

City of Lawrence, Kansas
Administrative Policy

Subject: Annual Renewal and Continuing Education for City of Lawrence Licensed Contractors	Applies to: Contractors Licensed and Regulated by City of Lawrence Contractor Licensing Regulations; City of Lawrence Code, Chapter 5, Article 15	
Effective Date: December 4, 2019	Revised Date: October 6, 2020	
Approved By: City Commission	Total Pages: 2	Policy Number: AP-128

1.0 Purpose

The purpose of these administrative regulations is to provide guidance and standards regarding annual renewal and continuing education for contractors licensed by the City in accordance with the licensing regulations set forth in the Code of the City of Lawrence, Kansas, at Chapter 5, Article 15, as amended.

2.0 Scope

These regulations apply to all City Class A General Contractors, Class B Building Contractors, Class C Residential Contractors, Class D Building Specialty Contractors (Class D Framing Contractors, Class D Concrete Contractors, Class D Roofing Contractors, and Class D Swimming Pool Contractors), Class E Trade Specialty Contractors (Class E Mechanical Contractors, Class E Plumbing Contractors, Class E Electrical Contractors and Class E Mechanical Fireplace Contractors), and Class L Limited Specialty Contractors.

3.0 Annual Contractor License Renewal

3.1 Notice to Licensees of Annual Renewal

Planning and Development Services Department staff will, on or about November 1 of each year, mail to each Licensee a renewal Notice and form for the Renewal Application. Along with the renewal Notice and form for Renewal Application, staff will provide a listing of inactive open permits issued to the Licensee and a listing of any delinquent fees owed to the City.

3.2 Contractor Continuing Education

Each Qualifying Party of a Licensee must obtain annual continuing education to be eligible to renew a contractor license. Continuing education will be approved when meeting the following criteria:

- a)** Each Qualifying Party of a Licensee shall obtain a minimum of eight (8) hours of continuing education, annually.
- b)** Continuing education courses must be directly related to the construction industry.
- c)** Continuing education courses must be approved by the Building Official.
- d)** The Building Official may approve continuing education courses or programs that are recognized by the Johnson County Contractor Licensing Program, the Kansas Mechanical Trades Review Board, or the Kansas Electrical Education Review Committee.

- e) The Building Official may approve continuing education courses provided by accredited post-secondary education institutions or technical schools.
- f) The Building Official may approve other courses that satisfy the intent of item 3.2(b) when extenuating circumstances prevent or preclude recognition by entities listed under item 3.2(d).
- g) The Building Official may approve a written request for waiver of continuing education for an annual license renewal based on hardship that prevents a licensee from reasonably being able to complete continuing education courses in conformance with this Policy. A request for waiver shall include documentation or evidence to support the claim of hardship. Examples of qualifying hardships may include a health condition or call to active duty military service.

3.3 Approval of Renewal Application

In order to complete the annual license renewal application and to obtain a one-year renewal of an existing contractor's license, a Licensee must satisfy all renewal criteria of Section 5-1513 of the City Code, as amended, satisfactorily close or extend any inactive open permits, pay any delinquent fees owed to the City, and provide proof that all Qualifying Parties for the Licensee have successfully completed eight (8) hours of continuing education within the preceding year.