

**Applying for a  
Business License  
– Civic Access**

**Lawrence**  
K A N S A S



1

Navigate to the City of Lawrence Customer Portal: <https://lawrencekstest-energo.web.tylerhost.net/apps/selfservice#/home>.

2

Select "Login or Register"

**If you are registering for the first time**, visit [lawrenceks.org/epl](https://lawrenceks.org/epl) and select "Creating an Enterprise Permitting and Licensing (EPL) Account" for further directions.




Alert! An account is required to apply for permits, plans, and licenses. Click "Login or Register" in the top-right corner to sign in or create an account.

Login or Register

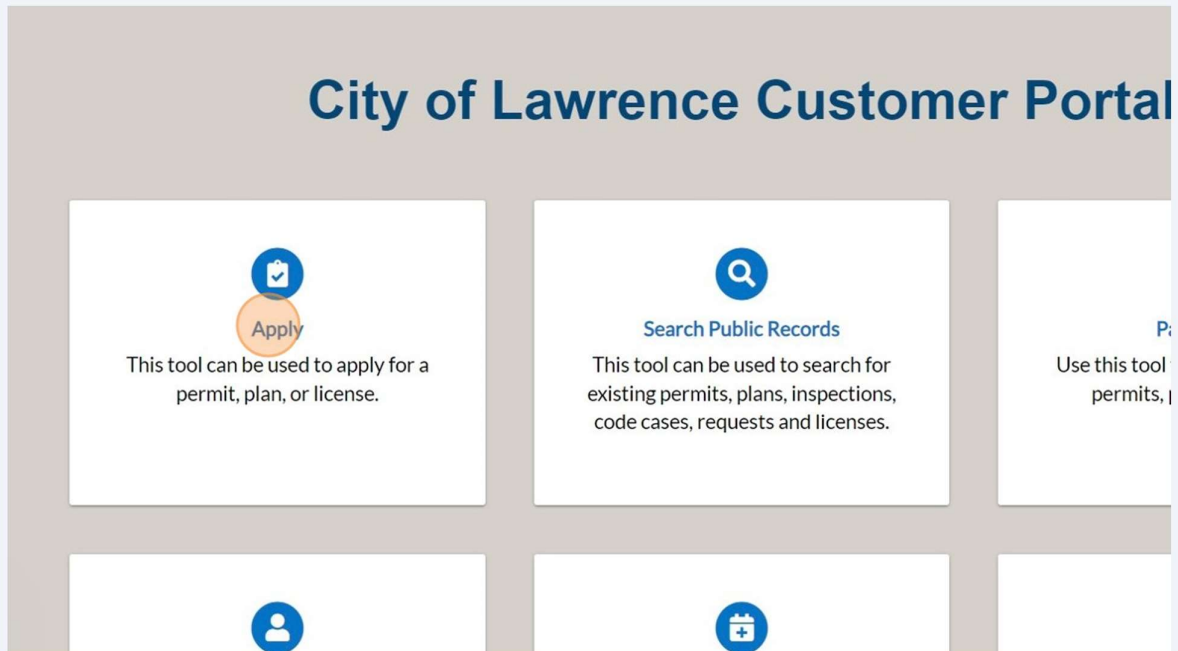
Pay Invoices

Search 

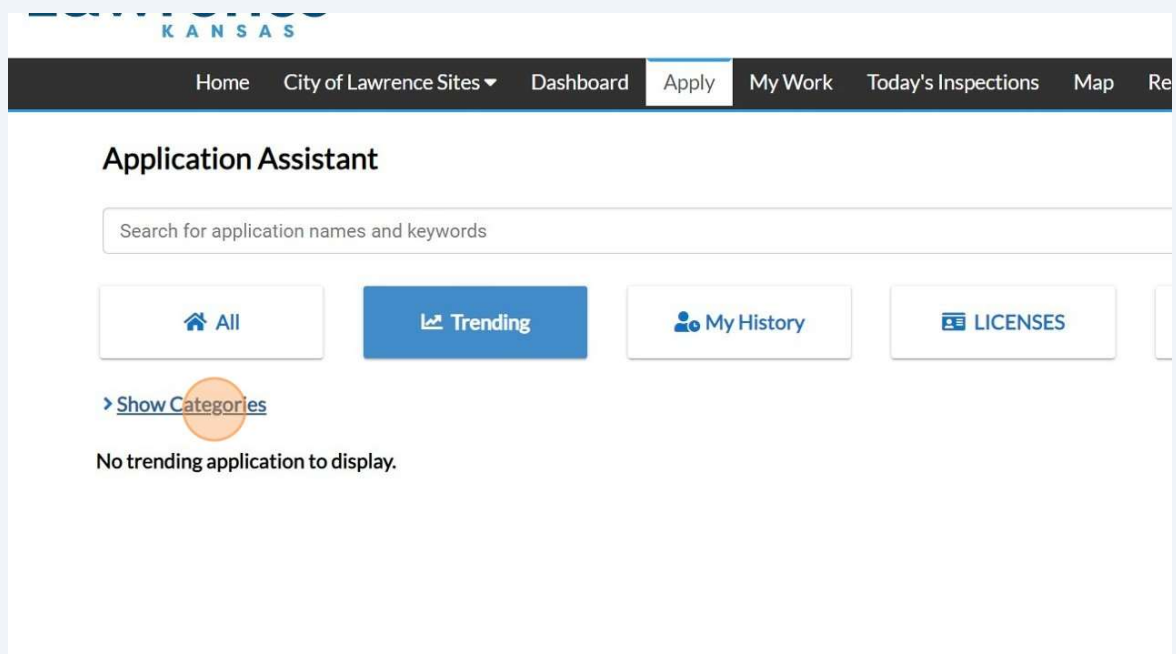
Calendar 



- 3 Click "Apply" from the toolbar ribbon or use the "Apply" tile on the landing page.



- 4 From the Application Assistant page, click "Show Categories" to open the category sidebar.





- 5 Click "All" to show the available application categories.

Home City of Lawrence Sites ▾ Dashboard **Apply** My Work Today's Inspections Map Rep

### Application Assistant

Search for application names and keywords

All Trending My History LICENSES

◀ Hide Categories

All

**Long Term Rental Property**  
Category Name: Rental Property  
Description: Application for Long-term Rental than 30 days.

**Inquiry**  
Category Name: Description:

- 6 Click "Licenses" to show available licenses.

Home City of Lawrence Sites ▾ Dashboard **Apply** My Work Today's Inspections Map Rep

### Application Assistant

Search for application names and keywords

All Trending My History LICENSES

◀ Hide Categories

All

LICENSES 11

PERMITS 34

PLANS 33

**Comprehensive Plan Amendment**  
Category Name: Amendment  
Description: Proposing an amendment to the brought forward at any time; how in context to the whole of Douglas the Lawrence/Douglas County M Commission should undertake a t amendment at this scale. The que application are used to consider a



- 7 Click "Business Licenses" to show the available license applications.

**Application Assistant**

Search for application names and keywords

All Trending **LICENSES** PERMITS PLANS

< Hide Categories

- All
- LICENSES 53
  - All 53
  - Business Licenses 31**
  - Occupational Licenses 10
  - Rental Property 2
  - Trade Contractor License 10
- + PERMITS 40
- + PLANS 33

**Alarm Company License**  
Category Name: Business Licenses  
Description: License to engage in or operate an Alarm Business in the City of Lawrence. Note: Electrical contractors licensed under Section 5-431 are exempt from alarm company license fee, but shall register with the City Clerk.  
<https://assets.lawrenceks.org/city-code/chapter13.pdf>

**Class A General Contractor**  
Category Name: Business Licenses  
Description: Shall entitle the holder to construct, remodel, repair, demolish any structure and perform work described as Class D, Building Specialties.

**Class B Building Contractor**  
Category Name: Business Licenses  
Description: Shall entitle the holder to construct, remodel, repair, demolish all structures not exceeding three stories in height, perform work described as Class D, Building Specialties, and perform non-structural remodeling, tenant-finish, and repairs of all structures.

- 8 Click "Apply" to begin the application process.

<https://assets.lawrenceks.org/city-code/chapter06.pdf>

**Ice Cream Vendor**  
Category Name: Business License  
Description: No person shall sell or offer for sale any ice cream from any vehicle upon the streets of the City without securing from the City Clerk a license

**Sidewalk Sale**  
Category Name: Business License  
Description: Sidewalk Sale is any activity wherein tables, chairs, racks, displays, shelves, or other devices are placed on a sidewalk in the public right of way for the purposes of selling, distributing, or conveying to the general public goods, wares, merchandise, foods, services, or other items.





9

If there are existing businesses linked with your account, select the business associated with this application.

NOTE: Location, business details, and contacts will be automatically populated. This information can be removed and/or added.

Apply for License - Sidewalk Sale \*REQUIRE

Select or create the business for this application

Sole Proprietorship  
Status: Active

Select

Company Name

Sole Proprietorship  
Status: Active

Select

Company Name

Sole Proprietorship  
Status: Active

Select

Select Company Type

Create New Business During Application

+



Alert! Steps 9 – 17 are only applicable when establishing a new business record.

10

If a business record does not exist, create a record for the application. To create a new business record, click the drop-down to select the company type.

Apply for License - Sidewalk Sale

Select or create the business for this application

Select Company Type

Select Company Type

- Corporation
- General Partnership
- Individual
- Limited Liability Company
- Limited Liability Limited Partnership
- Limited Liability Partnership
- Non-Profit
- Professional Corporation
- Professional Limited Liability Company
- Sole Proprietorship



- 11** After selecting location type, click "Create New Business During Application."

A screenshot of a web application interface. At the top is a dark navigation bar with links: Home, City of Lawrence Sites (with a dropdown arrow), Dashboard, Apply, My Work, Today's Inspections, Map, and Re. Below the navigation bar, the page title is "Apply for License - Sidewalk Sale". Underneath, it says "Select or create the business for this application". A blue modal box is displayed in the center. Inside the modal, there is a dropdown menu showing "Sole Proprietorship" with a downward arrow. Below the dropdown, the text "Create New Business During Application" is centered, with a large white plus sign (+) below it. A hand cursor is pointing at the plus sign.

- 12** Click "Add Location."

A screenshot of a web application interface. At the top, there is a horizontal tab bar with tabs: Locations (active), type, contacts, more info, and Attachment. Below the tabs, the section is titled "LOCATIONS". Underneath, it says "The location(s), date(s) and time(s) of the proposed Sidewalk Sale(s)". A blue modal box is displayed in the center. Inside the modal, there is a dropdown menu showing "Location" with a downward arrow. Below the dropdown, the text "Add Location" is centered, with a large white plus sign (+) below it. At the bottom of the modal, the word "REQUIRED" is written in white capital letters. A hand cursor is pointing at the plus sign.





**13** Use "Search" or "Enter Manually" to input the license address.

NOTE: Although one address is required, multiple address types can be added to the license (i.e., billing, home, mailing, shipping).

SEARCH ENTER MANUALLY

Enter Manually

Country Type

Enter Address

Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

Save

**14** After the addresses are entered, click "Next" to proceed to business details.

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Type: Location

Main Address ☒

Parcel Number

Main Parcel ☒

Remove

Type: Billing

Main Address ☐

Parcel Number

Main Parcel ☒

Remove

Type: Home

Main Address ☐

Parcel Number

Main Parcel ☒

Remove

Location

Add Location

+

Create Template

Save Draft

Next



15

Enter the following required details: Company Name and Location. Business Description, DBA, Industry Classification(s), TIN, Tax ID, and License Description can be entered if applicable.

Click "NEXT" to progress to contact information.

NOTE: The company and license type are automatically populated.

**BUSINESS DETAILS**

\* Company Type

Sole Proprietorship

\* Company Name

Business Description

DBA

\* Location

Industry Classification(s)

Select Industry Classification

**LICENSE DETAILS**

\* License Type

Ice Cream Vendor

Description

Back

Create Template

Save Draft

Next



**16** Click "Add Contact."

NOTE: There is a drop-down to add other contacts such as Business Owner, Contractor, or Property Owner.

CONTACTS

Enter first name and last name.

Applicant

Add Contact

REQUIRED

Back Create Template

Select Type

Select Type

- Applicant
- Attorney
- Business Owner
- Manager
- Property Owner
- Class A, B, or C General Contractor
- Class D Concrete Contractor
- Class D Framing Contractor
- Class D Roofing Contractor
- Class D Swimming Pool Contractor
- Class E Electrical Contractor
- Class E Mechanical - Fireplace Contractor
- Class E Mechanical Contractor
- Class E Plumbing Contractor
- Class L Limited Contractor
- Contractor
- Demolition Contractor
- Domestic Partner #1
- Domestic Partner #2

Save

**17** To add contact, the "Search" or "Enter Manually" features can be used. The "My Favorites" can also be used if favorites have been previously established.

[Back to Application](#)

Add Contact

Add Contact As : Applicant

Search Enter Manually My Favorites

Search



- 18** After the contacts are entered, click "Next" to proceed to enter more information.



Alert! "More Info" content will vary depending on the type of permit. The following example (Step 18) is for a Sidewalk Sale license.

- 19** Enter "Date(s) of Sale" and "Hours of Sale," if applicable. Click "Next" to proceed to attachments.



20

Click "Add Attachments" to upload required documents. Click "Next" to proceed to the next page.

NOTE: There is a drop-down to upload other documents.

Locations

Type

Contacts

More Info

Attachments

Proof of Insurance

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

REQUIRED

Written Permission of Adjoining...

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

REQUIRED

Select Type

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...



Alert! Some business licenses require an electronic signature (i.e., Going Out of Business License).

Type your name into the consent text field and sign in the Draw Signature box. Click "Next" to proceed to the review and submit page.

NOTE: Applicants can also use the slider to enable the "Type Signature" feature.

#### SIGNATURE

\* Please type your name as consent to electronically sign this application.

Enable Type Signature ☐

December, 12 2023

X Draw Signature Here

Clear

**21** Review application information for accuracy. Click "Submit" when done.

\*REQUIRED



Contacts



More Info



Attachments



Review and Submit

Submit

**22** After reviewing and submitting, a confirmation page will show, and the application will be routed to City staff for review.

✓ Your license application was submitted successfully.



23

When City staff completes their review, an invoice will be issued if applicable. The applicant will be notified via automatic email.

24

Applicants can pay invoices using the Customer Portal by clicking "My Work" and selecting the invoice to be paid.

Invoice Number	Amount Due	Due	Status	Case Number
INV-00000019	\$20.00	01/11/2024	Due	

25

After selecting the invoice, click "Add to Cart."

NOTE: Multiple invoices can be added to the cart and paid at the same time.

Invoice Number: INV-00000019

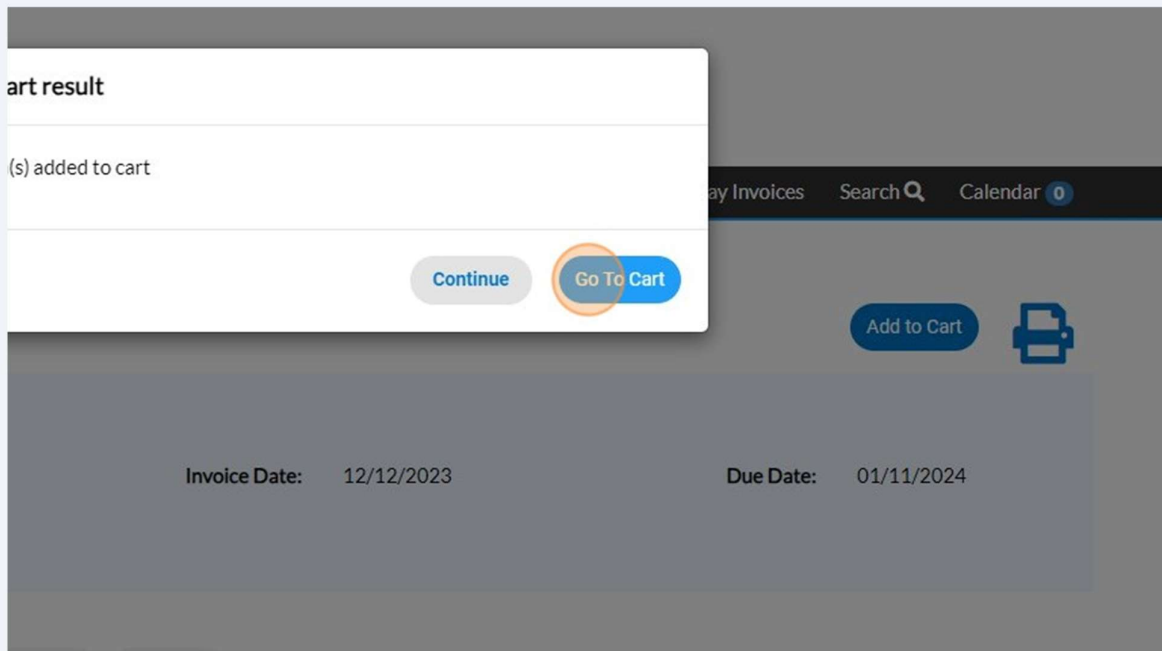
**Add to Cart**

Invoice Total: \$20.00  
Status: Due  
Description: NONE

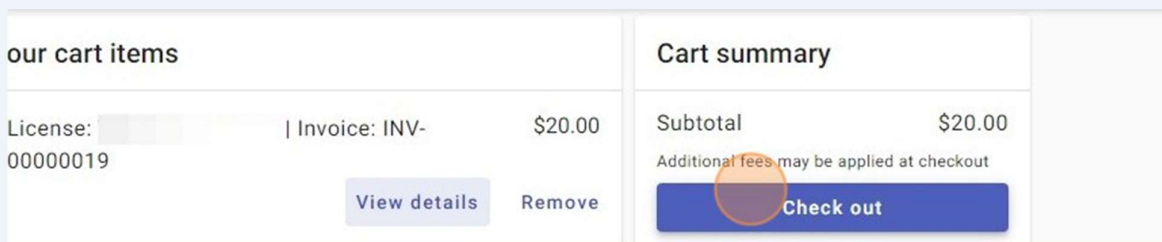
Invoice Date: 12/12/2023  
Due Date: 01/11/2024



**26** Click "Go To Cart" to begin the checkout process.



**27** Click "Check out" to pay invoice.







28

Payments can be made with a debit/credit card or with eCheck. Select a payment method and enter payment information.

### Enter your payment information

How are you going to pay?

☐ Enter new credit card

☐ Enter new eCheck

Where should we send your receipt?

Email for receipt\*

You will not be charged until you review your payment on the next step.

[Back](#) [Continue](#)

### Summary

Subtotal

An additional fee may be added to your method of payment

29

Enter an email in "Email for receipt" field to receive a receipt for the transaction. Click "Continue" for proceed to the review page.

Routing number

Confirm routing number

Name on account

☐ Remember this account

Where should we send your receipt?

Email for receipt\*

You will not be charged until you review your payment on the next step.

[Back](#) [Continue](#)



30

Review the invoice and payment information for accuracy and click "Submit" to pay.

31

City staff will issue the license after all fees are paid, reviews are complete, and if there are no parallel processes in progress. Licenses can be viewed on the "My Work" page under "My Licenses."

A screenshot of a web application interface. At the top is a dark navigation bar with links: Home, City of Lawrence Sites (with a dropdown arrow), Dashboard, Apply, My Work (highlighted with a blue underline), Today's Inspections, Map, and Rep. Below this is a section titled "My Work". Under "My Work" are four tabs: MY INVOICES, MY PERMITS, MY PLANS, and MY LICENSES (which is selected and highlighted with a blue underline). Below the tabs is a search bar labeled "Search...". Under the search bar is a table with the following columns: License Number, Renew, Name (with a dropdown arrow), DBA (with a dropdown arrow), Address (with a dropdown arrow), and Status (with a dropdown arrow). The table contains one row with the following data: License Number is "BLI-[redacted]", Renew is empty, Name is "[redacted]", DBA is empty, Address is "[redacted]", and Status is "Issued".

License Number	Renew	Name	DBA	Address	Status
BLI-[redacted]		[redacted]		[redacted]	Issued