

***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.