



# City of Topeka

## BOARD OF BUILDING AND FIRE APPEALS

The City of Topeka's Board of Building and Fire Appeals (BBFA) is responsible for reviewing and deciding on appeals relative to the application and interpretation of the currently adopted commercial and residential building and fire codes utilized within the Topeka jurisdiction. The BBFA has authority to hear and decide upon proposed alternatives, equivalencies and performance measures that may not be specifically prescribed by these codes. To be approved, any proposal must comply with the intent of the provisions of these codes. The BBFA does not have the authority to waive the requirements of these codes.

Members of the BBFA are appointed by the city council and are professionals of the Topeka community involved with building design, construction and development. As architects, engineers and contractors, members of the board are qualified by experience and training to pass on matters pertaining to building construction.

Board members must live within the limits of the City of Topeka.

Employees of this jurisdiction are not eligible for appointment to the board as voting members.

### THE PROCESS

An appeal is a review and hearing process initiated by filing of an application. An application for an appeal is to be submitted at least two (2) weeks prior to the scheduled hearing date. The following submittals are required:

Eight (8) copies of an application request with attachments should include:

- Explanation of the rationale and reasoning for the request with
  - reference to the provisions of the code that have been incorrectly interpreted
  - why the provisions of the code do not fully apply
  - how the proposal complies equally good with or better than the provisions of the code
- Details, plans or drawings defining what the code requires
- Details, plans or drawings defining the proposal

Payment of a non-refundable fee of \$100.00 is required upon submittal an application. Hearings are scheduled for the 3rd Thursday of each month at 10:30 AM in the Sunflower conference room located on the second floor of the Cyrus K. Holliday Office Building – 620 SE Madison.

**Applications for an appeal and fee payment are to be submitted to:**

#### CITY OF TOPEKA

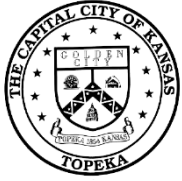
Development Services Division

c/o Richard Faulkner, Director

620 SE Madison Unit 6 – 3<sup>rd</sup> Floor

Topeka, KS 66607

Email: [rfaulkner@topeka.org](mailto:rfaulkner@topeka.org) / Phone: 785/368-3704 / Fax: 785/368-3915



Development Services Division  
 620 SE Madison, Unit 6  
 Topeka, Ks, 66607  
 Phone: (785) 368-3704  
 Fax: (785) 368-1650

DEVELOPMENT SERVICES USE ONLY

DATE: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

APPLICATION # \_\_\_\_\_

## Board of Building & Fire Appeals Appeal Application

Street Address of related project/structure: \_\_\_\_\_

Business/Tenant name: \_\_\_\_\_

**Owner of property/structure:**

\_\_\_\_\_  
 Owner street address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone number : \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant:**

\_\_\_\_\_  
 Applicant street address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Code(s) and edition(s): \_\_\_\_\_

Code section(s)\* being appealed: \_\_\_\_\_  
 (\* Please attach a copy of the relevant code section(s))

Building or space use: \_\_\_\_\_

Occupancy classification: \_\_\_\_\_ Type of construction: \_\_\_\_\_

Building height in stories: \_\_\_\_\_ Location in building: \_\_\_\_\_

Describe or attach a detailed description of the proposed appeal:

Describe or attach a detailed description of how alternatives or methods meet the intent of the code:

***Names and signatures of the owner and applicant are required for submittal of an appeal***

\_\_\_\_\_  
*(print owner name)*

\_\_\_\_\_  
*(owner signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*(print owner name)*

\_\_\_\_\_  
*(owner signature)*

\_\_\_\_\_  
*Date*

**INCLUSIONS:**

- \$100 non-refundable filing fee required upon submittal of appeal
- 8 copies of the application with attachments