



CITY OF
TOPEKA

WHAT TO EXPECT
WHEN APPLYING FOR A PERMIT ON OUR
APPLICATION PORTAL

DEVELOPMENT SERVICES DIVISION

COMMERCIAL ACCESSORY STRUCTURE

Application Help... before you apply:

Documents for all new structures and additions are required to be sealed, signed and dated by the appropriate design professional.

A Separate Permit Application is Required for Fire Suppression Systems. Stamped Design Documents for the fire sprinkler, fire alarm systems & hood suppression systems are required. Required design documents shall be submitted within 30 days of issuance of building permit for review and approval PRIOR to installation of any system.

Projects with any food service, commercial kitchen or food preparation areas must be reviewed & approved by the Kansas Department of Agriculture (KDA), Division of Food Safety and Lodging. Submit applications directly to KDA; submit documentation of KDA approval to Development Services. The KDA application & process can be found **here**.

The following questions will be asked through our portal application

Section 1 Questions: Basic Info about the application

Project Name: _____

This would be the proposed project name. This is not a required question.

Address: _____

You can enter the project address or locate it on the map.

This can be left blank. You will be required to input Parcel ID numbers later in the application process.

Section 2 Questions: People

Please provide as much information as possible.

(Required) Applicant: Required questions are name/address/daytime and other phone/email

Owner: Who is the property owner?

Architect

Civil Design Professional

Structural Design Professional

Electrical Design Professional

Mechanical Design Professional

Plumbing Design Professional

Fire Suppression Design Professional

Section 3 Question: Contractor

From the pop-up, choose as many options as applicable. If you don't have a contractor yet, you can skip to the next section

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Section 4 Questions: Data Section

All questions should be answered, but some questions are “required” so you cannot move forward with the application with answering them. If you finish this section and cannot move forward when you click “next”, review your answers to make sure all required questions have been answered.

Project Name: _____

Asset/Parcel ID of project: _____

Common Address or location description: _____

Lot(s): _____ Block: _____ Subdivision: _____

Legal Description: (if not platted, enter the full metes and bounds description here. You can copy/paste info into this section and there is no limit to how much text can be entered.

Estimated Construction Costs: _____ Fees are estimated based on your answer to this question. It is helpful to be as accurate as possible.

Total Area: Total square footage of construction area _____

Construction Description: Please describe the scope of work that will be conducted for this project _____.

Occupancy Classification: Choose from dropdown list. Options are:

- A-1 Assembly with Fixed Seating
- A-2 Assembly Eating Drinking Est
- A-3 Assembly Worship Recreational Amusement
- A-4 Assembly – Indoor Sport Activities and Spectator Seating
- A-5 Assembly – Outdoor Activities – Participation
- B Business or Service
- B<50 Assembly <50 People – Accessory to Primary Occupancy
- E – Day Care Day Care >5 Children 2 ½ Years and Direct Exits
- E – Thru 12th Educational Thru 12th Grade > 6 People
- F-1 Factory – Industrial Moderate Hazard
- F-2 Factory – Industrial
- H-1 High Hazard – High Explosion
- H-2 High Hazard – High Flammability or High Combustibility
- H-3 High Hazard – High Fire or High Physical
- H-4 High Hazard – Production or Fabrication

- I-1 Institutional – Supervised Resident Care > 16 People
- I-2 Institutional – Assistance Req’d – Medical or Custodial Care > 5 People
- I-3 Institutional – Security Facility >5 People
- I-4 Adult Institutional – Adult Care Facility >5 Adults <24 Hrs
- M Mercantile – Display, Stock and Sale
- R-1 Residential – Transient
- R-2 Residential – Non-Transient
- R-3 Residential <20DU – Care
- R-4 Residential Care >5 <16 Residents
- S-1 Storage–Moderate Hazard Not S-2 or H
- S-2 Storage – Low Hazard
- U Utility Accessory and Misc Structure

Design Occupant Load: _____

Total Impervious Area: _____

Type of Construction: Choose from dropdown list. Options are:

- I-A Type I-1 Fire Resist – Rated – Noncombustible
- I-B Type I-B Fire Resist – Rated – Noncombust
- II-A Type II Rated – Noncombust
- II-B Type II Non-Rated – Noncombust
- III-A Type III One Hour Rated – Ext Walls Noncombust

- III-B Type III Non-Rated – Ext Walls Noncombust
- IV-H.T. Type IV Heavy Timber
- MEMB Membrane Construction
- V-A Type V One Hour Rated
- V-B Type V Non-Rated

Number of Stories: _____

Building Height: _____

Basement (Y/N)

Sprinkler Exists (Y/N)

Sprinklers Required (Y/N)

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Sprinkler Coverage: Chooser from Partial / Throughout / N/A

Number of Structures: _____

Fire Alarm (Y/N)

Elevator (Y/N)

Residential Units: _____

Residential Transient (Y/N)

CO Conditions: _____

Is the property a designated local landmark or on the state or national register of historic places? (Y/N)

Is the property in a designated floodplain? (Y/N)

The following questions must be checked “Yes” or your application will not be processed:

I understand the location of the structure is the responsibility of the contractor and/or owner and that said structure shall be placed in accordance with the approved plan and Topeka zoning regs.

I certify the information provided to be true and correct and agree to comply with all pertinent City of Topeka codes, ordinances and regulations.

I consent to have City of Topeka personnel enter the premises legally described herein for purpose of inspecting the premises for compliance with all applicable City codes, during business hours.

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I understand that all inspections must be completed and approved. If a certificate of occupancy is required, said certificate must be issued PRIOR to occupancy.

The applicant acknowledges I/we have reviewed the application procedures.

I am authorized to file this application and submit the attached documents associated with this Project consisting of plans, specifications, drawings, opinions, reports, and calculations.

Attachments (Document Upload)

In the Attachment section, click on Add and choose your first document to upload.

Document Type: Label – you must choose a label for your document. Available labels are specific to permit type.

In the Document Type Label dropdown, some labels will have a red * indicating you must upload this document and provide this label before you can move forward with your application.

If you have difficulty uploading a document, please contact us or send via email to DSDPermits@topeka.org.

Terms and Conditions

I (we) hereby acknowledge that all application procedures have been reviewed and understood as part of this submittal.

Fees / Payment

A notification will be emailed with payment and issuance options once your permit is approved.

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To make payment

From the portal, click the Review tab and locate the permit application you're wanting to pay.

From the Actions... dropdown, choose Pay Fees.

You will be re-directed to our online payment portal where you can pay by credit card or e-check.

The screenshot displays the user interface of the City of Topeka's online application portal. At the top left is the official seal of the City of Topeka. A prominent 'Create Application' button is centered at the top. Below this, a navigation bar includes a 'Back' button. The main content area is titled 'Application' and contains the following information: the application type 'Commercial Building Interior Alteration' with ID 'T202109270353', the location 'No Location Specified' and status 'TEST ONLY', a 'Review' tab, and dates 'Created: 09/27/2021' and 'Expires: 03/28/2022'. A dropdown menu is open under the 'Review' tab, listing 'Actions...', 'Check Case Status', and 'Pay Fees'. The interface also features sections for 'GIS Information' and 'Attachments'.

For assistance making a Planning payment using the online payment portal, contact Development Services at 785-368-3704