



CITY OF TOPEKA

KORA Request Fee Schedule

STAFF TIME FOR INSPECTION, RESEARCH, REVIEW, AND/OR PRODUCTION

Clerical	\$15.00/per hour
Professional/Administrative	\$25.00/per hour
GIS Data Requests	\$30.00/per hour
Information Technology (IT)	\$35.00/per hour
Legal Review	\$35.00/per hour
Criminal Investigation Records	\$50.00/per hour

FLAT FEES FOR CERTAIN RECORDS

CLERK'S OFFICE RECORDS	
Contracts (electronic copy)	\$5.00*
<i>*Base fee is \$5.00. If research to locate or review contract requires more than 15 minutes of staff time, additional fees may apply</i>	
FIRE DEPARTMENT RECORDS	
Fire Incident Reports	\$5.00
Patient Reports	\$5.00
Fire Investigation Report	\$10.00 minimum
Property File Records (Inspections; Permits for underground storage tanks; Use, storage, or release of hazardous materials/waste)	\$10.00
PLANNING/BUILDING CODE RECORDS	
Copy of Plat, Master PUD, Ordinance(s) and/or Resolution(s), CUP or Site Plan	\$5.00 – Per Document \$10.00 - Research
Open Building Code Violations (per building)	\$5.00
Open Zoning Code Violations	\$5.00
Certificates of Occupancy (per building)	\$10.00
Open Building Permits (per building)	\$10.00
Inspection Reports (per building)	\$5.00
Licenses	\$5.00
Certificates of Insurance	\$5.00

FEES FOR COPIES AND OTHER FORMATS

Scanned or Electronic Copies	Flat fee or staff time (see schedule above)
Copies	\$.25 per page
CD/DVD	\$6.00
Certification	\$1.00
Postage	At Cost