



CITY PLANNING & DEVELOPMENT

Residential Building Contractor Licensing Frequently Asked Questions Information Bulletin No. 152

kcmo.gov/planning

Residential Building Contractor Licensing FAQs

1. Where can I get copies of the Residential Building Contractor and Residential Building Supervisor license and certificate of qualification applications?

Answer: You can download your qualified supervisor certificate and contractor license from your license on CompassKC. For more information on this program including applications, fees and minimum qualifications, see the City Planning & Development Contractor Licensing Branch website at <https://www.kcmo.gov/city-hall/departments/city-planning-development/contractor-licensing> or call (816) 513-1500.

2. What scope of work for a building permit requires the applicant to be a Residential Building Contractor?

Answer: The Residential Building Contractor's license is required for anyone contracting to construct, structurally alter or enlarge any one- or two-family detached dwelling or townhouse including any detached accessory buildings and ground mounted solar panel systems in excess of 400sqft in area. A Business License for Construction is the only city license required for a contractor performing swimming pool construction, uncovered deck construction, retaining walls, non-structural remodeling, installation of roof mounted solar panels with no or limited structural work, and commercial building permits.

3. What is the difference between a Residential Building Contractor's license and a Residential Building Supervisor's certificate of qualification?

Answer: A Residential Building Contractor's license allows your company to obtain required building permits. A full-time management employee holding a Residential Building Supervisor certificate of qualification is required in order for your company to obtain a Residential Building Contractor license. A Residential Building Supervisor is an individual who has passed one of the residential building exams given for this certification.

4. How will the homeowner exception be applied to residential building permits?

Answer: A homeowner acting as their own general contractor may obtain the required building permits and "contract and direct the work of building trades subcontractor(s), not otherwise required to be licensed under [Section 18-14](#)" of the Kansas City Building and Rehabilitation Code. In other words, the exception does allow the homeowner occupant of one-family home to subcontract in the same manner as a Residential Building Contractor. See [Information Bulletin No 146](#) - Homeowners Exception to Licensing for Trades Permit Issuance for more information. All work related to electrical, plumbing and mechanical permits issued to a homeowner must be done by the homeowner along with family members or friends who are not contracting to do the work.

5. Can the applicant for the Residential Building Contractor also be the company's Residential Building Supervisor?

Answer: Yes, the company owner or principal may be the applicant for both the Residential Building Contractor's license and the Residential Building Supervisor certificate of qualification.

6. I have been a residential builder for several years; do I have to pass one of the exams in order to become a Residential Building Supervisor?

Answer: Yes, everyone applying for certification as a Residential Building Supervisor will be required to show they have passed one of the residential building exams approved for this certification. If you have passed any other comparable exam given by a third-party testing agency, CPD will verify comparability and may accept the exam with your application.

7. I am an engineer/architect registered to practice in the State of Missouri; can I obtain a Residential Building Supervisor certificate of qualification without taking one of the residential building exams?

Answer: No, everyone applying for certification as a Residential Building Contractor will be required to show they have passed one of the residential building exams given for this certification. If you have passed any other comparable exam given by a third-party testing agency, CPD will verify the content of the exam, your passing score and may accept the exam with your application.

8. I am the owner or part-owner of two or more residential building companies; can I be the Residential Building Supervisor for each of these companies?

Answer: A Residential Building Supervisor may be designated for only one Residential Building Contractor except when the ownership of more than one residential building company is identical in corporate structure, ownership, and management; and the Residential Building Supervisor is a full-time management employee responsible for exercising supervision and control of the construction work of the commonly owned residential building companies.

9. I have passed an earlier version of the residential building contractor exams; can this exam be accepted with my application for Residential Building Supervisor?

Answer: Yes, provided the exam was provided by an approved third-party testing agency and we are able to verify the comparability of the content of the exam and your passing score for the exam.

10. What continuing education program will be acceptable for the renewal of a Residential Building Supervisor certificate of qualification?

Answer: CPD will accept any continuing education programs related to residential construction provided by CPD's Code Academy, the Home Builder's Association (HBA), the National Institute of the Remodeling Industry (NARI), the Johnson County Kansas Contractor Licensing Program, the International Code Council (ICC), and the ICC Metropolitan Kansas City Chapter.

11. Why was September 28, 2004, established as the date by which a contractor legally doing business in the City of Kansas City, Missouri would be permitted to obtain a conditional Residential Building Contractor license allowing until November 1, 2005 to designate a certified Residential Building Supervisor?

Answer: This date was the effective date of the City Council approval of the Residential Building Contractor licensing program and the intention of the City was to implement the program with the least disruption of business for those contractors who have been doing business with the City prior to the program. In order to legally do business in Kansas City, Missouri as a general contractor prior to this program, a company was required to have a business license and to be properly registered with the State of Missouri as a legal business entity. The date could have been set at January 1, 2004 but it was the City's decision to use the effective date of the ordinance establishing the program.

12. Will CPD recognize or provide reciprocity with the City of Independence or Johnson County Contractor Licensing Program?

Answer: CPD has developed the residential contractor licensing program to be comparable with both jurisdictions current programs. Therefore, if you have passed a residential builder exam in either of these jurisdictions, you will not be required to retest. Additionally, if you have obtained continuing education hours through either of these jurisdictions, those hours will be accepted for renewal of your Residential Building Supervisor certificate of qualification.