into the street right-of-way (ROW) (measured perpendicular to the ROW line)
 - iv. Distance from curb to encroachment
 - e. Dimensions locating the encroachment in relation to street and/or easement ROW lines and property lines/lot lines sufficient to locate the encroachment with reference to property corners or street/alley intersections
 - f. Any proposed lettering, numbering, or advertising message on the encroachment
4. For encroachments above grade level, these must obtain approval from the [Municipal Art Commission](#) (MAC) ([Chapter 2 - Section 2-886 of the Code of Ordinances](#)). The instructions for obtaining a review and the form are found here: [MAC Application](#). Exceptions to MAC review and approval are as follows:
 - a. Projecting signs with a face area not exceeding 12sqft
 - b. Awnings
 - c. Balconies

- d. Fire escapes
 - e. Retaining walls
 - f. Patios
 - g. Accessibility ramps
 - h. Any doors which shall extend upon a public ROW
 - i. Bike racks (unless considered works of art as defined by [Article XI](#) of the Charter)
5. Submitted letters of consent from each public agency and utility stating the proposed encroachment will not interfere with their facilities in the public ROW. A list of city departments, utility companies, and their authorized representatives along with the form to be used is attached to this information bulletin as Exhibit B.
 6. Submit Certificate of Insurance (COI) meeting the requirements shown on Exhibit A attached.

Permit Issuance

Upon satisfactory receipt of the above information, the application will be reviewed, and when approved an encroachment permit shall be issued. The total time from receipt of a complete application package (inclusive of consent letters) to approval is approximately one week, after which any necessary permits may be issued for the construction of the encroachment. The applicant may submit plans for building permits concurrently with the application for encroachment permit to expedite building permit issuance.

The applicant is advised the City is authorized to impose an annual encroachment license fee based on [Section 18-25\(g\)](#). The license fee is based on the size/impact of the encroachment, see [Section 18-20\(o\)\(2\)](#) for the fee schedule. The license fee shall be payable at the time of encroachment permit issuance through [CompassKC](#).

Permit Renewal

The encroachment permit issued is valid for a period of one year and shall be renewed annually if the encroachment continues to be in place. Renewal of an encroachment permit requires payment of annual license fee(s) and submittal of a current Certificate of Insurance meeting the requirements of Exhibit A attached. Failure to renew encroachment permits will result in a notice to remove the encroachment for which the encroachment permit was issued.

The applicant is advised authorization for an encroachment shall be construed as a permit and may be revoked by the City at any time; and upon revocation, the permittee or the owner of the property, shall cause the removal of same and any necessary construction to protect public property shall be done without expense to the City.

Questions

Contact the City Planning and Development Department - Permits Division at (816) 513-1500 if you have any questions on this procedure. The status of encroachment permit applications and existing approved encroachments can be verified online at [CompassKC](#).

EXHIBIT A

Encroachment Insurance Requirements

The owner of the facility shall keep in force an insurance policy for the duration of the encroachment. The insurance certificate shall name the municipality as additional named insured evidencing the insurance coverage.

City of Kansas City, Missouri
Attn: City Planning & Development Department - Permits Branch
414 E 12th St, 5th Floor, City Hall
Kansas City, Missouri 64106

The following language is an example for the endorsement language on the Certificate of Insurance:

"The City of Kansas City, Missouri, Additional-named insured"

"It is agreed that such insurance as is afforded by the policy of insurance described below and on the Certificate of Insurance to which this endorsement is attached, is extended to include the City of Kansas City, Missouri, as an additional insured, to the limits of coverage hereinafter specified with respect to said City's liability in connection with the construction, existence, maintenance, repair, or removal of (*description of encroachment*) at the location of (*address or location*) for the owner (*legal name of owner*) as authorized by permits issued by the City of Kansas City, Missouri to the insured pursuant to the applicable provisions of [Chapter 18](#) and [Chapter 64](#) of the City's [Code of Ordinances](#), insofar as such provisions apply hereto."

It is further required that the minimum limits of liability for coverage provided for in this endorsement shall be as follows:

Injury:	\$100,000.00 Each Person
Personal Injury:	\$300,000.00 Each Occurrence
Property:	\$ 50,000.00 Each Occurrence
	\$100,000.00 Aggregate or
Combined Single Limits:	\$500,000.00

The policy shall contain a separate endorsement requiring the insurance company to notify the city in writing of any change in or cancellation of the policy at least 10 days prior thereto mailed to City Planning & Development Department - Permits Branch, 414 E 12th St, 5th Floor, Kansas City, Missouri 64106.

