

Trade Licenses Requirement(s) for City of Topeka, Kansas
Development Services Division
620 SE Madison – 3rd Fl, Topeka, Ks. 66607-1118
Office # (785) 368-3905 Opt. # 3 or Fax # (785) 368-3915

Trade Contractor License Requirement(s):

To obtain a **Trade Contractor License**, complete an application and provide proof of your 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: #368-3905-Opt. # 1 between 8:00 a.m. to 3:30 p.m. **ask for Scheduling** for permit(s) or to schedule an inspection for the next day. **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 by calling #368-3915.

A certificate of insurance with minimum \$300,000 combination coverage of bodily injury, property damage, product completion and workers comp (as required by State of Kansas). \$500,000 minimum for Mobile Home Contractor. **A current certificate of insurance is required to be on file with the city as long as you wish to hold your contractor license.** A \$30.00 charge will apply if your license has to be suspended due to lack of current certificate of insurance. In the lower left corner of this certificate the following information must be listed: Development Services, 515 S Kansas Ave – 4th FL Topeka, Kansas 66603-3416

An Experior or Block-tested master is required in order to obtain a contractor license. This master must show proof of the following information: Block or Experior test score of minimum 75%, location of test and test date. 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 license fee is \$103.00. Renewal \$ 78.00.

A Experior or Block tested journeyman (or City of Topeka license) is required to show proof of a Block or Experior test score of minimum 75%, location of test and test date. This information must be attached to a completed application. New Journeyman license fee is \$53.00. Renewal \$ 33.00.

Apprentice licenses are required New Apprentice license fee is: \$33.00. Renewal \$23.00
Work Ratios:

Electrical: one to one.
Plumbing: one to one.

Mechanical: two to one.
Mobile Home: three to one.

A Trade permit is required to work within the City of Topeka, Kansas. If the job requires a Building Permit, then no fee will apply to that Trade. If a Building Permit is not required then the following fees will apply: \$53.00 for Residential Work and \$103.00 for Commercial Work. If the job is located within the Municipal Service Boundaries these charges will apply: \$65.50 for Residential Work and \$ 128.00 for Commercial Work.

A 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 authorization by the Field Services Manager, Dave Lundry, with as much notice as possible to insure inspector is available. Fee for this after hour's inspection is a minimum of: \$100.00 City or \$125.00 County per inspection. Fee for holiday inspection is: \$ 200.00 City or \$ 250.00 MSB per inspection.

Any **billing** sent to the contractor for permits, etc. are due and payable by the 25th of each month. Any changes in billing must be approved by this office before adjustments can be made.