



CITY OF TOPEKA

Division Director
Property Code
Development Services
620 SE Madison Unit 6
Topeka, KS 66607-1118

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ELEVATOR NOTIFICATION

The plans submitted for: _____

Project Address: _____

The proposed project has an elevator; however we do not have plans and specifications for the elevator. Please be advised that **before** any work is done on the elevator or elevator system, plans and specifications, from the elevator manufacturer, must be submitted to the elevator inspector for review and approval **that have been reviewed and approved by the project architect and/or engineer** via the

Permit Section of Development Services

We will proceed with our review and can issue a permit based upon approval of complying plans on what has been submitted. Please note that details of the elevator equipment, structural (refuge clearances etc.) controls, and other specification can affect plumbing, structural, electrical, sprinkler systems and alarm systems.

If any of these systems must be altered because of the elevator installation, this information *must* be made part of the documents for the elevator approval.

I HAVE READ THE ABOVE AND UNDERSTAND THAT ELEVATOR PLANS AND SPECIFICATIONS MUST BE SUBMITTED AND APPROVED **PRIOR** TO ANY WORK BEING DONE ON THE ELEVATOR.

(PRINTED NAME)

Signature: _____

Project ____ Architect ____ Engineer
(PLEASE CHECK APPROPRIATELY)

Date: _____

___ COPY SENT TO TOPEKA FIRE DEPARTMENT – Fire Prevention Division

Date: _____