

City of Lawrence, Kansas

One- and Two-Family Dwelling Certificate of Occupancy Policy & Procedures

Final Building Inspection approval by the Building Safety Division (BSD) is required before use occupancy is allowed for any new one- or two-family dwelling or any one- or two-family dwelling addition. An official Certificate of Occupancy (CO) for new one- or two-family dwellings will be automatically issued by BSD and distributed to permit holders by email within two weeks of successful completion of a Final Building Inspection (if all required final energy conservation testing reports have been received). Expedited COs are available upon request (after required inspection and testing reports have been submitted, completed and approved).

Official COs are not automatically issued for additions to one- or two-family dwellings or for remodeling of one or two-family dwellings; however, an official CO will be issued if requested by the permit holder.