



## BOARD OF BUILDING AND FIRE APPEALS

The City of Topeka's Board of Building and Fire Appeals (BBFA) is responsible for reviewing and deciding on appeals relative to the application and interpretation of the currently adopted commercial and residential building and fire codes utilized within the Topeka jurisdiction. The BBFA has authority to hear and decide upon proposed alternatives, equivalencies and performance measures that may not be specifically prescribed by these codes. To be approved, any proposal must comply with the intent of the provisions of these codes. The BBFA does not have the authority to waive the requirements of these codes.

Members of the BBFA are appointed by the city council and are professionals of the Topeka community involved with building design, construction and development. As architects, engineers and contractors, members of the board are qualified by experience and training to pass on matters pertaining to building construction.

Board members must live within the limits of the City of Topeka.

Employees of this jurisdiction are not eligible for appointment to the board as voting members.

### THE PROCESS

An appeal is a review and hearing process initiated by filing of an application. An application for an appeal is to be submitted at least two (2) weeks prior to the scheduled hearing date. The following submittals are required:

8 copies of an application request with attachments should include:

- Explanation of the rationale and reasoning for the request with
  - reference to the provisions of the code that have been incorrectly interpreted
  - why the provisions of the code do not fully apply
  - how the proposal complies equally good with or better than the provisions of the code
- Details, plans or drawings defining what the code requires
- Details, plans or drawings defining the proposal

Payment of a non-refundable fee of \$100.00 is required upon submittal an application. Hearings are scheduled for the 3rd Thursday of each month at 10:30 AM in the Sunflower conference room located on the second floor of the Cyrus K. Holliday Office Building – 620 SE Madison.

Appeal forms may be printed from our on-line link at the Development Services web page linked to "Common City Forms" for completion. Copies are also available by fax upon request. Please contact Development Services at 785/368-3704 with questions or requests.

Applications for an appeal and fee payment are to be submitted to:

CITY OF TOPEKA

Development Services Division

c/o Richard Faulkner, Director

620 SE Madison Unit 6 – 3<sup>rd</sup> Floor

TOPEKA KS 66607

Email: [rfaulkner@topeka.org](mailto:rfaulkner@topeka.org)

Fax: 785/368-3915

Tele: 785/368-3704



# CITY OF TOPEKA

**Property Code  
Development Services**  
620 SE Madison Unit 6  
Topeka KS 66607-1118

Richard Faulkner, Director  
[rfaulkner@topeka.org](mailto:rfaulkner@topeka.org)  
Fax: (785) 368-1650  
Tele: (785) 368-3704

## BOARD OF BUILDING AND FIRE APPEALS APPEAL APPLICATION

Case number: \_\_\_\_\_

Date: \_\_\_\_\_

(Assigned by Development Services)

Address of related project/structure: \_\_\_\_\_

Business/Tenant name: \_\_\_\_\_

Owner of property/structure: \_\_\_\_\_

Applicant: \_\_\_\_\_

Owner address: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Code(s) and edition(s): \_\_\_\_\_

Code section(s)\* being appealed: \_\_\_\_\_

(\* Please attach a copy of the relevant code section(s))

Building or space use: \_\_\_\_\_

Occupancy classification: \_\_\_\_\_ Type of construction: \_\_\_\_\_

Building height in stories: \_\_\_\_\_ Location in building: \_\_\_\_\_

Describe or attach a detailed description of the proposed appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe or attach a detailed description of how alternatives or methods meet the intent of the code:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Names and signatures of the owner and applicant are required for submittal of an appeal*

\_\_\_\_\_  
(print applicant name)

\_\_\_\_\_  
(applicant signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(print owner name)

\_\_\_\_\_  
(owner signature)

\_\_\_\_\_  
Date

Inclusions:

\$100.00 nonrefundable filing fee required upon submittal of appeal

- 8 copies of the application with attachments

**BOARD OF BUILDING AND FIRE APPEALS MEMBERS**

<p>Dan Rowe, AIA          Treanor Architects P.A.          1715 SW Topeka Blvd          TOPEKA KS 66612          235-0012  <a href="mailto:drowe@treanorarchitects.com">drowe@treanorarchitects.com</a></p>	<p>Mike Wilson, AIA          Architect One P.A.          3500 SW Fairlawn Rd Suite 100          TOPEKA KS 66614          271-7010  <a href="mailto:mtw@architectonepa.com">mtw@architectonepa.com</a></p>
<p>Steve Mohan          Mohan Construction          125 S Kansas          TOPEKA KS 66603          233-1516  <a href="mailto:smohan@mohanconstruction.com">smohan@mohanconstruction.com</a></p>	<p>Toby Taggart, P.E.  <b>CERTUS</b> Architectural Engineering Group Inc          900 S Kansas Avenue Suite 400          TOPEKA KS 66612          291-0400 X104  <a href="mailto:toby.taggart@CertusAE.com">toby.taggart@CertusAE.com</a></p>
<p>Tom Woltkamp          Woltkamp Construction          1522 Stratford Ave          TOPEKA KS 66604-2555          357-6782  <a href="mailto:wcci2001@hotmail.com">wcci2001@hotmail.com</a></p>	<p>Matt Werner, AIA          Batis Development          2933 SW Woodson Dr          TOPEKA KS 66614          272-4400  <a href="mailto:mattw@batisdev.com">mattw@batisdev.com</a></p>
<p>Keith Finney, P.E.          F&amp;T Structures, LLC          6452 SW 24th Street          Topeka, KS 66614          TOPEKA KS 66603          633-3231  <a href="mailto:kfinney@ftstructures.com">kfinney@ftstructures.com</a></p>	<p>City of Topeka personnel liaisons*:          Mary Feighny, Attorney          Richard Faulkner, Director – Property Code &amp;          Development Services          Michael G. Martin, Fire Marshal           *non-voting resource personnel</p>