



CITY OF  
**TOPEKA**

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

**DEVELOPMENT SERVICES DIVISION**

## RESIDENTIAL MULTI-CAR GARAGE

Application Help... before you apply:

Please provide footing/foundation/pier/slab plans, building plans and elevations with notes and details describing building materials, size and spacing of framing materials, for floors, walls and roof construction, support posts, decking, railings, stairs, a dimensioned site plan indicating property lines, easements and public-right-of-ways, location of proposed structure, related paving such as sidewalks, driveways.

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?

Contractor: Who is the contractor?

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

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 Address: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Estimated Construction Costs: \_\_\_\_\_

Total Area of Construction: Total square footage of construction area \_\_\_\_\_

Residential Units: \_\_\_\_\_

Square Footage of Construction: \_\_\_\_\_

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

-----CITY OF TOPEKA PLANNING & DEVELOPMENT DEPARTMENT-----

DEVELOPMENT SERVICES DIVISION | 620 SE MADISON, UNIT 6 | TOPEKA KS 66607 | 785.368.3704 | [WWW.TOPEKA.ORG/DEVELOPMENT-SERVICES](http://WWW.TOPEKA.ORG/DEVELOPMENT-SERVICES)

# PORTAL APPLICATIONS

Number of Structures: \_\_\_\_\_

Square Footage of Impervious Surface: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Scope: Choose from dropdown list. Options are:

<b>New Single Family Residence</b>	<b>Other Detached Structure</b>
<b>New Duplex</b>	<b>Open Porch</b>
<b>Basement Finish</b>	<b>Closed Porch</b>
<b>Attached Garage</b>	<b>Attached Deck</b>
<b>Detached Garage</b>	<b>Canopy</b>
<b>Attached Carport</b>	<b>Deck/Patio Cover</b>
<b>Detached Carport</b>	<b>Other Exterior Alteration</b>
	<b>Interior Remodel</b>

**Water:** Choose from dropdown list. Options are: City Water Service / Rural Water Service / Requesting City Service

**Sanitary:** Choose from dropdown list. Options are: Public Sanitary Sewer / Septic System / Other / Requesting City Service

## 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 understand that I/the contractor am/is responsible to call for all required inspections

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.

I understand that all inspections must be completed and all work approved.

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](mailto: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.

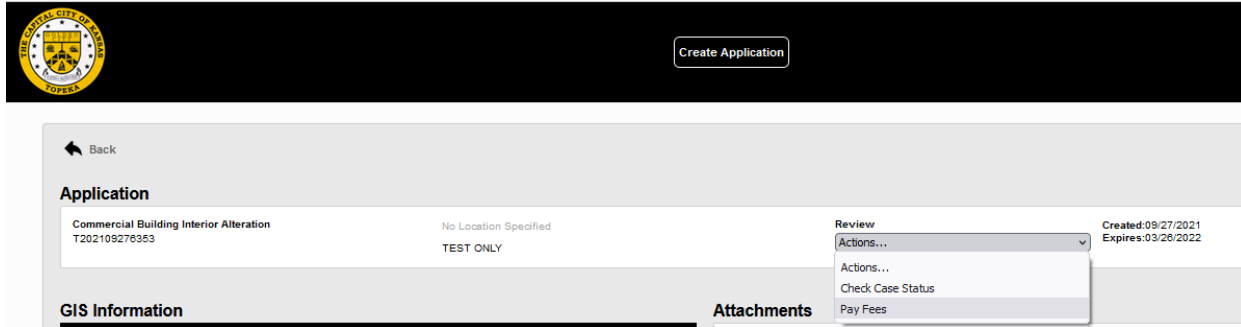
# PORTAL APPLICATIONS

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 Planning Portal. At the top left is the City of Topeka logo. A 'Create Application' button is centered at the top. Below this is a navigation bar with a 'Back' link. The main content area is titled 'Application' and contains the following information: 'Commercial Building Interior Alteration' (ID: T202109276353), 'No Location Specified', and 'TEST ONLY'. To the right, there is a 'Review' dropdown menu with options: 'Actions...', 'Check Case Status', and 'Pay Fees'. Further right, it shows 'Created: 09/27/2021' and 'Expires: 03/28/2022'. At the bottom, there are sections for 'GIS Information' and 'Attachments'.

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