

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

<b>Contractor License Type</b>	<b>Types of Work Allowed by License</b>	<b>Experience, Training &amp; Certification Requirements</b>	<b>Examination and/or Certification Requirements<sup>1,2,3</sup></b>	<b>Min. Pass Score</b>	<b>Minimum Insurance Requirements</b>	<b>Initial Lic. Fee</b>	<b>Annual Renew Fee<sup>4</sup></b>	<b>Continuing Education Requirement</b>
Class A, General Contractor <sup>5</sup>	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 <a href="#"><u>Approved Contractor &amp; Tradesperson License Exams.</u></a>	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 <sup>5</sup>	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 <a href="#"><u>Approved Contractor &amp; Tradesperson License Exams.</u></a>	75%	Same as for Class A above.	\$130	\$65	Same as for Class A, General Contractor above.
Class C, Residential Contractor <sup>5</sup>	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 <a href="#"><u>Approved Contractor &amp; Tradesperson License Exams.</u></a>	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)**

<b>Contractor License Type</b>	<b>Types of Work Allowed by License</b>	<b>Experience, Training &amp; Certification Requirements</b>	<b>Examination and/or Certification Requirements<sup>1,2,3</sup></b>	<b>Min. Pass Score</b>	<b>Minimum Insurance Requirements</b>	<b>Initial Lic. Fee</b>	<b>Annual Renew Fee<sup>4</sup></b>	<b>Continuing Education Requirement</b>
Class D, Concrete Contractor <sup>5</sup>	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 <a href="#"><u>Approved Contractor &amp; Tradesperson License Exams.</u></a>	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 <sup>5</sup>	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 <a href="#"><u>Approved Contractor &amp; Tradesperson License Exams.</u></a>	75%	Same as for Class D, Concrete Contractor above.	\$130	\$65	Same as for Class A, General Contractor above.
Class E, Mechanical (HVAC) Contractor <sup>6</sup>	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 <a href="#"><u>Approved Contractor &amp; Tradesperson License Exams.</u></a>	75%	Same as for Class D Contractors above.	\$130	\$65	Same as for Class A, General Contractor above.
Class E, Electrical Contractor <sup>6</sup>	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 <a href="#"><u>Approved Contractor &amp; Tradesperson License Exams.</u></a>	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)**

<b>Contractor License Type</b>	<b>Types of Work Allowed by License</b>	<b>Experience, Training &amp; Certification Requirements</b>	<b>Examination and/or Certification Requirements<sup>1,2,3</sup></b>	<b>Min. Pass Score</b>	<b>Minimum Insurance Requirements</b>	<b>Initial Lic. Fee</b>	<b>Annual Renew Fee<sup>4</sup></b>	<b>Continuing Education Requirement</b>
Class E, Plumbing Contractor <sup>6</sup>	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 <a href="#">Approved Contractor &amp; Tradesperson License Exams</a> .	75%	Same as for Class D Contractors above.	\$130	\$65	Same as for Class A, General Contractor above.
Class E, Fireplace Contractor <sup>6</sup>	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 <a href="#">Approved Contractor &amp; Tradesperson License Exams</a> .	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 <a href="#">Approved Contractor &amp; Tradesperson License Exams</a> .	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.

<sup>1</sup>Referenced 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>.

<sup>2</sup>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.

<sup>3</sup>Testing 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.

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

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

<sup>6</sup>For 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.