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CITY PLANNING & DEVELOPMENT

Building and Fire Codes Board of Appeals
Information Bulletin No. 126

Purpose

The Code of Ordinances, [Chapter 18, Article I, Section 18-12](#), provides a process to appeal any decision of the Building Official or the Fire Director in the enforcement of their respective codes to the Building and Fire Codes Board of Appeals (BFCBA). **Appeals must be made within 30 days (for Building Code cases) or 10 days (for Fire Code cases) from the date of the decision, order, or other ruling to be appealed.**

The Board is comprised of 12 members and 12 alternates who are qualified by experience and training to rule on matters pertaining to building construction. The Board meets, as needed, the 4th Tuesday of each month at 9:30 AM in the 10th Floor Committee Room of City Hall. **The cutoff date for application is 10 business days prior to the hearing date.** A case will be heard on the next scheduled hearing date following receipt of a complete application unless otherwise notified; the submittal of this application shall constitute the 10-day advance notice of the hearing date.

Procedures

An application for the BFCBA must be initiated online via [CompassKC](#) as its own application. Do not attach an appeal to any other existing case. All supporting documents for the online application must be submitted in pdf format. 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. Fee payment must be made through CompassKC. Applicants are encouraged to discuss the appeal with the Building Official prior to submittal.

- It is required that requests for a modification to any provision of the Kansas City Building and Rehabilitation Code (KCBRC) first be submitted via a Code Modification Request for staff review and approval, which may allow the matter to be resolved without convening the Board - see [Information Bulletin IB101](#) for details. Disapprovals of Code Modification Requests may be appealed to the Board at no additional fee.
- The Board also hears requests for variance to the Floodplain Ordinance - Code of Ordinances, [Chapter 28](#). These requests shall address each of the individual criteria and conditions for variance as required by Ordinance Chapter 28, Article 5. A floodplain variance request will not be scheduled for a Board hearing until review and determination of the floodplain development permit application has been completed - see [Information Bulletin IB120](#) for details.

After a BFCBA CompassKC application has been submitted and accepted, the required paper copies of all supporting documents must be delivered or mailed to our office before the cutoff date. Paper applications to the Board shall include all supporting materials as specified in the application requirements:

- 12 copies of the completed application form (see attached)
- 12 copies of any supporting documentation (documents no larger than 11"x17")
- A copy of the decision that is being appealed (where applicable)

The paper application and supporting documents shall be submitted to:

City Planning & Development
Attention: Building/Fire Code Board of Appeals
414 E 12th Street, 5th Floor
Kansas City, MO 64106

Building and Fire Codes Board of Appeals Application

FILING FEES AS PERTAINING TO:	
(1) One- and two-family dwellings per dwelling unit.....	\$53.00
(2) All other structures per building or tenant space, whichever is greater.....	\$112.00
(3) Multiples of (1) or (2) above submitted simultaneously for same project, maximum of.....	\$590.00
(4) Contractor Licensing & Registration requirements.....	\$53.00
(5) Floodplain Ordinance variance.....	\$112.00
(6) Continuance requested by appellant.....	one half of original filing fee
No Filing Fee required for appeals of decisions on Code Modification Requests	

Appellant:.....Contact Person: _____

Address: _____

Telephone:.....email: _____

Reason for Appeal (select appropriate category):

- To appeal the determination of Code Modification Request # _____
- To appeal a decision of the Building Official or representative
- To appeal a decision of the Fire Chief or representative
- To determine proper interpretation of code
- To determine suitability of alternate materials or construction
- To request a variance to the Floodplain Ordinance (see also [Information Bulletin IB120](#))

Applicable Code Section(s) : _____

Site Location:

Street Address: _____

Floor Number/Suite Number: _____

Other: _____

Explicitly state the issue under appeal (attach additional pages if necessary):

Signature: _____ Date: _____

Applications must be initiated through [CompassKC](#). For all applications, upload the required documents and once the application is accepted, deliver or mail the paper copies to our office prior to the cutoff date. Applications shall include 12 paper copies of the completed application form and all supporting documentation (design drawings no larger than 11"x17"), a copy of the decision that is being appealed (where applicable), and payment of the applicable fee in voiced through CompassKC. The Board meets at 9:30 AM on the 4th Tuesday of the month. The cutoff date for application is 10 business days prior to the hearing date. The case will be heard on the next scheduled hearing date unless notified otherwise.