

Applying for a Permit – Civic Access





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.

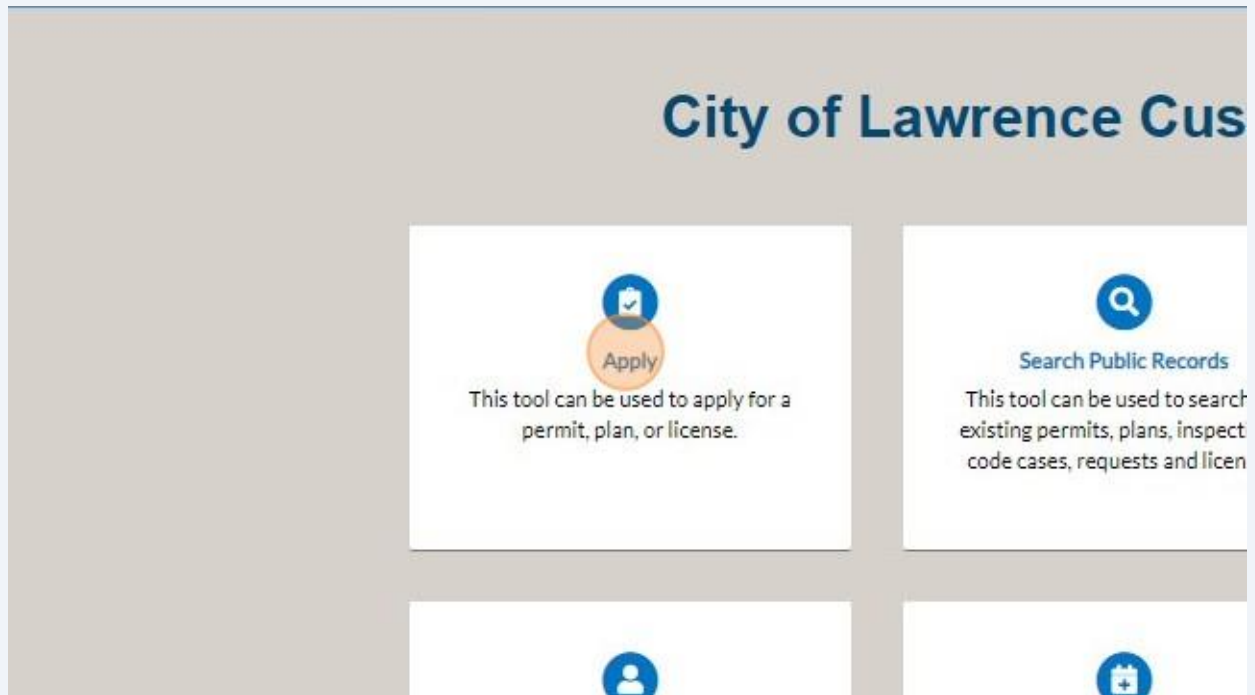
Login or Register

Pay Invoices

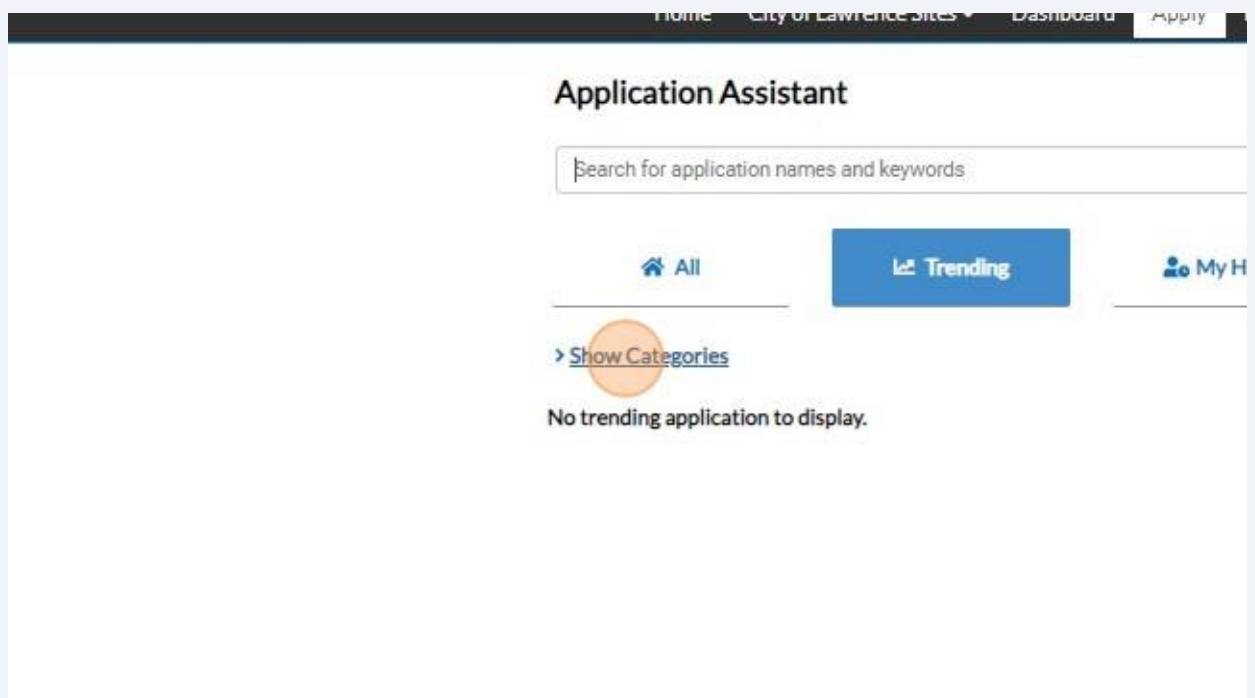
Search 

Calendar 

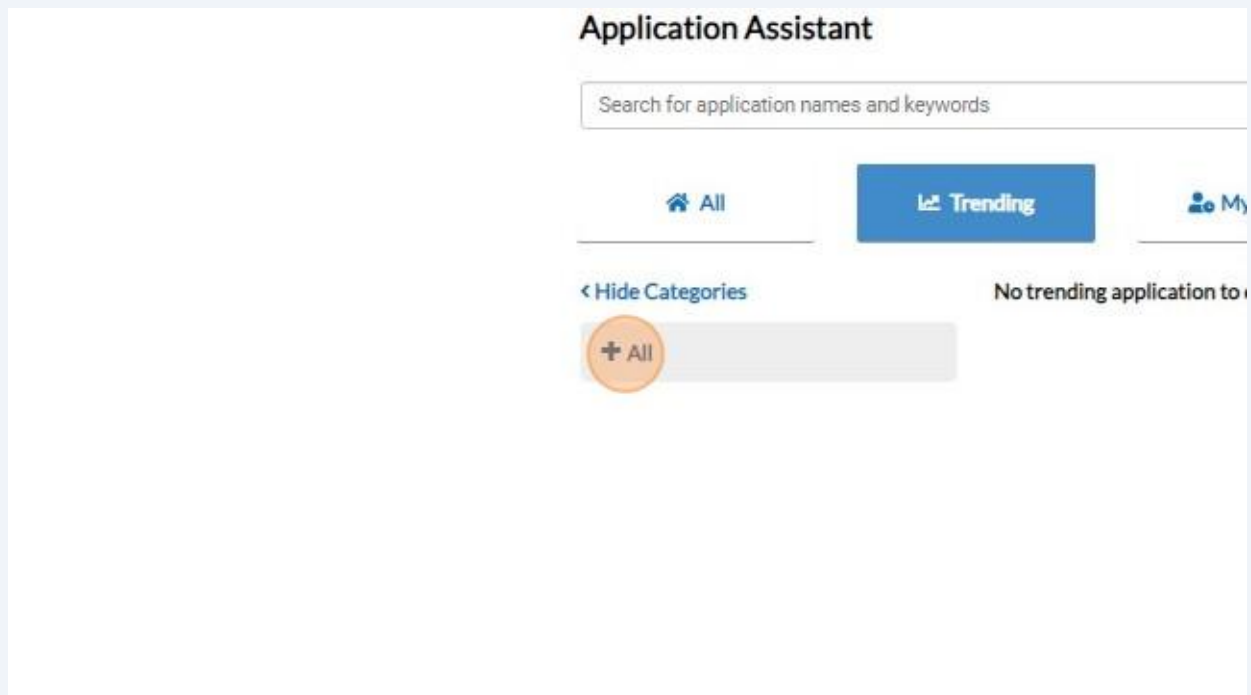
- 3** Click "Apply" from the toolbar ribbon or using the "Apply" tile on the landing page.



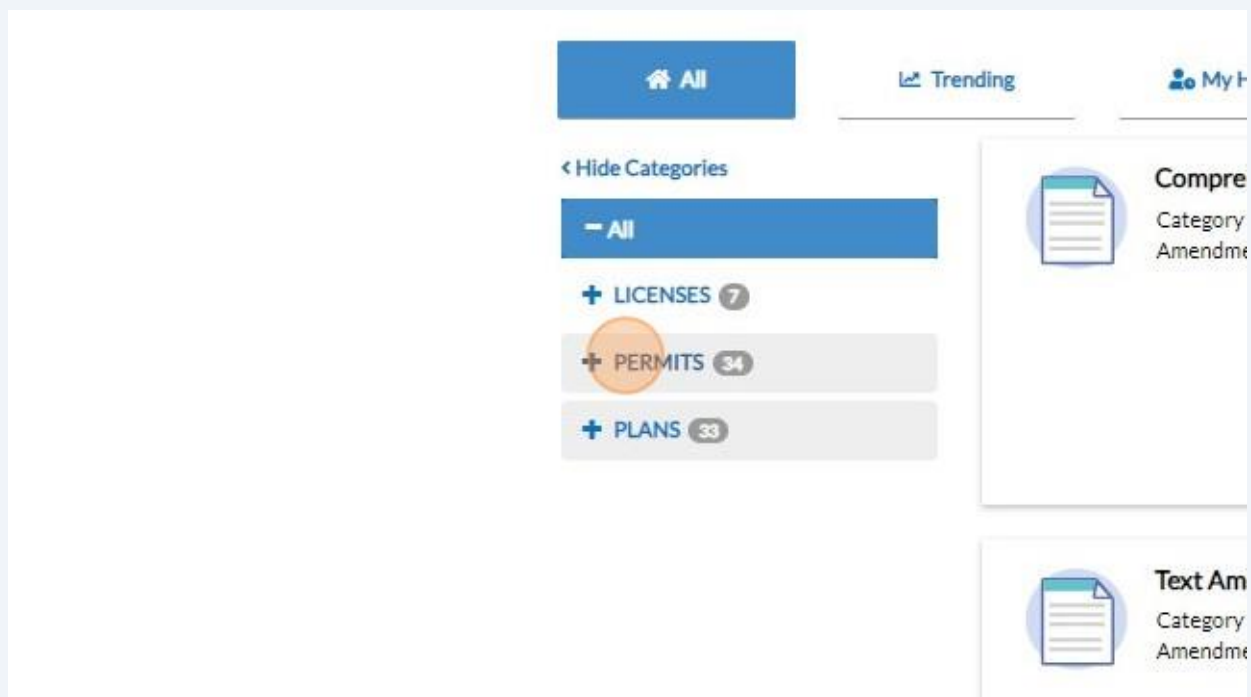
- 4** From the Application Assistant page, click "Show Categories" to open the category sidebar.



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



- 6** Click "Permits" to show available permits.



7 Click "Apply" to begin the application process.

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Dwelling [Apply](#)

tion:
ntered later)

[Apply](#)

tion:
visions of this permit shall govern work to include
g, piping and equipment (such as a water heater, a water
ne or a sewer service line).

[Apply](#)

tion:
visions of this permit shall govern alterations to any
or structure such as structural, mechanical, plumbing

8 Click "Add Location."

LOCATIONS

Location ▼

Add Location

+

REQUIRED

Create Template

9 Use "Search" or "Enter Manually" to input the permit address.

NOTE: Although one address is required, multiple address types can be added to the permit (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

10 After the addresses are entered, click "Next" to proceed to permit details.

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

- 11** Enter the required permit details. Click "Next" to proceed to contact information.

NOTE: The permit type is automatically populated.

The screenshot shows a multi-step process for applying for a permit. The steps are: 1. Locations (completed), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. The 'PERMIT DETAILS' section includes the following fields:

- * Permit Type:** A dropdown menu with 'Residential Plumbing' selected.
- * Description:** A large text area for entering details.
- * Square Feet:** A text input field.
- * Valuation:** A text input field.

At the bottom of the form, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'. The 'Next' button is highlighted with an orange circle.

- 12** Click "Add Contact" to add the required Owner information.

NOTE: The applicant contact is automatically populated. There is a drop-down to add other contacts such as Sub-Contractor and Occupant.

The screenshot shows the 'CONTACTS' section of the permit application process. The title is 'Apply for Permit - Residential Plumbing' with a '*REQUIRED' indicator. The steps are: 1. Locations (completed), 2. Type (completed), 3. Contacts (active), 4. More Info, 5. Attachments, and 6. Review and Submit. The 'CONTACTS' section displays two contact cards:

- Applicant:** A card with a person icon, the name '(You)', and the address 'Lawrence, KS, 66044'.
- Owner:** A card with a person icon, the name 'Lawrence, KS, ...', and a 'Remove' button.

To the right of these cards is a blue button with a white plus sign. A dropdown menu is open, showing the following options:

- Select Type
- Select Type
- Applicant
- Class E Plumbing Contractor
- Owner
- Owner/Occupant
- Sub-Contractor

13

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 🔍

14

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

Owner

Legacy

Add Contact

+

Remove

Save Draft Next



Alert! "More Info" content will vary depending on the type of permit. The following example (Step 14) is for residential plumbing.

15

Enter the requested plumbing information. Click "Next" to proceed to attachments.

General Info

[Top](#) | [Main Menu](#)

Water Heater

Size BTU/Gallons

Combustion Air Provided?

☐

Size Amps

New Circuit Required?

☐

Irrigation System

☐

List Sub-Contractor

New Sewer Line

☐

Sewer Repair/Replacement

☐

Water Line Repair/Replacement

☐

Other

Work to be completed in City Right-of-Way?

☐

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

16

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

The screenshot shows a progress bar at the top with six steps: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. Steps 1 through 4 are marked with green checkmarks, while step 5 (Attachments) is highlighted with a blue circle containing the number 5. Below the progress bar, the 'Attachments' section features a blue box with a 'Select Type' dropdown, an 'Add Attachment' header, a large white plus sign, and a list of supported file formats: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf. At the bottom, there are four buttons: 'Back' (blue), 'Create Template' (light blue), 'Save Draft' (light blue), and 'Next' (blue with an orange circle highlight).

17

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

The screenshot shows the same progress bar as in step 16, but now all six steps (Locations, Type, Contacts, More Info, Attachments, and Review and Submit) are marked with green checkmarks. The 'Review and Submit' step is highlighted with a blue circle containing the number 6. Below the progress bar, the 'Review and Submit' section features a blue box with a large white plus sign and a list of supported file formats: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf. At the bottom, there are four buttons: 'Back' (blue), 'Create Template' (light blue), 'Save Draft' (light blue), and 'Submit' (blue with an orange circle highlight).

18

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

The screenshot shows a confirmation page with a green checkmark icon and the text 'Your application was successfully submitted!' in bold black font.

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

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

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

My Work

MY INVOICES MY PERMITS MY PLANS MY LICENSES

Search...

[Add to Cart](#) [Display](#) Unpaid ▾ for All Invoices ▾

<input type="checkbox"/>	Invoice Number	Amount Due ▾	Due ▾	Status ▾	Case Number ▾
<input type="checkbox"/>	INV-00000019	\$20.00	01/11/2024	Due	

- 21** 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

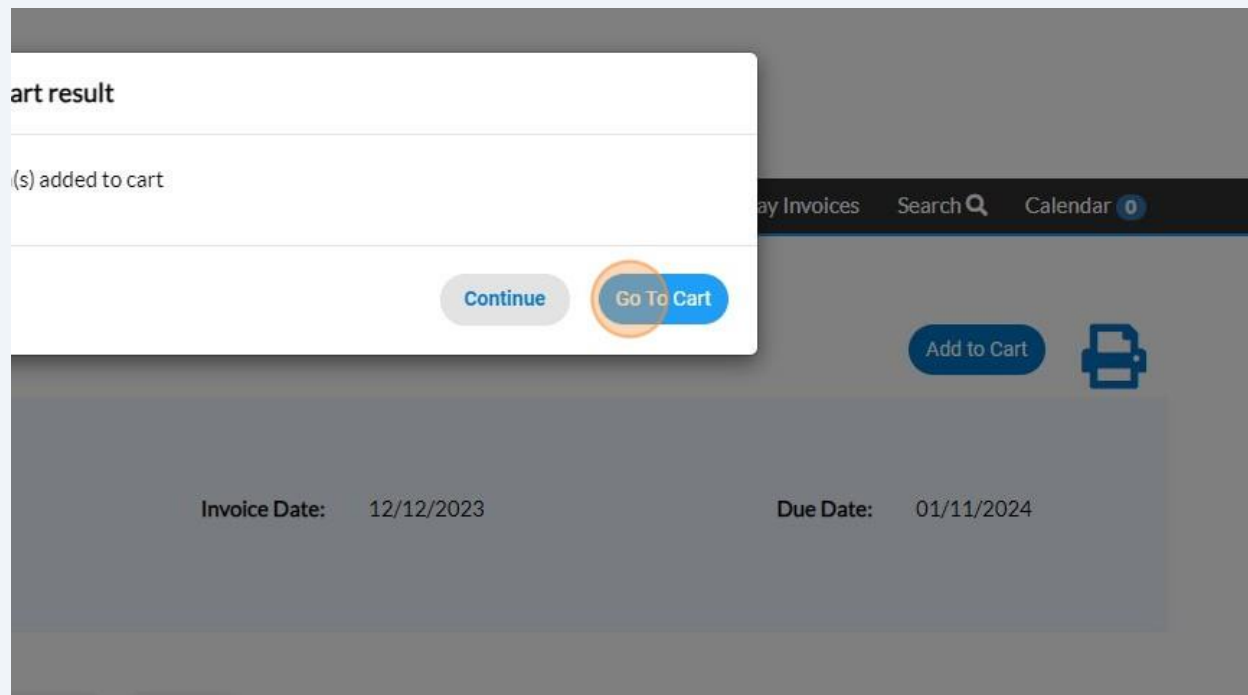
[Add to Cart](#)

Invoice Total: \$20.00

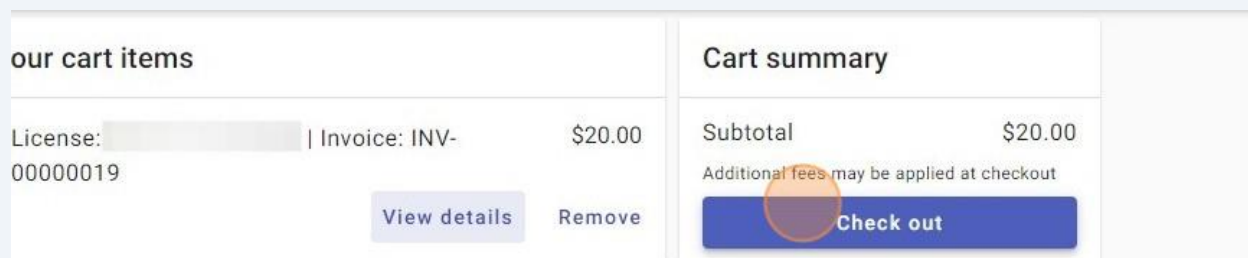
Status: Due Invoice Date: 12/12/2023 Due Date: 01/11/2024

Description: NONE

22 Click "Go To Cart" to begin the checkout process.



23 Click "Check out" to pay invoice.



24

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 t
method of payment

25

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

26

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

27

After payment, City staff will immediately issue the permit. Issued permits can be viewed on the "My Work" page under "My Permits."

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

My Work

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

Display

All ▼

Records

Updated ▼

In

Last 1 Year ▼

Permit Number	Project ▼	Address ▼	Permit Type ▼	Status ▼
RES- <div></div>		<div></div>	Residential Deck	Issued