



CITY OF TOPEKA

Development Services
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Dance Hall and Cereal Malt Beverage Inspection Guidelines

Please complete the following steps:

1. Submit application to the City Clerk's Office at 215 SE 7th – Room 166. Questions, contact 785-368-3940.
2. Pre-pay fees and schedule onsite inspections with Field Service Section at 620 SE Madison – 3rd Floor. Questions, contact 785-368-3905 Option # 3 – Customer Service.

 An initial \$50.00 fee applies per each trade; electrical, plumbing, mechanical, and building, and is required to be inspected. If the initial inspection fails, a re-inspection of \$50.00 will apply, for each trade requiring corrections. At the time of the initial inspection the trade inspector will inform the applicant if corrections are to be made by a license trade contractor or if the applicant can make the corrections.
3. The applicant must schedule an onsite inspection with a Fire Inspector by calling 785-368-4026.

City Council meetings are held every Tuesday. Field Service Section must receive clearance from Police, Fire and trade inspections with all fee's paid before the application is returned to City Clerk to go on the Tuesday agenda. The applicant should apply early to allow plenty of time for inspections or corrections to be made.

The type of license determines the number of inspections required. See the following chart.

Cereal Malt Beverage – New	\$200.00 Initial Inspections.	Police, Fire, Building, Electrical, Plumbing & Mechanical
Dance Hall – New or Renewal	\$200.00 Initial Inspections.	Police, Fire, Building, Electrical, Plumbing & Mechanical
Cereal Malt Beverage – General Renewal	\$ 50.00 Initial Plumbing Inspection.	Police, Fire, Plumbing – No charge for Police or Fire Inspections for any/all applications.

To avoid re-inspection fees, please review following items that must be in working order to pass inspection.

Plumbing Inspections	Electrical Inspections	Mechanical Inspections	Building Inspections
Drain, Waste & Vents	Adequate Outlets	Ductwork	Street Address Posted
Fixture Traps	No Extension Cords	Electrical Connections	Restroom Facilities/Accessibility
Interceptors/Grease Trap	Service	Condensate Disposal	Swing of Doors
Water Heater	Wiring System	Heating Equipment	Corridors
Gas Pipe Sizing	Exhaust Fans Working	Gas Piping	Exit Signs & Illuminations
Plumbing Fixtures (leaks)	Grounding	Flues	Exit Aisle Requirements
Water closets/Urinals	Emergency Lights Working	Combustion Air	Flame Spread of Walls & Ceiling
Backflow Prevention Devices	Signs	Exhaust Hood/Exhaust Fans	Ventilation Requirements
Water Pipe Sizing	Appliance Outlets	Fire Suppression System	Posting of Occupancy Certificate
Combustion Air	Conduits Fastened Properly	Duct Clean Outs	Exit Requirements
		Make-Up Air	a) Number Required
			b) Arrangement (separation)
			c) Approved Hardware
			d) Wheelchair Ramp

