



CITY OF
TOPEKA

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

DEVELOPMENT SERVICES DIVISION

COMMERCIAL PARKING LOT

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

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.

PORTAL APPLICATIONS

Project Name: _____

Asset/Parcel ID of project: _____

Common Address or location description: _____

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

Total Area: _____

Total Impervious Area: _____

Number of Stalls: _____

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

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 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.


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.

PORTAL APPLICATIONS



[Create Application](#)

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Application

Commercial Building Interior Alteration T202109278353	No Location Specified TEST ONLY	Review Actions... Actions... Check Case Status Pay Fees	Created:09/27/2021 Expires:03/28/2022
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GIS Information **Attachments**

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