



PERMITTING PROCESS INSTRUCTIONS AND GUIDELINES FOR FILMING IN KCMO

The KCMO Traffic Control Permits for Filming in KCMO are required when you work within a right-of-way (a sidewalk closure, street closure, partial or full lane closure) or any activities that impact public use of the streets and right-of-way. It is also used for production vehicle parking permits (unless you have secured parking on private property).

COMPASSKC - On-line Permitting Process:

- Compass KC information page > [KCMO.gov/compasskc](https://kcmo.gov/compasskc)
- Link to Compass KC portal ([click here](#))
- Log in or Register.
- At the time of application submission, you will also need to include a detailed map or plan of the locations for all traffic control devices (ex. devices - cones, barriers, no parking signs, detour signs, etc.); your traffic control supplier should be equipped to provide the plan (see below for vendor options)
- Go to 'ApplyPermit/Plan,' then 'Street - Traffic Control Plan Application,' then select 'Traffic Control for Filming.'

Filling Out Application

- Write a description of the project and why you need an application (parking permit, street closure, etc.)
- Add Location (required) use search or add address manually.
- Add Billing contact.
- Attach the digital map plan (cannot be hand-drawn) made by 3rd party traffic control vendor.
- Submit

Submitting payment:

- Application fee is **\$84**; Additional fees are calculated for lane or road closure, alley closure, sidewalk parking meters, and lane/road closure fees are based on street classification (primary, secondary, etc.)
- Credit card/debit card are accepted online for payment.

Expectations and Helpful Guidance:

- KCMO requests you submit a recovery date in case of rain or unforeseen production issues. You will only be charged for the date you actually film / use the permit.
- The third-party traffic control supplier you hire should notify the KC Police of the area that you are closing off once they have placed "Emergency No Parking" signs. 18-24 hours later, if vehicles park in your permitted parking area(s) you can contact the KCPD to request a tow. Non-emergency KCPD contact number – (816) 234-5111.
- Keep your permit on-site in case you need to show it to KCPD or other entity.
- To help ensure parking, you may want to adhere copies of your permit to parking cones / post notice of filming signs. The third-party vendor will place devices to secure your parking area.
- W-9's for tax purposes are available upon requests, contact KCMO City Treasurer tammy.queen@kcmo.org
- Consider hiring off-duty KCPD officers for traffic control support, (816) 234-5388, offduty@kcpd.org
- Traffic Control Office contact: Alicia Phillips: Alicia.phillips@kcmo.org, Chad Thompson: Chad.thompson@kcmo.org

STEP BY STEP INSTRUCTIONS ON PAGE 2 & 3

3rd Party Traffic Control Options (you may want to start with these companies)

[Road Runner Safety Services](#) – (816) 472-5457

[Smart Traffic Co.](#) – (913) 26-3575

[K&G Striping](#) - (816) 741-3339

[Morgan Contractors](#) – (816) 313-5721

[Traffic Zone Services](#) – (913) 428-2575

[Streetwise](#) – (816) 331-2355

Directions for registering and making application for a Public Works Department Permit from the City of Kansas City, Missouri:

Registration:

- Go To: CompassKC: <https://compasskc.kcmo.org>
- To Register, Click "Guest" in the upper right
- Click on "Register"
- Enter your E-mail address
- Go to your E-mail provider and find the email from CompassKC
- Open the email and click on "Confirm". It will direct you to a page where you will enter your name and city address information.
- There is a "CAPTCHA / not a robot" test to take; Click "Submit"

Unless there is missing information in your application (which you have to then go back and complete), you should receive a confirmation via email that you are registered. You will then be able to go to login to the CompassKC site, and proceed to make application.

If the procedure for registering on CompassKC does not work, please call the Help Desk at 311 for assistance.

Application:

At [CompassKC.kcmo.org](https://compasskc.kcmo.org):

- Login and click the "APPLY/PLAN" drop down menu, select PERMIT ALL(189). Select desired permit application and click "Apply".

Basic Information: Permit Details

- From the drop down menu, select permit type.
- Fill out "Description Box".

Locations:

- From the drop down menu in the "Add Location" box, select "ROW – Public Works". Click on the "Plus Sign".

Address Information:

- In the search box, enter the address where the work is to be done. Hit "Enter" or select the "Magnifying Glass".
- Select the correct address from the list and click "Add".

Contacts: Add Contacts

- Billing – click on the "Plus Sign".
- From the search drop down menu, add your registered Name, E-mail or Company. Hit "Enter" or select the "Magnifying Glass".
- Select the correct Name, E- mail or Company by Clicking on "Add".
- Permittee – click on the "Plus Sign".
- From the search drop down menu, add your registered Name, E-mail or Company. Hit "Enter" or select the "Magnifying Glass".
- Select the correct Name, E- mail or Company by Clicking on "Add".

- Quality Assurance Manager (if required) – click on the “Plus Sign”.
- From the search drop down menu, add your registered Name, E-mail or Company. Hit “Enter” or select the “Magnifying Glass”.
- Select the correct Name, E- mail or Company by Clicking on “Add”.
- Applicant (if required) – click on the “Plus Sign”.
- From the search drop down menu, add your registered Name, E-mail or Company. Hit “Enter” or select the “Magnifying Glass”.
- Select the correct Name, E- mail or Company by Clicking on “Add”.

Attachments:

- Location Sketch or Traffic Control Plan (if required) – click on the “Plus Sign”.
- From your computer files, select file to download and Click “Open”.
- Click on “Save Draft”.
- Scroll back to bottom and Click on “Next”.

Instructions:

- Please review and Select “I Accept” from the drop down menu.

General Info:

- Fill out all required information highlighted in Red.
- Click on “Submit”

After successful submission, you will be redirected to your CompassKC Dashboard where you will find your pending application information and number. Please allow 7 to 10 working days for issuance. You will receive an email alerting you that you have an invoice ready for payment. Login to your CompassKC account and click on your “Dashboard”. Select your permit / invoice and add to cart for payment. After payment is received, your permit will be available for printing.