Development Process – Commercial NEW CONSTRUCTION

1. Planning Phase
   (785) 368-3728

   **Step 1: Initial Review**
   Contact Planning staff to determine if a new use of the property is allowed and schedule a pre-application meeting.

   **Step 2: Pre-application Meeting**
   We invite all reviewing departments to meet with applicant and determine requirements for planning and/or building permit applications. If use is allowed under current zoning/platting, skip to Step 4.

   **Step 3: Zoning/Platting Approval**
   Uses not allowed as proposed will require one or more of the following applications to be approved:
   - Re-zoning – Must be approved by Governing Body after Planning Commission public hearing ($500-$950, 10-12 weeks)
   - Conditional Use Permit (CUP) – Must be approved by Governing Body after Planning Commission public hearing ($500-$950, 10 weeks)
   - Platting of Subdivision – Most plats can be approved by staff (min. $150, min 3-4 weeks)
   - Variance/Appeal – Must be approved by Board of Zoning Appeals ($130, 5 weeks)

   Property owner notices and/or neighborhood information meetings will be required for applications approved by the Governing Body or Board of Zoning Appeals.

   **Step 4: Site Plan Review Approval**
   Once zoning/platting is approved, a Site Plan Review application must be submitted and approved prior to proceeding to Building Permit Phase. This includes stormwater plans. (2-3 weeks)

2. Building Permit Phase
   (785) 368-3704

   **Building Permit Application & Review**
   - Design professional submits complete application/fees for building permit with construction plans and civil engineering plans
   - Plans are reviewed for compliance with following standards:
     - Building Code
     - Trades Codes
       - Mechanical
       - Plumbing
       - Electrical
     - Zoning/Platting
     - Fire Prevention
     - Traffic Engineering
     - Water
     - Sanitary Sewer
     - Stormwater
   - Comments and revisions are sent back to design professional (2 weeks)
   - Design professional makes any necessary revisions and resolves issues

   **Building Permit Issuance**
   - Can permit be approved in phases? For example, a footing and foundation permit can be issued first while shell permit is still being processed
   - The applicant is notified the permit is approved and ready for pick-up upon payment of remaining fees
   - Schedule pre-construction meeting
   - Create trade permits and verify any deferred submittal requirements
   - All contractors must be licensed to work within the City of Topeka

3. Construction Phase
   (785) 368-3905

   **Inspections & Certificate of Occupancy (CO)**
   - Contractor calls in for inspections during construction including Building, Fire, and Trades (mechanical, electrical, & plumbing)
   - Includes but not limited to footings and foundations, framing, fire separations, mechanical, electrical, plumbing, fire prevention and suppression systems.
   - Upon final inspection by all reviewing agencies, building official issues certificate of occupancy (CO)

Start  
2-14 weeks  
6-week average  
Finish