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)
- Plating 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)

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

2 Building Permit Phase
(785) 368-3704

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

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)

3 Construction Phase
(785) 368-3905

2-14 weeks

6-week average

City of Topeka Planning Department
www.topeka.org/planning