

# WHAT TO EXPECT

# WHEN APPLYING FOR A PERMIT ON OUR APPLICATION PORTAL

## **DEVELOPMENT SERVICES DIVISION**

### RESIDENTIAL NEW BUILDING

#### 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	on
Project Name:		
	project name. This is not a required questi	on.
Address:	ddress or locate it on the map.	
	will be required to input Parcel ID numbers	later in the application process.
Section 2 Quest	ions: People	
Please provide as much i	nformation as possible.	
(Required) Applicant: Required questions are name/address/daytime and other phone/email		
Owner: Who is the prope	rty owner?	
Section 3 Quest	ion: Contractor	
From the pop-up, choose as	many options as applicable. If you don't h	ave a contractor yet, you can skip to the next section
Section 4 Quest	ions: Data Section	
	<del></del>	o you cannot move forward with the application with answering a "next", review your answers to make sure all required questions
Type of Accessory Struct Detached Structure	ure: Choose from dropdown list. Options a	re: Attached Carport / Detached Carport / Storage Shed / Other
Project Address:		
Lot(s):	Block:	Subdivision:
Estimated Construction C	Costs:	
Total Area of Constructio	n: Total square footage of construction are	a
Residential Units:		
	CITY OF TOPEKA PLANNING & DEVE	LOPMENT DEPARTMENT

DEVELOPMENT SERVICES DIVISION | 620 SE MADISON, UNIT 6 | TOPEKA KS 66607 | 785.368.3704 | WWW.TOPEKA.ORG/DEVELOPMENT-SERVICES

### \_\_\_\_\_ PORTAL APPLICATIONS\_\_\_\_\_

Square Footage of Construction: _	
Construction Description: Please de	escribe the scope of work that will be conducted for this project
Number of Structures:	
Square Footage of Impervious Su	rface:
Number of Bedrooms:	
Scope: Choose from dropdown list. C	Options are:
New Single Family Residence	Other Detached Structure
New Duplex Basement Finish	Open Porch Closed Porch
Attached Garage	Attached 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 - 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 <a href="mailto:DSDPermits@topeka.org">DSDPermits@topeka.org</a>.

#### **Terms and Conditions**

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

# PORTAL APPLICATIONS\_\_\_\_\_

#### Fees / Payment

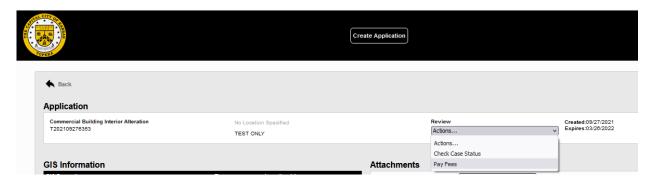
A notification will be emailed with payment and issuance options once your permit is approved.

#### 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.



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