

TRADE BOARDS OF APPEAL

There are three (3) trade Boards of Appeal in the City of Topeka; Electrical, Plumbing and Mechanical. Each Board consists of two (2) masters in the trade, two journeymen in the trade and a practicing engineer. These Boards have been empowered by the City Council to permit exceptions, variances, or waivers of specific sections of their respective Codes on a case by case basis.

Note: An exception, variance or waiver shall not be granted except in those situations that will not endanger life or limb, health, property, or public welfare.

Applications shall be accompanied by a full written explanation of the rationale and reasoning for the request.

The following information needs to accompany the application:

1. A detailed plan or drawing.
2. A written explanation of why the Code cannot or should not be enforced.
3. A written explanation of what you propose as an alternate that would meet the intent of the Code.

At this time, there is no cost associated with this appeal.

Applications must be turned in at least two (2) weeks prior to the hearing date to:
Development Services Division
620 SE Madison, 3rd Floor
Phone (785) 368-3905

Note: If you miss the deadline, the Chairperson of the Board may add your appeal to the agenda if the circumstances warrant.

**MEETINGS ARE HELD AT
620 SE MADISON, 1ST FLOOR/HOLLIDAY CONFERENCE ROOM**

A SCHEDULE OF MEETINGS:

ELECTRICAL: 2ND TUESDAY OF EACH MONTH

PLUMBING: 3RD WEDNESDAY OF EACH MONTH

MECHANICAL: 1ST WEDNESDAY OF EACH MONTH

See our website for a current list of trade board members
www.topeka.org/government/boards-commissions/

Revised February 2018

City of Topeka
TRADE BOARDS OF APPEAL
Fax No. (785) 368-3915

Please select the appropriate Board

Electrical Board

Plumbing Board

Mechanical Board

Case Number _____

Date _____

Applicant Name _____

Phone _____

Applicant Address _____
(Street) (City) (State) (Zip)

Address of Project: _____
(Street) Topeka KS (City) (State) (Zip)

Owner of Property: _____

Section(s) to be Appealed: _____

Description of proposed variance: _____

Applicant alleges the following as grounds for this appeal: _____

Applicant Signature

Inspector Signature

Owner's Signature or Power of Attorney

Drawing may accompany appeal.

Appeal must be filed two (2) weeks prior to Board Meeting.