

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

Lawrence
K A N S A S



1

Navigate to the City of Lawrence Customer Portal: <https://lawrenceks-energovweb.tylerhost.net/apps/SelfService#/home>.



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

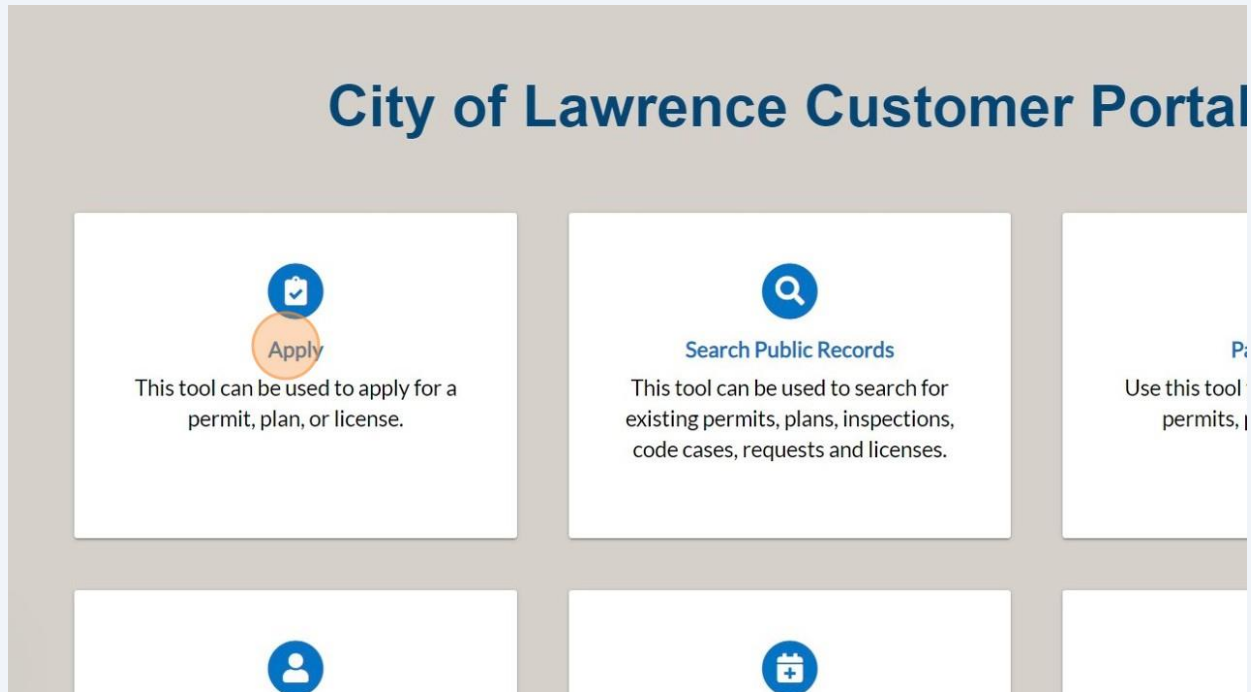
Pay Invoices

Search 

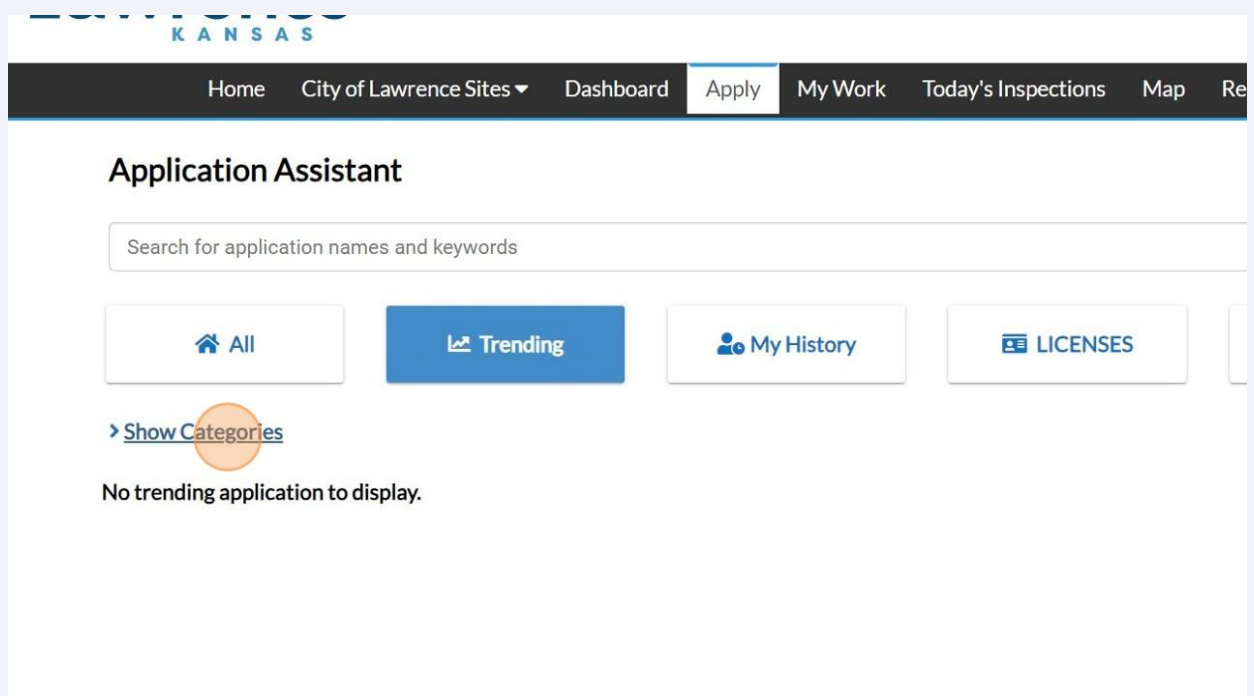
Calendar 



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

Alarm Company License Apply

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 Apply

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 Apply

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 Apply

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 Apply

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

*REQUIR

Select or create the business for this 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



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

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

Apply for License - Sidewalk Sale

Select or create the business for this application

Sole Proprietorship ▾

Create New Business During Application

- 12** Click "Add Location."

Locations type Contacts More Info Attachment

LOCATIONS

The location(s), date(s) and time(s) of the proposed Sidewalk Sale(s)

Location ▾

Add Location

+

REQUIRED



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 US

Enter Address Search Addresses

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	<input type="text" value="Sole Proprietorship"/>
* Company Name	<input type="text"/>
Business Description	<input type="text"/>
DBA	<input type="text"/>
* Location	<input type="text" value=""/>

Industry Classification(s) [Select Industry Classification](#)

LICENSE DETAILS

* License Type	<input type="text" value="Ice Cream Vendor"/>
Description	<input type="text"/>

[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

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

Back Create Template 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			
	<div>Proof of Insurance</div> <div>Add Attachment</div> <div></div> <div>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...</div> <div>REQUIRED</div>	<div>Written Permission of Adjoining...</div> <div>Add Attachment</div> <div></div> <div>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...</div> <div>REQUIRED</div>	<div>Select Type </div> <div>Add Attachment</div> <div></div> <div>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...</div>



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

Invoice Total: \$20.00

Status: Due

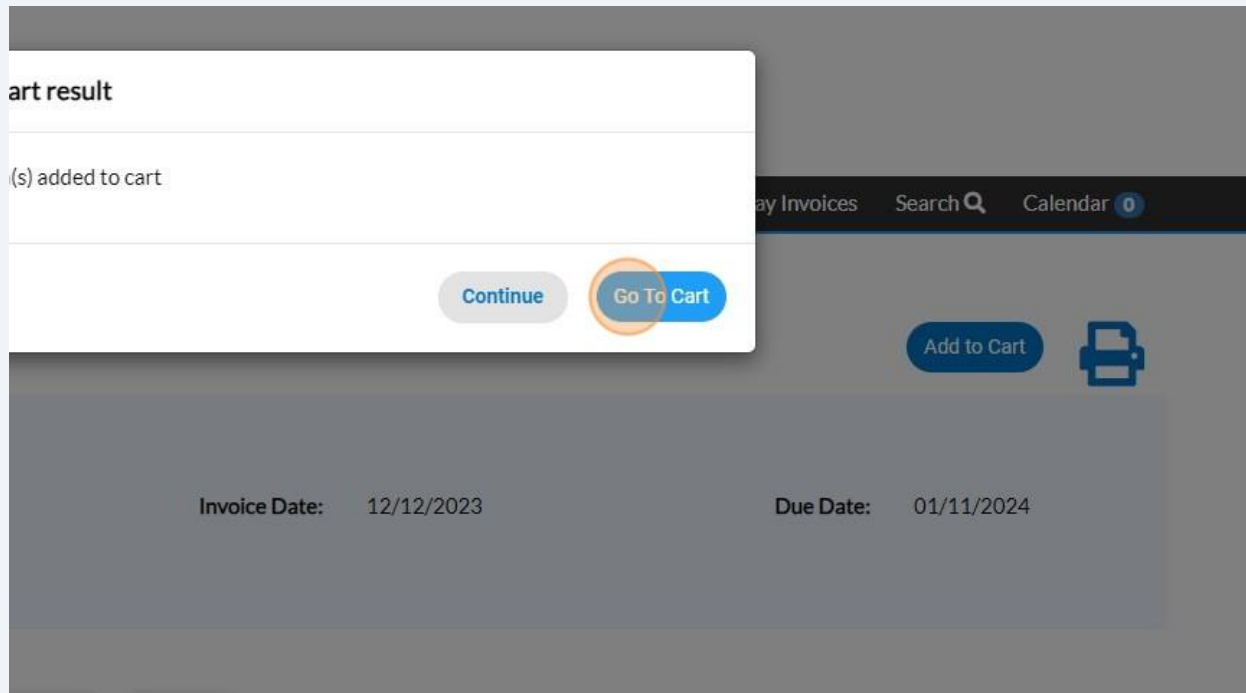
Invoice Date: 12/12/2023

Due Date: 01/11/2024

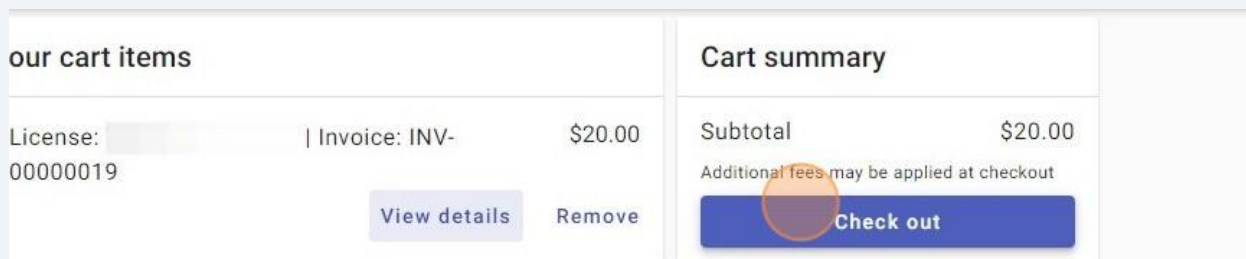
Description: NONE



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."

[Home](#) [City of Lawrence Sites ▼](#) [Dashboard](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Rep](#)

My Work

[MY INVOICES](#) [MY PERMITS](#) [MY PLANS](#) [MY LICENSES](#)

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