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CITY PLANNING & DEVELOPMENT

Limited Service and Repair Permits
Information Bulletin No. 108

Purpose

The Limited Service and Repair (LSR) program allows minor projects to be completed by licensed electrical, plumbing, and mechanical contractors either prior to or after obtaining a permit and allows the contractor to certify the completed work complies with the [Kansas City Building and Rehabilitation Code \(KCBRC\)](#) instead of scheduling an inspection by City Planning and Development (CPD).

Note: If the licensed contractor chooses to start work prior to obtaining the required permit, the permit shall be obtained within 7 days from the start of work to avoid a penalty fee, and the Inspection Certification form (attached) shall be submitted within 7 days from finishing the work.

Benefits

The LSR program benefits property owners, contractors, and CPD staff. It ensures property owners the work is performed by licensed contractors in compliance with the KCBRC and allows licensed contractors to quickly respond to the needs of their customers without violating the KCBRC permit requirements. It has the potential to reduce CPD inspection requests for LSR eligible work, to minimize the number of "no access" inspection trips (which are typical for LSR eligible work), and to provide additional time to make other inspections.

Eligible Projects

The LSR program applies to installation/replacement of air conditioning equipment in an existing mechanical system, repair/replacement of the building sewer (excluding connection to public sewer), and other work valued at \$1,000 or less on existing one- and two-family dwellings (see exceptions) performed by licensed electrical, plumbing, and mechanical contractors covering the following types of work:

- A. Electrical Contractor Class I
 - 1. Installation of one new circuit to supply not more than two devices
 - 2. Extension of circuits to serve not more than two devices
 - 3. Installation of hard-wired smoke detectors
- B. Electrical Contractor III
 - 1. Installation of security alarm systems
- C. Heating and Ventilating Contractor
 - 1. Installation of humidifiers/electrostatic air filters
 - 2. Extension of ductwork not more than 10ft
 - 3. Installation/replacement of air conditioning equipment in an existing mechanical system
- D. Plumbing Contractor
 - 1. Backflow devices for lawn sprinkler systems (house side of meter only)
 - 2. Repair of broken sections of water supply, drain, waste, and vent piping (house side of meter only)
 - 3. Installation of water purifier/softener
 - 4. Replacement of a water heater connected to existing venting system, gas piping, and/or electric circuit
 - 5. Installation of one new fixture to include water supply, drain, waste, and vent piping
 - 6. Repair/replacement of the building sewer (excluding connection to public sewer main)

Exceptions

Exceptions to the \$1,000 limit include installation of security alarm systems, installation/replacement of air conditioning equipment in an existing mechanical system, and repair/replacement of the building sewer (excluding connection to public sewer).

Exceptions to the restriction to one-and two-family dwellings include installation of low-voltage security alarm systems installed within individual dwelling units in existing apartment buildings and condominiums. Security alarm systems serving the entire building are not eligible for this program.

Exclusions

The LSR program does not apply to new construction or additions or generally to work valued at more than \$1,000, except as noted above. Work not eligible for the LSR program requires permits through the regular procedure, including required inspections by CPD.

Procedures

The following procedures are to be followed by the contractor, property owner, and CPD for the LSR program.

1. Contractor procedures
 - a. The contractor performs the eligible work, obtains an LSR permit within 7 days of starting the work, and submits a complete Inspection Certification within 7 days of completing the work; OR
 - b. The contractor obtains an LSR permit prior to performing the work and then submits the Inspection Certification within seven days of completing the work.
2. CPD closes LSR permits for repair/replacement of building sewers as soon as the Inspection Certification is received.



City Planning and Development

Permits Division

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Limited Service and Repair Permit Inspection Certification

This form shall be completed and signed by the licensed contractor performing the work and shall be submitted within 7 days of completion of the work. This form may be delivered via email to cdpermits@kcmo.org.

Project Information

Address: _____ Permit Number: _____
Date Permit Issued: _____ Date Work Completed: _____
Description of Work: _____

Contractor Information

Company Name: _____ Phone Number: _____
Address: _____
Contractor License #: _____ Qualified Supervisor: _____

Property Owner Information

Name: _____ Phone Number: _____
Address: _____

I certify that the above referenced work has been completed by this company in a workman-like manner and that the completed work complies with the requirements of the Kansas City Building and Rehabilitation Code (Chapter 18) and other adopted Codes. I further understand the property owner has the option of requesting an inspection through City Planning & Development and I shall comply with any requirements resulting from that inspection.

Qualified Supervisor's Signature: _____ Date: _____