

## Commercial Building Permit Overview

Planning & Development Services | Building Safety Division

[www.lawrenceks.org/pds/building-safety](http://www.lawrenceks.org/pds/building-safety)

A building permit must be obtained from the Development Services Building Safety Division for nearly all types of “commercial” new building construction, additions, remodeling or repair work prior to the start of construction. “Commercial” permits include any construction work for other than 1 & 2 family dwellings, including multifamily projects with three or more dwelling units. Construction work also includes installation or replacement of mechanical/HVAC equipment (such as a furnace or central air conditioning unit), electrical wiring and equipment (such as an electrical panel box or a new electrical circuit), and plumbing piping and equipment (such as a water heater, a water supply line or a sewer service line). A commercial building permit may also be required when the use classification of a building or a building space changes, for example, from an office use to a retail business use or from a warehouse use to a retail business use, even when there is limited or no remodeling of the building or space. Permits to demolish buildings or portions of buildings must also be obtained from the Building Safety Division before demolition begins. Some types of construction, remodeling or repairs are [exempt](#) from the requirement for a building permit.

A fifteen business day maximum has been established for completion of required City staff reviews of commercial building permit applications/project plans (new construction, addition, remodeling or change of use/occupancy projects). The permit applicant and/or project designer will be notified in writing if a building permit can be issued, or if additional information, documentation and/or revised plans are required (the plan review document outlining additional submittal requirements is generally sent by email). Reviews of most commercial mechanical, electrical or plumbing permit applications are completed within two to three business days.

After a building permit is issued, City inspectors must inspect work at various phases of permitted construction to help ensure compliance with construction code and permit requirements. Detailed information on required inspections and how to schedule and obtain results of inspections may be found at [Building Permit Inspections and Scheduling](#).

Information regarding: (1) City-adopted codes regulating commercial new construction, additions, remodeling and repair; (2) permit applications and related forms/documents; (3) building permit pre-construction conferences; and (4) project guidance/educational information may be found at [Commercial Building Permits](#).