

Trade Licenses Requirement(s) for City of Topeka, Kansas  
Development Services Division – Field Service Section  
620 SE Madison Unit 6. Topeka, Ks. 66607-1118

To obtain a **Trade Contractor License**, complete an application and provide proof of your full-time designated master. A New Trade Contractor License is \$253.00. Renewal is \$153.00. Trade contractor must call in for all permits before starting a job. **Call: #785-368-3905-Opt. # 1** between 8:00 a.m. by 3:30 p.m. **ask for Scheduling** for permit(s) or to schedule an inspection for the next day. **Fax requests must be received before 3:30 p.m. to be applied to the next day schedule! Remember to call or fax for all inspections plus your final.** For your convenience, you may fax in your request for a permit and inspection to **Fax #785-368-3915. Questions, please contact Customer Service 785-368-3905 Opt. # 3.**

A certificate of insurance, minimum \$300,000 combination coverage of bodily injury, property damage, and workers comp (as required by State of Kansas) or \$500,000 minimum for Mobile Home Contractor. **A current certificate of insurance is required for your contractor license to be active. A \$30.00 charge will apply to you're license if the Certificate of Insurance or Workers Compensation has not been received within 30 days of these document's expiration date.** In the lower left corner of this certificate the following information must be listed: **City of Topeka, Development Services, 620 SE Madison Unit 6, Topeka, Ks 66607-1118**

**Block/Experior/Thomson Prometric/ICC or IAPMO Certification's in a master trade** is required to obtain a license with the City of Topeka. **This master must show proof of the above referenced testing agencies with a test score - minimum 75%, location of test and test date.** This jurisdiction requires (6) continuing education hours in trade to renew a yearly license. This information must be attached to a completed application. Exception to this rule: A contractor may hire a master that has a current City of Topeka license as long as this master is not a designated master for another shop. New Master fee is \$103.00. Renewal \$ 78.00.

**Block/Experior/Thomson/Prometric/ICC or IAPMO Certification in a journeyman trade** is required to obtain a license with the City of Topeka. **The journeyman must show proof of the above referenced testing agencies with a test score - minimum 75%, location of test and test date.** This information must be attached to a completed application. A Journeyman can only work under the direction of a master or contractor that is licensed and has insurance on file with the City of Topeka. New Journeyman fee: \$53.00. Renewal \$ 33.00.

**Apprentice licenses are required:** An Apprentice must work for a licensed contractor under direct supervision of a master or journeyman at all times when working on a job. New Apprentice license fee is: \$33.00. Renewal \$23.00

**Work Ratios:** **Electrical: One to One. Mechanical: Two to one. Plumbing: One to One. Mobile Home: One to One.**

**A Trade Contractor is required to pull permits** for work within the City of Topeka. If the job requires a Building Permit, then no fee will apply to that Trade with the exception of re-inspection fees or special inspections. If a Building Permit is not required then the following fees will apply: \$53.00 for Residential Work and \$103.00 for Commercial Work. Expect an increase in cost of permits for Commercial Work over \$200,000 K

**Important Information:**

**Re-inspection fee of \$50.00** will apply to any permit if the inspector does not have access to the property to make the requested inspection, or if inspection has not been cancelled within 30 minutes of scheduled time. This charge applies to all work that requires a re-inspection.

**Working without a permit,** for which a permit is required, could result in a fee of ten (10) times the flat fee amount.

**A request for an after hours, weekend inspection or holiday** will require prior authorization by Scheduling, with as much notice as possible to insure inspector is available. After hour's inspection is a minimum: \$100.00. Holiday inspection is a minimum: \$ 200.00.

**Monthly Billing:** All invoices are mailed after the 1<sup>st</sup> of every month and are due and payable by the 28<sup>th</sup> of same month. Any fees not paid by this date could result in the contractor license being suspended with the delinquent account being sent for collection. **Insufficient Fund Checks:** will result in contractor having to pay for services by money order, draft, credit card, or cash.

**Change of Address Notification:** It is the responsibility of the licensee to contact this office with a change of address notification either by mail or by phone. The Post Office does not forward our mail; therefore all mailing information must be correct and up to date so all notices to licensee(s) are timely. Failure to notify us of change of address will result in a \$10.00 return fee.

**License Renewal(s):** **Renewal notices are mailed during the month of October every year. Please note on your yearly calendars!**

**All license renewals are due before December 14<sup>th</sup> of each year. Failure to renew your license before December 14<sup>th</sup> will be considered delinquent therefore penalty fees would apply.** The City as a convenience to the licensee furnishes all notices. Failure to receive or acknowledge such notice does not relieve you of your obligation to secure a license or is not a defense against the penalties. **Trade Contractor & designated master license renewal must be receipted at the same time. "The designated master or qualifying party renewal justifies the renewal of the Trade Contractor or General Contractor License".** Failure to comply with this requirement will result in a delay of your license renewal, issuance of permits & inspections.

**2005 Kansas Legislature ratified House Bill No. 2058:** Obtain (12) CEU's every (2) years or (6) CEU's every (1) year in classes related to your trade for all persons holding Journeyman or Master Licenses; Electrical, Plumbing & Mechanical. The City of Topeka provides a listing of current continuing education hours/classes offered during the year by accessing the website of [www.topeka.org](http://www.topeka.org), click on calendars, click on contractor training, then click on details. This is a valuable resource when planning your class schedule to obtain your required continuing educational hours.