



City of Lawrence, Kansas

Contractor & Tradesperson Licensing Requirements

Guide for Building Contractors, Trade Contractors & Tradespersons (Mechanical, Electrical, Plumbing, Fireplace)

The City of Lawrence, Kansas requires certain building and trade contractors (or contracting businesses) to obtain a license to perform work within the City limits, and to apply for and obtain required building and trade-related construction, remodeling and/or repair permits. In addition to contractor licensing, the City of Lawrence also requires that certain employees performing work for a licensed trade contractor (Mechanical, Electrical, Plumbing and/or Fireplace) be certified as master level or journeyman level tradesperson.

The purpose of contractor and tradesperson licensing is to ensure that construction activities are performed by fully qualified and licensed contractors and tradespersons to meet the City's adopted code standards. Contractor licensing also ensures contractors are appropriately insured and provide workers' compensation for their employees.

The City also requires third-party energy conservation inspectors and/or companies, including Home Energy Rating System (HERS) rating and testing service providers for new one- and two-family dwelling construction, to be registered and approved by the City to conduct these services.

This Guide is provide to assist you in understanding City of Lawrence licensing requirements, and processes and procedures to obtain you City of Lawrence Contractor or Tradesperson License. In this Guide, you will find the following:

- An Overview of Contractor & Tradesperson Licensing Requirements;
- Contractor Licensing Requirements & Definitions (for building & trade contracting businesses);
- Contractor Licensing Requirements Table;
- Tradesperson Licensing Requirements & Definitions;
- Tradesperson Licensing Requirements Table;
- Approved Contractor & Tradesperson License Exams;
- Contractor Licensing Application;
- Tradesperson Licensing/Exam Sponsorship Application;
- Jobsite Licensing Guidelines document.

Please visit our website at http://lawrenceks.org/pds/contractor_licensing or contact Development Services staff at (785) 832-7700 if you have questions about licensing.



City of Lawrence

PLANNING & DEVELOPMENT SERVICES

City of Lawrence, Kansas Contractor & Tradesperson Licensing Requirements

Overview

The City of Lawrence, Kansas requires certain building and trade contractors (or contracting businesses) to obtain a license to perform work within the City limits, and to apply for and obtain required building and trade-related new construction, remodeling, alteration and/or repair permits. The adopted City licensing regulations are found in [Chapter V, Article 5-15](#) of the City Code, and are summarized in the [City of Lawrence, Kansas Contractor Licensing Requirements Table](#). The purpose of contractor licensing is to ensure that construction activities are performed by qualified and licensed contractors to meet the City's adopted code standards. Contractor licensing also ensures contractors are appropriately insured and provide workers' compensation for their employees.

In addition to contractor licensing, the City of Lawrence (per Kansas State Statutes) requires certain tradespersons who perform and/or oversee trade work as an employee of, or on behalf of a licensed trade contractor (Mechanical, Electrical, Plumbing and/or Fireplace contractor) to be individually licensed as a master or journeyman tradesperson. Adopted regulations are found in [Chapter V, Article 5-17](#) of the City Code, and are summarized in the [City of Lawrence, Kansas Tradesperson Licensing Requirements Table](#).

The City also requires third-party energy conservation inspectors and/or companies, including Home Energy Rating System (HERS) rating and testing service providers for new one- and two-family dwelling construction, to be registered and approved by the City to conduct these services.

Minimum construction experience, training, examination and/or certification requirements must be documented on the City's standard [Contractor Licensing Application, Trades Licensing Application](#) (for tradespersons taking a City-approved International Code Council (ICC) exam or [Tradesperson Licensing/Exam Sponsorship Application](#) (for tradespersons taking a City-sponsored Prometric exam) to obtain a contractor or tradesperson license, or on the City's [Third-Party Energy Conservation Specialist Request for Approval form](#) to obtain registration approval as a Third-Party Conservation Specialist. After an initial contractor or tradesperson license is issued, licenses must be renewed annually by December 31st. The *Qualifying Party* (see definition on following page) for a contractor license must obtain at least eight (8) hours of related continuing education annually, which meet the City's criteria for approval; licensed tradespersons must obtain at least six (6) hours of continuing trade education annually, which meet the City's criteria for approval.

The City of Lawrence fee for an **initial** contractor license is \$130 (a \$65 initial application/processing fee, plus a \$65 annual license fee). The annual contractor license renewal fee is \$65. Fees must be paid to the City at the time of license application or annual license renewal.

The City of Lawrence fee for an **initial** individual tradesperson license is \$20. The annual tradesperson license renewal fee is \$10. **NOTE:** If an applicant for an individual tradesperson license plans to take a standard trade competency/certification exam from Prometric, a \$50 exam sponsorship fee must also be paid to the City of Lawrence in order to satisfy Prometric's local jurisdiction sponsorship requirement.

The Building Safety Division of the Lawrence Planning & Development Services Department administers the City's contractor licensing and tradesperson licensing programs. Additional information regarding contractor licensing, tradesperson licensing, building/trade permitting, building/trade permit inspections and pertinent City codes can be obtained on the City's website at <http://www.lawrenceks.org/pds/building-safety> or by contacting the Building Safety Division at (785) 832-7700.

City of Lawrence, Kansas - Contractor Licensing Requirements & Definitions **Chapter V, Article 5-15 of the City of Lawrence Code**

The City of Lawrence, Kansas requires certain building and trade contractors (or contracting businesses) to obtain a license to perform work within the City limits, and to apply for and obtain required building and trade-related construction, remodeling and/or repair permits. The adopted City licensing regulations are found in Chapter V, Article 5-15 of the City Code, and are summarized in the [*City of Lawrence, Kansas Contractor Licensing Requirements Table*](#).

Key Definitions Relative to Contractor Licensing:

Building is any structure used or intended for supporting or sheltering any use or occupancy.

Building Official is the officer or other authority designated by the City Manager charged with the administration and enforcement of this code, or the building official's duly authorized representative.

Contractor, within the meaning of this Article is any person, which also means and includes a firm, co-partnership, corporation, association, or other organization, or any combination thereof, who: (1) undertakes, with or for another within the city, to build, construct, alter, remodel, repair, or demolish any building or structure, or any portion thereof, for which a permit from the city is required, and which work is to be done for a fixed sum price, fee percentage, or other compensation; or (2) builds, constructs, alters, or adds to another building or structure either upon his or her own or another's property. This includes every general contractor, building contractor, residential contractor, concrete contractor, framing contractor and specialty contractor. Unless provided otherwise by Chapter V, Article 5-15 of the City Code, only a contractor licensed under the provisions of Chapter V, Article 5-15 may obtain a building permit.

Contractor, Specialty is a contractor whose operations require performance of construction work requiring special skill and whose principal contracting business involves the use of specialized building trades or crafts.

Contractor Licensing Board (CLB) is a board, established pursuant to Chapter V, Article 16 of the Code of the City of Lawrence, Kansas, and amendments thereto, the function of which is to hear all contested matters pertaining to the suspension, revocation, and reinstatement of licenses under this article, and to review, consider and approve or deny Class L, Limited Specialty Contractor licenses.

Experience is awarded to individuals who have worked within the specific license category for the requisite time period. Individuals must be experienced workers fully qualified and able to perform the trade without supervision. All experience claims must be verifiable by a qualified and responsible person, such as a contractor, a building official, an architect or an engineer.

Qualifying Party is the individual who meets the experience and examination requirements for a license. Every license must have a qualifying party. The qualifying party must spend a minimum of 30 hours a week carrying out the work of the firm. Whenever a building permit is issued in the name of a firm, the firm shall be subject to these regulations and the jurisdiction of the Contractor Licensing Board. The qualifying party shall be the legal representative for the contractor relative to City Code. The designated qualifying party shall satisfy the requirements this Article. A designated qualifying party shall not be a qualifying party for more than one company, unless the companies have a common owner. The qualifying party or parties are: (A) any individual contractor or copartner; (B) any employee of the contractor, applicant so long as said employee spends a minimum of 30 hours a week carrying out the work of the firm; or (C) any stockholder of a corporation who was an original incorporator or original stockholder as shown in the articles of incorporation.

Structure is that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Trade is an occupation or crafts requiring dexterity and/or skills in relation to the construction of a building, structure or system and its related equipment specific to electrical, mechanical, plumbing and fireplace installation.

City of Lawrence, Kansas Contractor Licensing Requirements Table
Chapter V, Article 5-15 of the City of Lawrence Code

Contractor License Type	Types of Work Allowed by License	Experience, Training & Certification Requirements	Examination and/or Certification Requirements^{1,2,3}	Min. Pass Score	Minimum Insurance Requirements	Initial Lic. Fee	Annual Renew Fee⁴	Continuing Education Requirement
Class A, General Contractor ⁵	Performance of construction, remodeling, repair, or demolition of any type of structure, including performance of any work allowed/described for a Class B, Class C or Class D Contractor (does not include performance of work allowed/described for a Class E Contractor).	Qualifying party must have at least six years' Class A building experience, or hold a Class B, Building Contractor license with at least ten years of experience working as a Building Contractor.	Standard examinations for the determination of competency of Class A general contractors, as promulgated or administered, or both, by the International Code Council (ICC) or by Prometric. See <u>Approved Contractor & Tradesperson License Exams.</u>	75%	Keep in force a policy of commercial general liability insurance written with an insurance company licensed as an admitted insurance company in the State of Kansas. Must have general liability coverage in an amount not less than \$1,000,000 per occurrence (single limit for bodily injury and property damage). Must provide City an original certificate of insurance verifying the insurance coverage required. The City of Lawrence, Kansas shall be added as a "Certificate Holder" to the insurance policy by the insurance company issuing the certificate of insurance, requiring the insurance company to notify the City of Lawrence, Kansas Planning and Development Services Dept. in writing of any change in coverage or cancellation of such policy at least 10 days prior to such changes. In addition, every contractor shall procure and maintain workers' compensation insurance, as required by law.	\$130	\$65	Qualifying party must complete at least eight (8) CE hours each calendar year, as approved by City.
Class B, Building Contractor ⁵	Performance of construction, remodeling, repair, or demolition of any structure not exceeding three stories in height, including performance of any work allowed/described for a Class C or Class D Contractor (does not include performance of work allowed/described for a Class E Contractor).	Qualifying party must have at least four years' Class B experience, or hold a Class C, Residential Contractor license with at least six years of experience working as a Residential Contractor.	Standard examinations for the determination of competency of Class B building contractors, as promulgated or administered, or both, by the International Code Council (ICC) or by Prometric. See <u>Approved Contractor & Tradesperson License Exams.</u>	75%	Same as for Class A above.	\$130	\$65	Same as for Class A, General Contractor above.
Class C, Residential Contractor ⁵	Performance of construction, remodeling, repair, or demolition of single family or duplex residences or buildings accessory thereto, including performance of any work allowed/ described for a Class D Contractor (does not include performance of work allowed/described for a Class E Contractor).	Qualifying party must have at least two years' Class C experience, or hold a Class D, Building Specialty Contractor license with at least four years of experience working as a Building Specialty Contractor.	Standard examinations for the determination of competency of Class C residential contractors, as promulgated or administered, or both, by the International Code Council (ICC) or by Prometric. See <u>Approved Contractor & Tradesperson License Exams.</u>	75%	Same as for Class A above.	\$130	\$65	Same as for Class A, General Contractor above.

City of Lawrence, Kansas Contractor Licensing Requirements Table (page 2)

Contractor License Type	Types of Work Allowed by License	Experience, Training & Certification Requirements	Examination and/or Certification Requirements^{1,2,3}	Min. Pass Score	Minimum Insurance Requirements	Initial Lic. Fee	Annual Renew Fee⁴	Continuing Education Requirement
Class D, Concrete Contractor ⁵	Performance of general concrete work to include the placing and erecting of steel or bars for the reinforcing of mass, pavement, flat and other concrete work.	Qualifying party must have at least two years' experience in the concrete industry.	Standard examinations for the determination of competency of concrete contractors, as promulgated or administered, or both, by the International Code Council (ICC) or by Prometric. See Approved Contractor & Tradesperson License Exams.	75%	Keep in force a policy of commercial general liability insurance written with an insurance company licensed as an admitted insurance company in the State of Kansas. Must have general liability coverage in an amount not less than \$1,000,000 per occurrence (single limit for bodily injury and property damage). Must provide City an original certificate of insurance verifying the insurance coverage required. The City of Lawrence, Kansas shall be added as a "Certificate Holder" to the insurance policy by the insurance company issuing the certificate of insurance, requiring the insurance company to notify the City of Lawrence, Kansas Planning and Development Services Dept. in writing of any change in coverage or cancellation of such policy at least 10 days prior to such changes. Every contractor shall procure and maintain workers' compensation insurance, as required by law.	\$130	\$65	Same as for Class A, General Contractor above.
Class D, Framing Contractor ⁵	Performance of general work for the framing of a structure or building, including bearing and non-bearing walls, and including any repair to any of the above.	Qualifying party must have at least two years' experience in the framing industry.	Standard examinations for the determination of competency of framing contractors, as promulgated or administered, or both, by the International Code Council (ICC) or by Prometric. See Approved Contractor & Tradesperson License Exams.	75%	Same as for Class D, Concrete Contractor above.	\$130	\$65	Same as for Class A, General Contractor above.
Class E, Mechanical (HVAC) Contractor ⁶	Performance of HVAC services such as the installation or servicing of mechanical systems.	Must be a certified master mechanic or have as his or her employee a licensed master mechanic on a full-time employment basis. Requires four years' field experience in mechanical trade or two years as a certified journeyman in mechanical trade.	Standard exams for determination of competency of mechanical heating, ventilation and air conditioning contractors and master and journeyman heating, ventilation and air conditioning mechanics, as promulgated or administered, or both, by the International Code Council (ICC) or by Prometric. See Approved Contractor & Tradesperson License Exams.	75%	Same as for Class D Contractors above.	\$130	\$65	Same as for Class A, General Contractor above.
Class E, Electrical Contractor ⁶	Performance of electrical services such as the installation and servicing of electrical systems.	Must be a certified master electrician or have as his or her employee a licensed master electrician on a full-time employment basis. Requires two years as a certified journeyman in electrical trade.	Standard examinations for the determination of competency of electrical contractors, master and journeyman electricians and residential electricians, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric. See Approved Contractor & Tradesperson License Exams.	75%	Same as for Class D Contractors above.	\$130	\$65	Same as for Class A, General Contractor above.

City of Lawrence, Kansas Contractor Licensing Requirements Table (page 3)

Contractor License Type	Types of Work Allowed by License	Experience, Training & Certification Requirements	Examination and/or Certification Requirements^{1,2,3}	Min. Pass Score	Minimum Insurance Requirements	Initial Lic. Fee	Annual Renew Fee⁴	Continuing Education Requirement
Class E, Plumbing Contractor ⁶	Performance of services such as the installation and servicing of plumbing systems.	Must be a certified master plumber or have as his or her employee a licensed master plumber on a full-time employment basis. Requires four years' field experience in plumbing trade or two years as a certified journeyman in plumbing trade.	Standard examinations for the determination of competency of plumbing contractors and master and journeyman plumbers, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric. See Approved Contractor & Tradesperson License Exams.	75%	Same as for Class D Contractors above.	\$130	\$65	Same as for Class A, General Contractor above.
Class E, Fireplace Contractor ⁶	Performance of work such as installation, service, and maintenance of factory-built fireplace systems. Mechanical fireplace contractor work is limited to contracting, installation, service, and maintenance of factory-built fireplace systems.	Must be a certified master or have as his or her employee a licensed mechanical fireplace master on a full-time employment basis. Requires four years' field experience in mechanical or mechanical fireplace trade or two years' experience as a certified journeyman in mechanical or mechanical fireplace trade.	Standard examinations for the determination of competency of fireplace contractors as promulgated or administered, or both, by the International Code Council (ICC), by Prometric, or possess a current wood and gas fireplace certification issued by National Fireplace Institute or other approved organizations on the basis of having passed an approved certification examination. See Approved Contractor & Tradesperson License Exams.	75%	Same as for Class D Contractors above.	\$130	\$65	Same as for Class A, General Contractor above.
Class L, Limited Specialty Contractor	Performance of work limited in scope, as approved by the Contractor Licensing Board.	As determined and required by the Contractor Licensing Board.	Based on credentials furnished to the Contractor Licensing Board in support of the license application that demonstrates knowledge and ability to perform the specialized work for which the license is requested. See Approved Contractor & Tradesperson License Exams.	75%	Keep in force and effect a policy of general liability insurance in accordance with "Class A, B, and C Contractors," or "Class D and E Contractors," as deemed appropriate by the Contractor Licensing Board for the type of specialty work to be performed.	\$130	\$65	As determined by the Contractor Licensing Board.

¹Referenced standard examination websites are as follows: (1) ICC - <http://www.iccsafe.org/Certification/Pages/ThirdPartyContractorTradesExams.aspx>; (2) Prometric - <https://www.prometric.com/en-us/Pages/home.aspx>.

²Testing by Prometric requires that the candidate be sponsored by a local Kansas jurisdiction, such as the City of Lawrence, to sit for an exam. The City of Lawrence has a standard [Tradesperson Licensing/Exam Sponsorship Application](#) that must be submitted to the City of Lawrence for review and approval, along with a \$50 fee, payable to the City of Lawrence.

³Testing by ICC for a trade certification does NOT require sponsorship by a Kansas jurisdiction, such as Lawrence, to sit for an exam. However, once an approved ICC trade certification exam has been taken and passed, the City requires the trade license applicant to submit the City's [Trades Licensing Application](#) to City Development Services for review and approval.

⁴The City of Lawrence requires every contractor and tradesperson license to be renewed annually by December 31st.

⁵For Class A, B, C, and D license categories, degree in architecture, engineering, or construction science may be substituted for the certification exam.

⁶For Class E license categories, a degree in engineering conferred by an accredited college or university may be substituted for two and one half (2.5) years of practical experience. Also, graduation from an accredited vocation-technical school or other formal training within the field of endeavor may be substituted for one (1) year of practical experience.

City of Lawrence, Kansas – Tradesperson Licensing Requirements & Definitions
Chapter V, Article 17 of the City of Lawrence Code

The City of Lawrence (in accordance with Kansas State Statutes) requires certain tradespersons who perform and/or oversee trade work as an employee of, or on behalf of a licensed trade contractor (Mechanical, Electrical, Plumbing and/or Fireplace contractor) to be individually licensed as a master level or journeyman level tradesperson. The adopted regulations are found in Chapter V, Article 5-17 of the City Code, and are summarized in the [*City of Lawrence, Kansas Tradesperson Licensing Requirements Table*](#).

Key Definitions Relative to Trade Certification:

Apprentice is a person who engages in electrical, mechanical and plumbing work and does not possess a master or journeyman certificate as required by this City of Lawrence Code Chapter V, Article 17.

Building Official is the officer or other authority designated by the City Manager charged with the administration and enforcement of this code, or the building official's duly authorized representative.

Building Specialty Trade is the performance of construction work requiring special skill such as electrical, mechanical, plumbing and fireplace installing.

Contractor, within the meaning of this Article is any person, which also means and includes a firm, co-partnership, corporation, association, or other organization, or any combination thereof, who undertakes, with or for another within the city, to build, construct, alter, remodel, repair, or demolish any building or structure, or any portion thereof, for which a permit from the city is required, and which work is to be done for a fixed sum price, fee percentage, or other compensation.

Contractor Licensing Board (CLB) is a board, established pursuant to Chapter V, Article 16 of the Code of the City of Lawrence, Kansas, and amendments thereto, the function of which is to hear all contested matters pertaining to the suspension, revocation, and reinstatement of licenses under this article, and to review, consider and approve or deny Class L, Limited Specialty Contractor licenses.

Direct Supervision means that a licensed person shall be in the vicinity of the person being supervised for the purpose of giving information, direction, and demonstration while such person is doing work that requires a license. Further, the person under supervision shall have knowledge of the whereabouts of the supervising licensed person and shall provide accurate information concerning his or her direct supervisor's location upon request of the administrative authority. Not more than two (2) apprentices will be supervised by one (1) licensed person at the same time.

Experience is awarded to individuals that have worked within the specific license category for the requisite time period. Individuals must be experienced workers fully qualified and able to perform the trade without supervision. All experience claims must be verifiable by a qualified and responsible person, such as a contractor, a building official, an architect or an engineer.

Trade is an occupation or crafts requiring dexterity and/or skills in relation to the construction of a building, structure or system and its related equipment specific to electrical, mechanical, plumbing and fireplace installation.

Vicinity: For the purposes of this Article shall mean that the supervisor shall be within the same subdivision or construction site for residential projects, and within the same construction site for non-residential projects.

City of Lawrence, Kansas Tradesperson Licensing Requirements Table
Chapter V, Article 5-17 of the City of Lawrence Code

Trade Certificate Type	Types of Work Allowed by Certificate	Practical Field Experience, Training & Cert. Requirements ¹	Exam/Certification Requirements ^{2,3,4}	Min. Pass Score	Initial License Fee	Annual License Renew Fee ⁵	Supervision Requirements	Continuing Education Requirements ⁶
Master Electrician	A person who works for an electrical contractor and designs and/or installs electrical systems, and who may supervise others, and has passed an examination as a master electrician pursuant to the Kansas Statutes Annotated, and amendments thereto. A master electrician may become an electrical contractor by meeting all of the requirements for licensure as an electrical contractor under City Code Chapter V, Article 15 .	Four years practical field experience or two years as a journeyman within the electrical trade.	Standard examinations for the competency of master electricians, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Where a license or certificate is required to do work, an apprentice, as defined in City Code Chapter V, Article 17 , may perform said work with direct supervision of a certified person. Not more than two apprentices shall work under direct supervision of one licensed person.	Persons seeking to obtain or renew licenses will be required to provide proof of successful completion of six hours of continuing education within the previous calendar year. Each subsequent year an additional six hours of training will be required to achieve the necessary twelve hours every two years. Training must be approved by the City of Lawrence, and must directly pertain to the license category.
Journeyman Electrician	A person who labors at the electrical trade as an employee of an electrical contractor, and has passed an examination as a journeyman electrician pursuant to the Kansas Statutes Annotated, and amendments thereto.	Two years practical field experience within the electrical trade.	Standard examinations for the competency of journeyman electricians, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Same as for Master Electrician above.	Same as for Master Electrician above.
Residential Electrician	A person who labors at the electrical trade as an employee of an electrical contractor and who has passed a Prometric examination as a residential electrician or other exam approved by the Code Official. A residential electrician may install electrical systems in one and two-family dwellings without supervision. A residential electrician shall work as an apprentice when not working on systems in one and two family dwellings.	Two years practical field experience within the electrical trade with installation experience in one and two-family dwellings.	Standard examinations for the competency of residential electricians, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Same as for Master Electrician above.	Same as for Master Electrician above.
Master Mechanical	A person who works for a mechanical contractor and designs and/or installs mechanical systems, and who may supervise others, and has passed an examination as a master mechanical pursuant to the Kansas Statutes Annotated, and amendments thereto. A master mechanical may become a mechanical contractor by meeting all of the requirements for licensure as a mechanical contractor under Code Chapter V, Article 15 .	Four years practical field experience or two years as a journeyman within the mechanical trade.	Standard examinations for the competency of master heating, ventilation and air conditioning mechanics, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Same as for Master Electrician above.	Same as for Master Electrician above.

City of Lawrence, Kansas Tradesperson Licensing Requirements Table (page 2)

Trade Certificate Type	Types of Work Allowed by Certificate	Practical Field Experience, Training & Cert. Requirements¹	Exam/Certification Requirements^{2,3,4}	Min. Pass Score	Initial License Fee	Annual Renew Fee⁵	Supervision Requirements	Continuing Education Requirements⁶
Journeyman Mechanical	A person who labors at the mechanical trade as an employee of a mechanical contractor, and has passed an examination as a journeyman mechanical pursuant to the Kansas Statutes Annotated and amendments thereto.	Two years practical field experience within the mechanical trade.	Standard exams for competency of journeyman heating, ventilation and air conditioning mechanics, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Same as for Master Electrician above.	Same as for Master Electrician above.
Residential Mechanical	A person who labors at the mechanical trade in one and two-family dwellings as an employee of a licensed mechanical contractor, and who has passed a Prometric residential mechanical examination or other exam approved by the Building Official. On installations other than one and two-family dwellings, a residential mechanic shall work as an apprentice.	Two years practical field experience within the mechanical trade with installation experience in one and two-family dwellings.	Standard exams for competency of residential heating, ventilation and air conditioning mechanics, as promulgated or administered, or both, by Prometric, or by other exam approved by the Building Official. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Same as for Master Electrician above.	Same as for Master Electrician above.
Sheet Metal	A person who labors at the mechanical trade, limited to the installation, fabrication, alteration, extension or repair of sheet metal work while employed by a licensed mechanical contractor and who has passed a Prometric sheet metal examination or other exam approved by the Building Official.	Two years practical field experience within the mechanical trade.	Standard exams for competency of persons who work in the mechanical trade, limited to installation, fabrication, alteration, extension or repair of sheet metal work, as promulgated or administered, or both, by Prometric, or by other exam approved by Building Official. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Same as for Master Electrician above.	Same as for Master Electrician above.
Master Plumber	A person who works for a plumbing contractor and designs and/or installs plumbing systems, and who may supervise other plumbers, and has passed an examination as a master plumber pursuant to the Kansas Statutes Annotated, and amendments thereto. A master plumber may become a plumbing contractor by meeting all of the requirements for licensure as a plumbing contractor under City Code Chapter V, Article 15 .	Four years practical field experience or two years as a journeyman within the plumbing trade.	Standard exams for competency of master plumbers, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Same as for Master Electrician above.	Same as for Master Electrician above.
Journeyman Plumber	A person who labors at the trade of plumbing as an employee of a plumbing contractor, and has passed an examination as a journeyman plumber pursuant to the Kansas Statutes Annotated, and amendments thereto.	Two years practical field experience within the plumbing trade.	Standard exams for competency of journeyman plumbers, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Same as for Master Electrician above.	Same as for Master Electrician above.

City of Lawrence, Kansas Tradesperson Licensing Requirements Table (page 3)

Trade Certificate Type	Types of Work Allowed by Certificate	Practical Field Experience, Training & Cert. Requirements ¹	Exam/Certification Requirements ^{2,3,4}	Min. Pass Score	Initial License Fee	Annual Renew Fee ⁵	Supervision Requirements	Continuing Education Requirements ⁶
Master Fireplace Installer	A person who works for a fireplace contractor and designs and/or installs fireplace systems, and who may supervise others, and has passed an exam as a master mechanical pursuant to the Kansas Statutes Annotated, and amendments thereto, or possesses a current wood and gas fireplace certification issued by the National Fireplace Institute or other approved organizations on the basis of having passed an approved certification exam. A master fireplace may become a fireplace contractor by meeting all of the requirements for licensure as a fireplace contractor under City Code Chapter V, Article 15 .	Four years practical field experience or two years as a journeyman within the fireplace design and/or installation trade.	Standard exams for competency of master heating, ventilation and air conditioning mechanics, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric, or possesses a current wood and gas fireplace certification issued by National Fireplace Institute or other approved organizations on basis of having passed an approved certification examination. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Same as for Master Electrician above.	Same as for Master Electrician above.
Journeyman Fireplace Installer	A person who labors at the fireplace trade as an employee of a fireplace contractor, and has passed an exam as a journeyman mechanical pursuant to the K.S.A. Annotated, and amendments thereto, or passed an approved fireplace certification examination. Only exams developed by an independent nationally recognized testing or educational institution, approved by the Building Official, will be accepted. Mechanical Journeyman Fireplace licensee work is limited to installation, service & maintenance of factory-built fireplace systems.	Two years practical field experience within the fireplace design and/or installation trade.	Standard exams for competency of journeyman heating, ventilation and air conditioning mechanics, as promulgated or administered, or both, by the International Code Council (ICC), or by Prometric, or passed an approved fireplace certification examination. See Approved Contractor & Tradesperson License Exams .	75%	\$20	\$10	Same as for Master Electrician above.	Same as for Master Electrician above.

¹Education. A degree in engineering conferred by an accredited college or university may be substituted for two and one half (2.5) years of practical experience. Also, graduation from an accredited vocation-technical school or other formal training within the field of endeavor may be substituted for one (1) year of practical experience.

²Referenced standard examination websites are as follows: (1) ICC - <http://www.iccsafe.org/Certification/Pages/ThirdPartyContractorTradesExams.aspx>; (2) Prometric - <https://www.prometric.com/en-us/Pages/home.aspx>.

³Testing by Prometric requires that the candidate be sponsored by a local Kansas jurisdiction, such as the City of Lawrence, to sit for an exam. The City of Lawrence has a standard [Tradesperson Licensing/Exam Sponsorship Application](#) that must be submitted to the City of Lawrence for review and approval, along with a \$50 fee, payable to the City of Lawrence.

⁴Testing by ICC for a trade certification does NOT require sponsorship by a Kansas jurisdiction, such as Lawrence, to sit for an exam. However, once an approved ICC trade certification exam has been taken and passed, the City requires the trade license applicant to submit the City's [Trades Licensing Application](#) to City Development Services for review and approval.

⁵The City of Lawrence requires all trade licenses to be renewed annually by December 31st to be valid.

⁶Persons seeking to obtain licenses within the calendar year of the issue date on their Certificate of Competency shall not be required to provide continuing education for that year. The City will approve continuing education programs recognized by the Kansas Mechanical Trades Review Board and/or the Johnson County Contractor Licensing Program. The City will also approve training provided by International Association of Continuing Education Training (IACET) accredited Continuing Education Unit (CEU) providers, such as trade organizations with appropriate accreditation. Finally, the City will approve classes provided by post-secondary education institutions or technical schools with proof of successful completion of the class.

City of Lawrence, Kansas **Approved Contractor & Tradesperson License Exams (page 1)**

General note: In addition to passing a required exam, license candidates must meet and demonstrate minimum practical field experience relative to the license classification in their [Contractor Licensing Application](#), [Trade Licensing Application](#) or [Tradesperson Licensing/Exam Sponsorship Application](#), as specified in City of Lawrence Code [Chapter V, Article 5-15](#) and in the [City of Lawrence Contractor Licensing Requirements Table](#) and/or [City of Lawrence, Kansas Tradesperson Licensing Requirements Table](#), prior to license issuance.

International Code Council (ICC) Exam Catalog Numbers & Titles by License Classification:

ICC Contractor License Exams

- Class A General Contractor: 550 - Kansas (Lawrence) Standard General Building Contractor (A)
- Class B Building Contractor: 551- Kansas (Lawrence) Standard Building Contractor (B)
- Class C Residential Contractor: 552 - Kansas (Lawrence) Standard Residential Building Contractor (C)
- Class D Concrete Contractor: 367 - Kansas (Lawrence) Concrete Contractor
- Class D Framing Contractor: 846 - Kansas (Lawrence) Framing Contractor
- Class E Mechanical (HVAC) Contractor: 556 - Kansas Standard Master Mechanical
- Class E Electrical Contractor: 554 - Kansas Standard Master Electrician
- Class E Plumbing Contractor: 557 - Kansas Standard Master Plumber with Gas
- Class E Fireplace Contractor: 556 - Kansas Standard Master Mechanical (Note: For a Fireplace Contractor, this test may be used in lieu of the required Wood & Gas Fireplace Certification issued by the National Fireplace Institute)

ICC Tradesperson License Exams

- 554 - Kansas Standard Master Electrician
- 558 - Kansas Standard Journeyman Electrician
- 565 - Kansas Standard Residential Electrician
- 556 - Kansas Standard Master Mechanical (Note: For a Master Fireplace Installer, this test may be used in lieu of the required Wood & Gas Fireplace Certification issued by the National Fireplace Institute)
- 559 - Kansas Standard Journeyman Mechanical (Note: For a Journeyman Fireplace Installer, this test may be used in lieu of the required Wood & Gas Fireplace Certification issued by the National Fireplace Institute)
- 557 - Kansas Standard Master Plumber with Gas
- 560 - Standard Journeyman Plumber with Gas

ICC Website: <http://www.iccsafe.org/Certification/Pages/ThirdPartyContractorTradesExams.aspx>

Prometric Exam Titles and Catalog Numbers by City of Lawrence License Classification:

Special note about Prometric exams: Testing by Prometric requires that the candidate be sponsored by a local Kansas jurisdiction, such as the City of Lawrence, to sit for an exam. The City of Lawrence has a standard [Tradesperson Licensing/Exam Sponsorship Application](#) that must be submitted to the City of Lawrence for review and approval, along with a \$50 fee, payable to the City of Lawrence.

Prometric Contractor License Exams

- Class A General Contractor: General Construction (Class A) - Exam under 2012 codes not currently available.
- Class B Building Contractor: Building Construction - C10244
- Class C Residential Contractor: Residential Construction - C10344
- Class D Concrete Contractor: Concrete - C10634
- Class D Framing Contractor: Carpentry - C10434
- Class E Mechanical (HVAC) Contractor: Master Unlimited Air Conditioning - C31025
- Class E Electrical Contractor: Master Electrical - C20114
- Class E Plumbing Contractor: Master Plumbing with Gas - C30325
- Class E Fireplace Contractor: Master Unlimited Air Conditioning - C31025 (Note: For a Fireplace Contractor, this test may be used in lieu of the required Wood & Gas Fireplace Certification issued by the National Fireplace Institute)

City of Lawrence, Kansas
Approved Contractor & Tradesperson License Exams (page 2)

Prometric Tradesperson License Exams

Master Electrical - C20114

Journeyman Electrical - C20214

Journeyman Residential Electrical - C21114

Master Unlimited Air Conditioning - C31025 (Note: For a Master Fireplace Installer, this test may be used in lieu of the required Wood & Gas Fireplace Certification issued by the National Fireplace Institute)

Journeyman Unlimited Air Conditioning - C31625 (Note: For a Journeyman Fireplace Installer, this test may be used in lieu of the required Wood & Gas Fireplace Certification issued by the National Fireplace Institute)

Residential Air Conditioning - C31425

Journeyman Sheet Metal - C34825

Master Plumbing with Gas - C30325

Journeyman Plumbing with Gas - C30625

Prometric Website: <https://www.prometric.com/en-us/Pages/home.aspx>



City of Lawrence

PLANNING & DEVELOPMENT SERVICES

City of Lawrence, Kansas Jobsite Licensing Guidelines

Class A, B, C Contractors – General, Building, Residential

- Class A, B, and C contractors are general, building, and residential contractors authorized to obtain permits for building, construction, alteration, and remodeling or repair services.
- Class A, B, and C contractors are also authorized to be named as Building Specialty subcontractors to perform framing or concrete services.
- Entities holding these license types must name at least one qualifying party.
- A qualifying party is not required to be present on the jobsite.
- Workers performing labor other than electrical, plumbing, or mechanical trades are not required to be licensed.

Class D, Building Specialty Contractors – Concrete and Framing

- Class D contractors are framing and concrete contractors authorized to be named as subcontractors for building, construction, alteration, and remodeling or repair projects.
- Class D contractors are authorized to obtain permits for projects where the scope of work is limited to framing or concrete work respectively.
- Entities holding these license types must name at least one qualifying party.
- A qualifying party is not required to be present on a jobsite.
- Workers performing labor other than electrical, plumbing, or HVAC trades are not required to be licensed.

Class E, Trade Specialty Contractors – Mechanical, Electrical, Plumbing & Fireplace (factory-built)

- Class E contractors are mechanical, electrical, plumbing and fireplace (factory-built) contractors authorized to be named as subcontractors for building, construction, alteration, and remodeling or repair projects.
- Class E contractors are authorized to obtain permits for projects where the scope of work is limited to mechanical, electrical, plumbing or factory-built fireplace work respectively.
- Entities holding these license types must name at least one qualifying party.
- A qualifying party is not required to be present on a jobsite.
- Workers performing labor within the electrical, plumbing, and mechanical trades **are required to be licensed**, as follows:
 - At least one journeyman licensed worker is required to be on the jobsite at all times work in the respective trade is being performed.
 - One (1) journeyman licensed worker may directly supervise two (2) unlicensed workers.
 - The ratio of one (1) licensed worker to two (2) unlicensed workers shall be maintained at all times.
 - Licensed workers supervising unlicensed workers shall be on the jobsite.