

When is a Certificate of Occupancy Required?

A Certificate of Occupancy or CO is generally required in 4 instances:

1. A new business moves in
2. An existing business is sold to new ownership
3. The use of the property changes
4. A construction project modifying the structure is complete

Why is a CO required?

- To ensure the building is safe for occupancy
- To ensure the building is sufficient for the proposed use
- To ensure the proposed use is allowed in the specific zoning district

Temporary Certificate of Occupancy

A temporary CO or TCO may be issued at the discretion of the Community Development Director. A TCO allows occupancy before approving a final inspection for the completion of landscape items or when unique circumstances occur as long as there are no hazards or life safety issues. A TCO expires 45 days from the date of issuance.

Cost

- **\$20.00—Temporary CO**
- **\$40.00—Permanent CO**

Please note that an Operational Permit may be required where hazardous material or operations are present. For more information please call the North Kansas City Fire Department 816.274.6025

Other available brochures:

Business Resource Guide · Zoning · Building permits

CERTIFICATE OF OCCUPANCY GUIDE

A guide to obtaining a temporary or permanent CO

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When is the right time to apply for a Certificate of Occupancy?

You should apply for a Certificate of Occupancy or CO before you move anything into the building. No structure shall be occupied without first obtaining a CO.

What if I plan to do some alterations to the structure before opening my business?

If you plan to make some alterations or do some construction, you should submit plans for that work before applying for a CO. A temporary CO may be issued to move some items in during the construction process. Once the job is finished and inspections are passed, a permanent CO can be issued.

How long does it take to get a CO?

We understand that time is money when running a business. This process can be as quick and easy as you make it. It is important that an application for CO is submitted promptly as soon as the building is ready. Once the application is received by Community Development, it will be checked for zoning clearance. This step is vital to the success of your business. Not all zoning districts are appropriate for certain uses. Once the Community Development staff has issued zoning clearance, an inspection can be scheduled. If the building is ready for operation, the inspection takes no longer than an hour. Once the inspection is passed, the CO can be issued. The entire process should be complete by the next business day.

What do I need to complete the application?

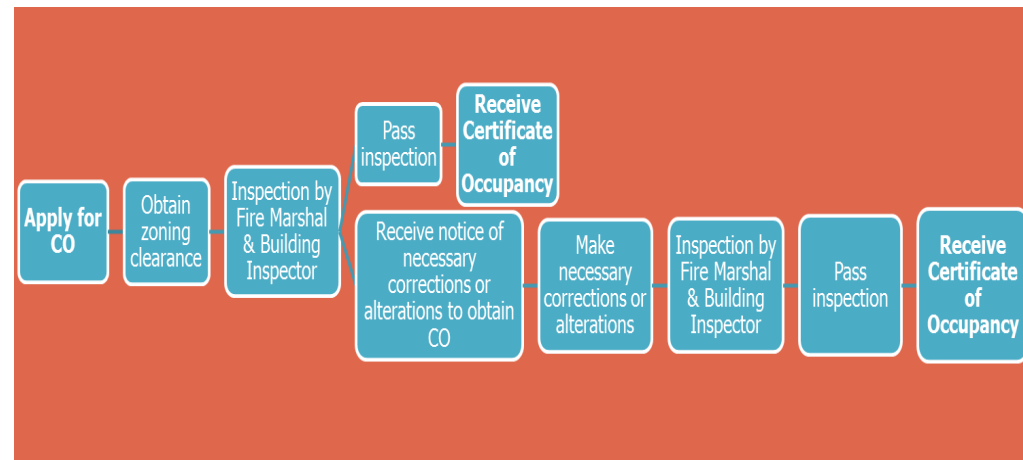
- A signed lease or letter from the property owner giving permission to occupy the space. The lease or letter should also include the type of business that will occupy the space
- Contact information for the property owner
- The square footage of the space
- A detailed description of the proposed use of the space, including all activities that will take place

Where do I apply for a CO?

The entire process is handled by the Community Development Department located on the second floor of City Hall. Applications are also available at www.nkc.org—Just click Departments-> Community Development-> Certificate of Occupancy Application.

Who will perform the inspection?

The inspection is performed by the Building Inspector who determines code compliance for mechanical, electrical, and plumbing and the Fire Marshal who determines code compliance of the Fire code. A check for hazardous materials, fire suppression systems and exit requirements is performed.



For more information please contact North Kansas City at 816.274.6006.