

WHAT TO EXPECT

WHEN APPLYING FOR A PERMIT ON OUR APPLICATION PORTAL

DEVELOPMENT SERVICES DIVISION

RESIDENTIAL INTERIOR REMODEL

Application Help... before you apply:

For assistance with this application, please contact the Development Services desk at 785-368-3704.

The following questions will be asked through our portal application

Section 1 Questions: Basic Info about the application

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Project Name:	
This would be the proposed project name. This is n	not a required question.
Address:	
You can enter the project address or locate it on the	·
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 possib	ole.
(Required) Applicant: Required questions are r	name/address/daytime and other phone/email
Owner: Who is the property owner?	
Contractor: Who is the contractor?	
Section 3 Question: Contracto	or
From the pop-up, choose as many options as applic	icable. If you don't have a contractor yet, you can skip to the next section
Section 4 Questions: Data Sec	ction
All questions should be answered, but some questi	ions are "required" so you cannot move forward with the application with answering
-	rward 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	e of construction area
Residential Units:	
Square Footage of Construction:	
Construction Description: Please describe the so	cope of work that will be conducted for this project
Number of Structures:	

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

PORTAL APPLICATIONS____

Square Footage of Impervious Surface:
Number of Bedrooms:

Scope: Choose from dropdown list. Options are:

New Single Family Residence Other Detached Structure

New DuplexOpen PorchBasement FinishClosed PorchAttached GarageAttached Deck

Detached Garage Canopy

Attached Carport Deck/Patio Cover

Detached Carport Other Exterior Alteration

Interior Remodel

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 – <u>you must choose a label for your document</u>. 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.

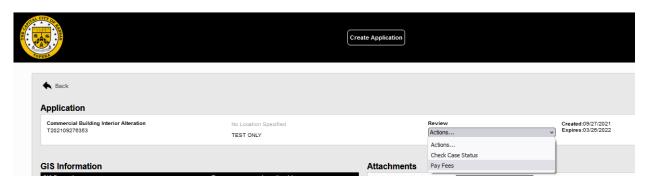
PORTAL APPLICATIONS_____

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.



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