



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.