Applying for a Contractor/Trades License – Civic Access

| 1 | Navigate to the City of Lawrence Customer Portal: https://lawrenceks-energovweb.tylerhost.net/apps/SelfService#/home. |

| 2 | Select "Login or Register"
If you are registering for the first time, visit 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.
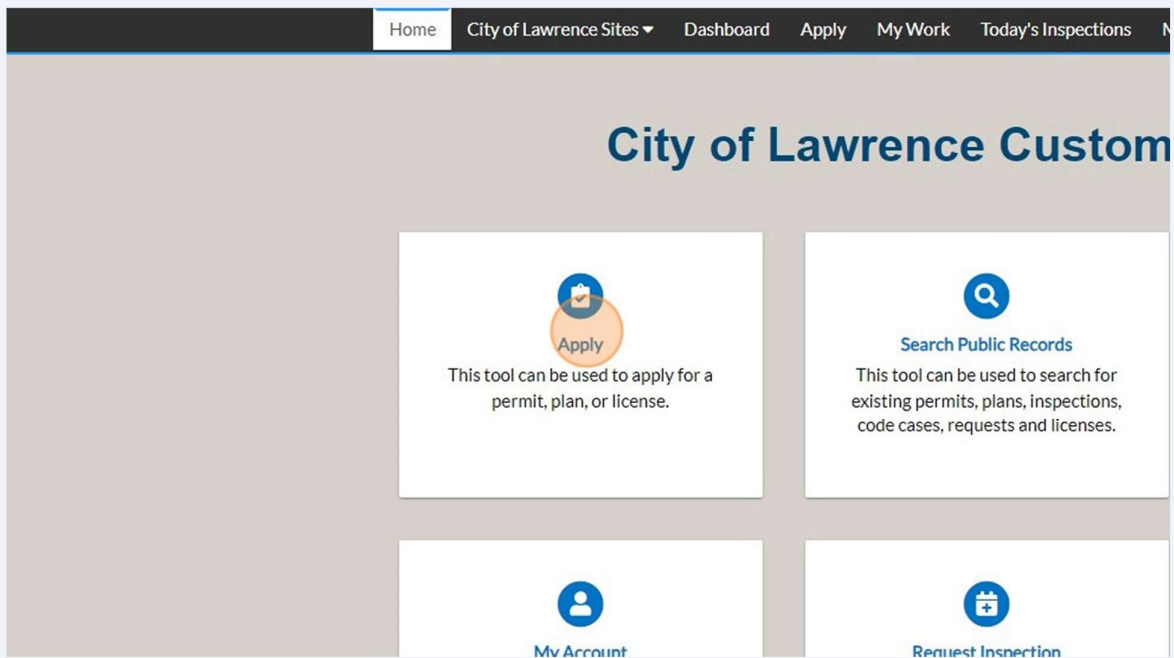
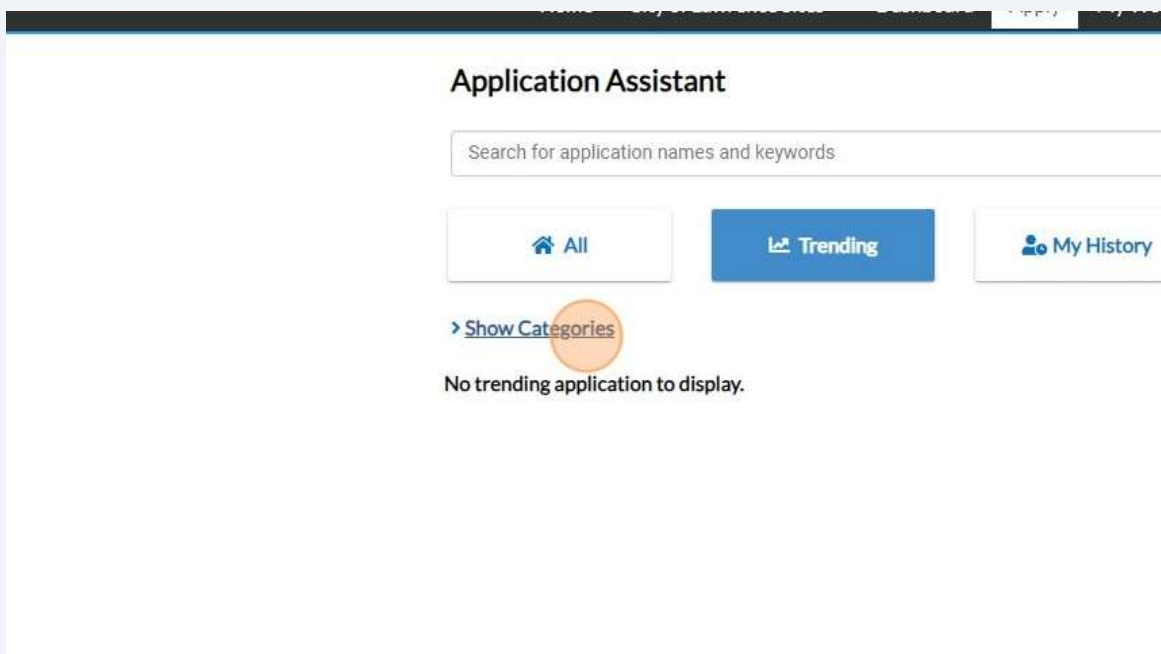Login or Register

Pay Invoices   Search 🔍   Calendar 0

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

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

City of Lawrence Custom

Apply
This tool can be used to apply for a permit, plan, or license.

Search Public Records
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

My Account

Request Inspection

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

Application Assistant

Search for application names and keywords

| 🏠 All | 📈 Trending | 👤 My History |

> Show Categories

No trending application to display.

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

Application Assistant

Search for application names and keywords

⌂ All | 📈 Trending | 👤 My H

‹ Hide Categories

➕ All

Long Te...
Category
Rental Pr...

Inquiry
Category
Plan

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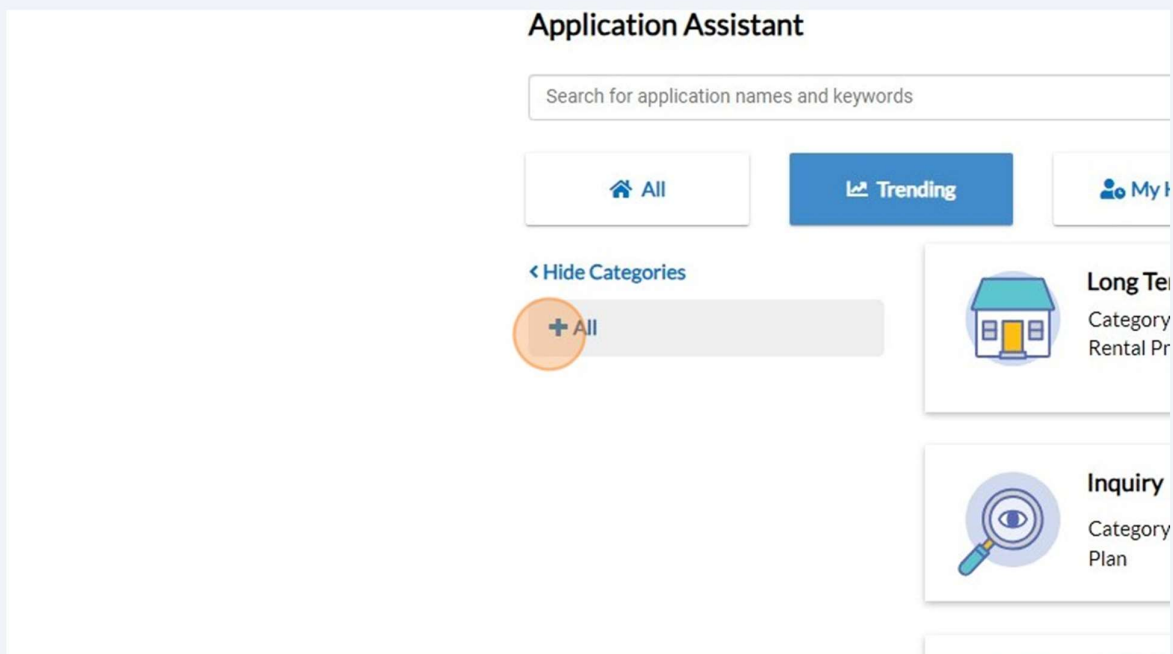
6 Click "Licenses" to show available licenses.

Search for application names and keywords

⌂ All | 📈 Trending | 👤 My Hist

‹ Hide Categories

— All

➕ LICENSES ⑦

➕ PERMITS ㉞

➕ PLANS ㉝

Comprehe...
Category Na...
Amendment...

Text Amen...
Category Na...
Amendment...

Applying for a Contractor/Trades License – Civic Access
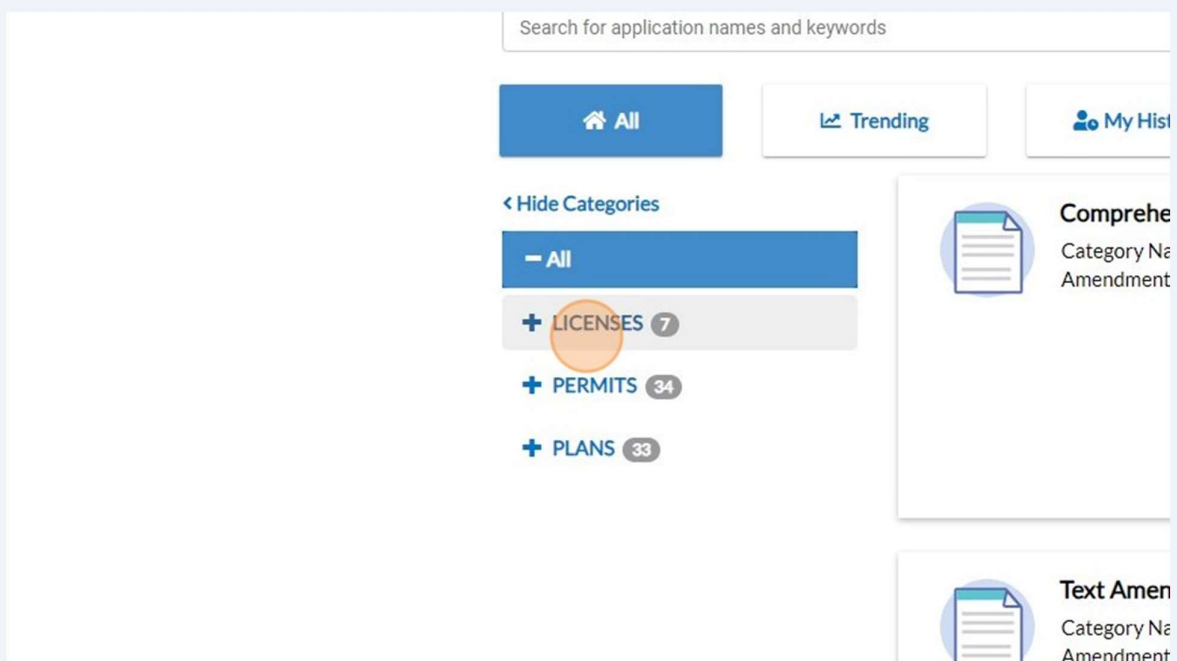
7 Click "Trade Contractor License" to show the available license

NOTE: This is license type will be used to register all individual, professional licenses.
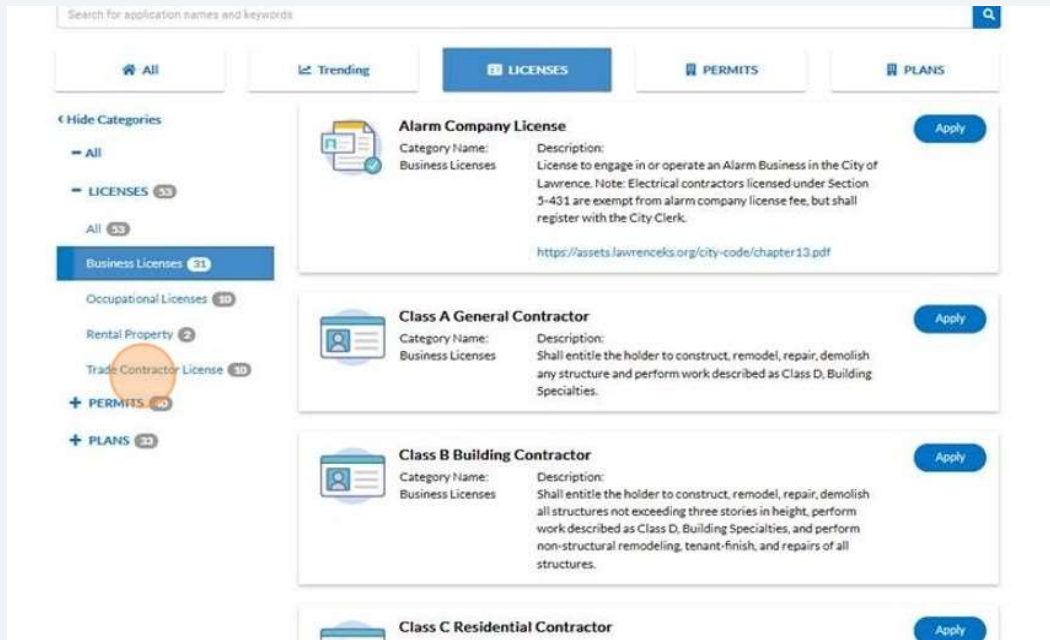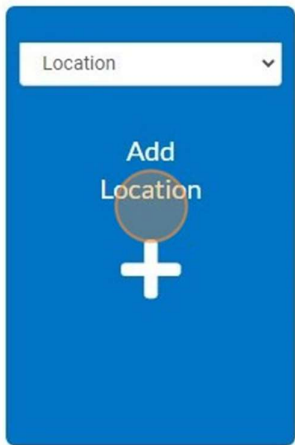

8 Click "Apply" to begin the application process.

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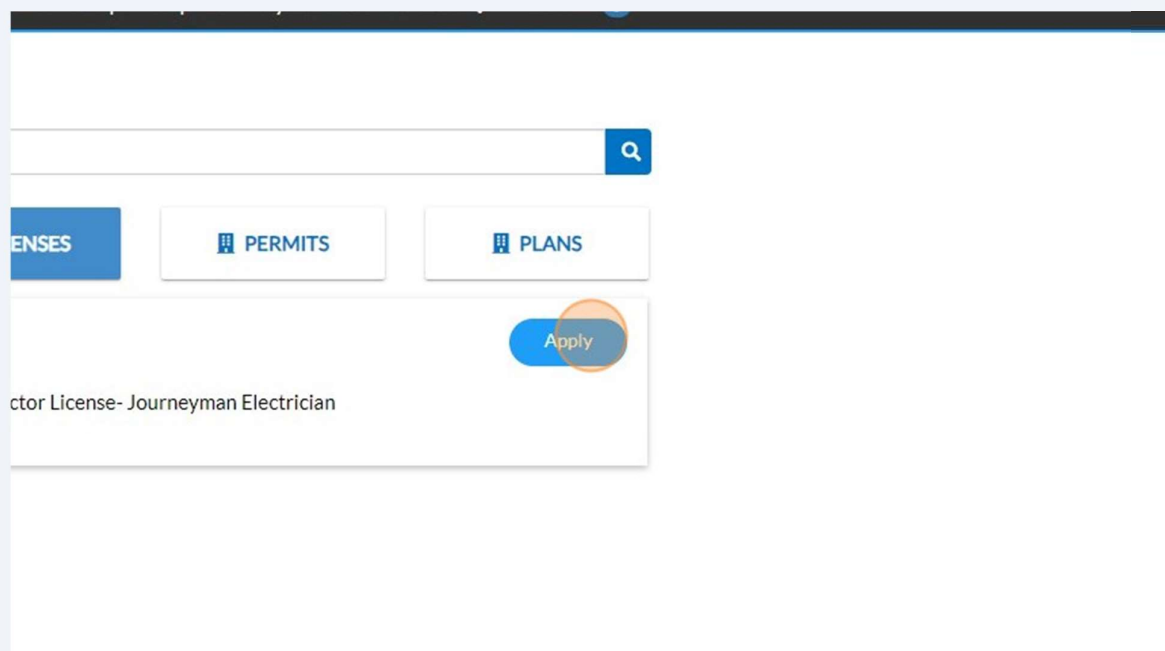
9   Click the drop-down to select the location type.

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10 After selecting location type, click "Add Location."

LOCATIONS

Location ▾

Add
Location

➕

11 Use "Search" or "Enter Manually" to input the license address. If licensed outside of Lawrence-Douglas County, Kansas, the address will have to be entered using "Enter Manually."

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

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12 After the addresses are entered, click "Next" to proceed to license information.

13 Enter a brief description about the license type if applicable. Click "Next" to proceed to contact information.

NOTE: The license type and license holder name is automatically populated.

14 Click the drop-down to add other contacts such as Employer.

NOTE: The Applicant contact is automatically populated.

Additional contacts are available under the Add Contact card.

Always search for the contact before manually entering their information.

If manual entry is needed: please provide the contact's full name, contact number, and email.

15 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 [Name, E-mail, or Company] 🔍

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

Employer

CONTRACTING INC

Remove

Select Type ⌄

Add Contact

➕

Save Draft   Next

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17 Click "Add Row" to list employment or work experience. At least one (1) row of information is required.

NOTE: Some licenses require applicants to demonstrate practical field experience for a certain number of years. For example, a Journeyman License requires a minimum of two (2) years.

General Info

Work Experience Details					
At least one row of information is required. Click +Add Row to begin.					
+ Add Row					
	From:	To:	Total Years:	Months	Employer

For Renewals Only:

CEU Info

18 Fill out any relevant work history and click "Update" to add to the application.

Edit   ✕

From:

To:

Total Years:

Months

Employer

Verify by calling:

Phone Number

Duties

✓ Update   ⊘ Cancel

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19 For renewals only: click the "CEU Info" field to input CEU requirements and information. Click "Next" to proceed to attachments.

For Renewals Only:

CEU Info

20 Click "Add Attachments" to upload a Photo ID and a trade exam certificate. Click "Next" to proceed to the signature page.

NOTE: There is a drop-down to upload CEU certificates.

Attachments

Photo ID	Trade Exam Certificate	Select Type
Size: 24.65 KB	Size: 24.65 KB	Select Type / CEU Certificates / Photo ID / Trade Exam Certificate
Remove	Remove	+ Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

Back   Create Template   Save Draft   Next

21 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.

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

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23 After reviewing and submitting, a confirmation page will show, and the application will be routed to City staff for review.
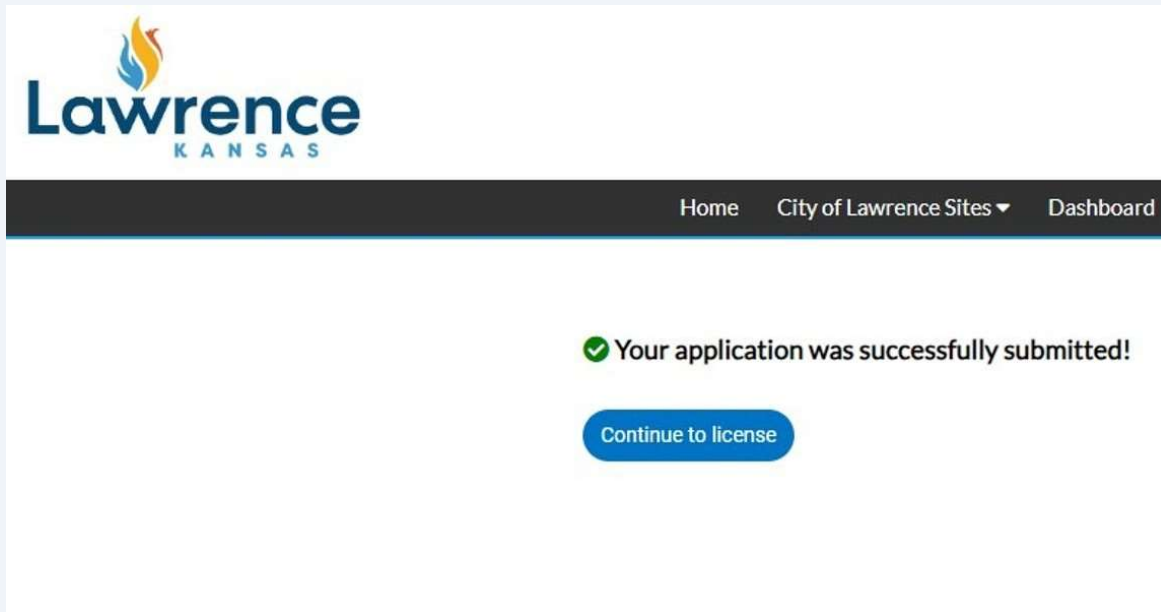
24 When City staff completes their review, an invoice will be issued. The applicant will be notified via automatic email.

25 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 ▾]

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

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

NOTE: Multiple invoices can be added to the cart and paid at the same time.
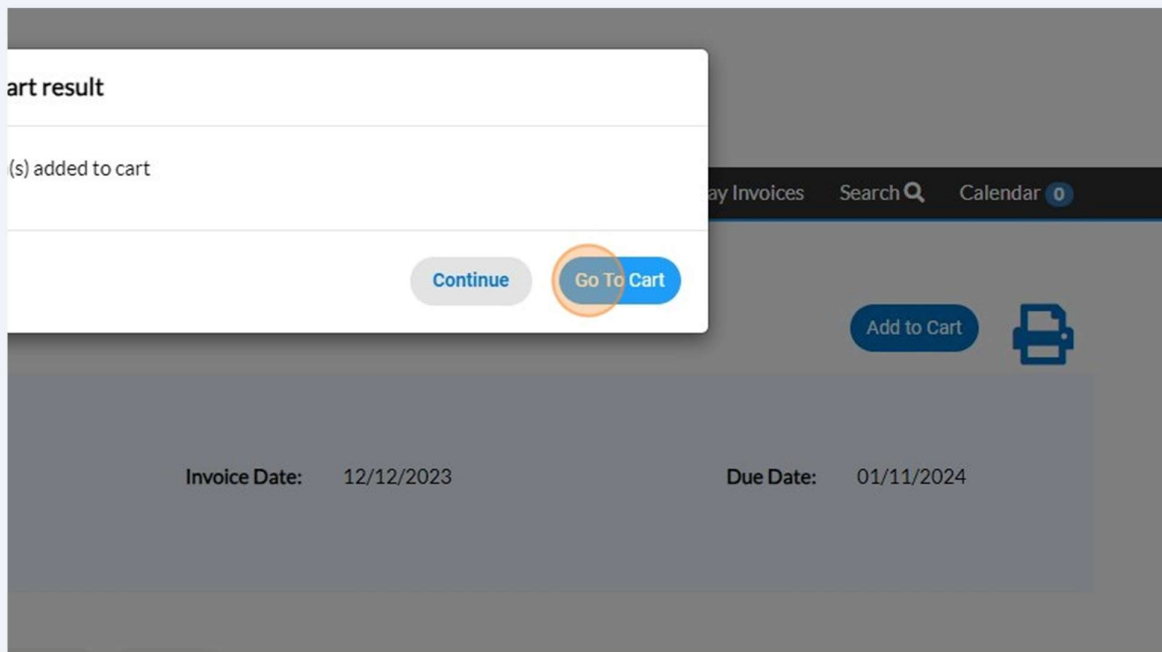
Invoice Number: INV-00000019   Add to Cart   🖨

Invoice Total:	$20.00				
Status:	Due	Invoice Date:	12/12/2023	Due Date:	01/11/2024
Description:	NONE				

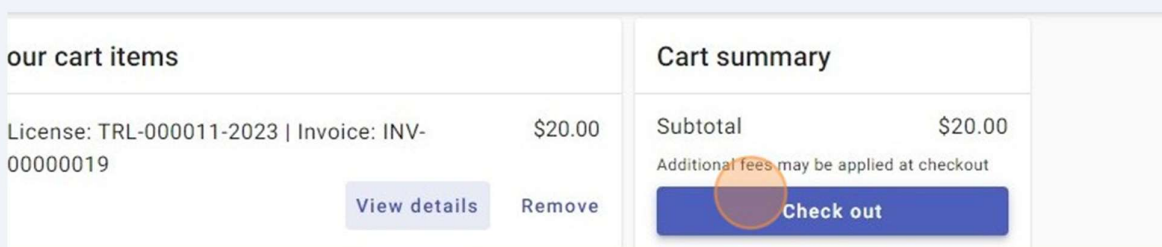**27** Click "Go To Cart" to begin the checkout process.

28 Click "Check out" to pay invoice.

29 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 b
method of payment

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30 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

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

32 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 | Report | Pay Invoices | Sea |

My Work

MY INVOICES   MY PERMITS   MY PLANS   MY LICENSES

Search...

License Number	Renew	Name	DBA	Address	Status	Type
TRL-					Issued	Trade Contractor License
TRL-					In Review	Trade Contractor License