



Contractor License Renewal Instructions on Civic Access

City Hall

Planning &
Development
Services

6 E 6th St
PO Box 708
Lawrence, KS 66044

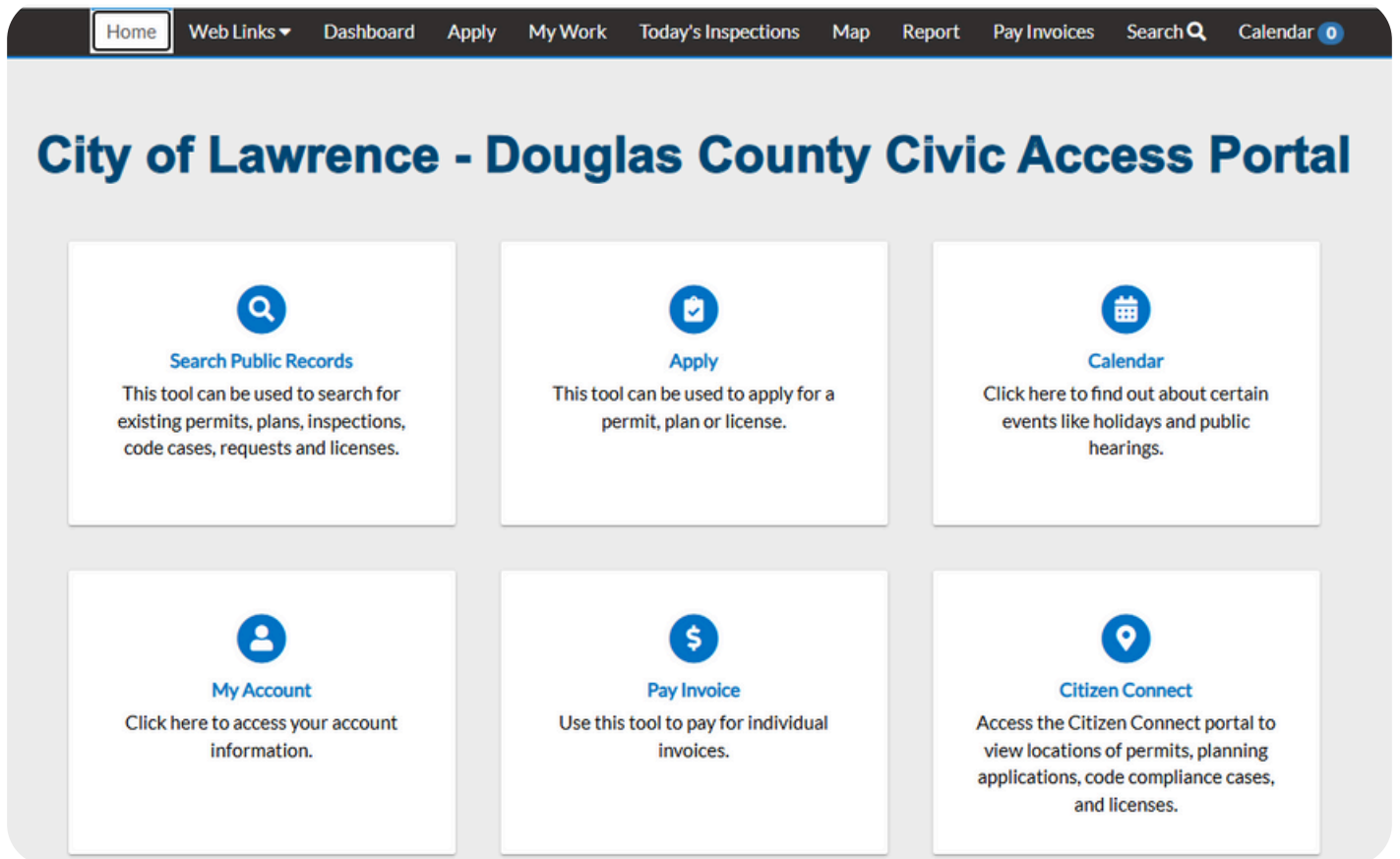
P: 785-832-7700

lawrenceks.gov/pds

Contractor License Renewal

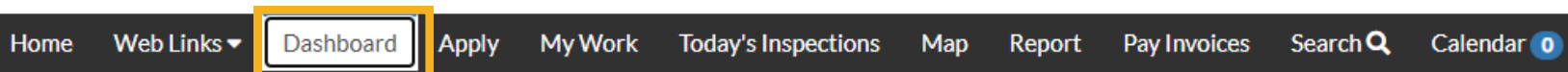
1

Please log into the customer portal: <https://lawrenceks-energovweb.tylerhost.net/apps/selfservice#/home>



2

On the top header, select Dashboard.



Contractor License Renewal

- 3 Scroll down to My Licenses and select the Renew button on your BCL license number.

My Licenses

Expired

DAYS

No. BCL-000 _____

Type Class A General Con...

Renew

[View My Licenses](#)

If you have multiple licenses to renew, select the Renew button on EACH individual license. Please do not renew any old BC/SC licenses.

If you do not see the license or the Renew button, please contact PDS Admin at 785-832-7700.

- 4 Follow the steps to submit.

NOTE: Some steps may look different depending on the license type, follow the "required" fields.

Renew License - Class A General Contractor

*REQUIRED





Contractor License Renewal

Step 1: Type

I. Please read the requirements.

LICENSE DETAILS

All licenses must be renewed by December 31st to avoid late fees. The Qualifying Individual for a contractor license must obtain at least eight (8) hours of related continuing education annually, which meet the City's criteria for approval. Please visit <https://lawrenceks.org/pds/ContinueEd/> for recognized programs and opportunities.

If there is a change in Qualifying Party, or to add an additional Qualifying Party, a new application for the Qualifying Party will be required to be submitted for review in the next steps.

License Type

Class A General Contractor

Description

Next

Step 2: More Info

I. Enter the General Liability Expiration Date, Worker's Comp Expiration Date (if applicable), and the Qualifying Party's Continuing Education Unit information.

*General Liability Ins. Expiration Date

Workers Comp Expiration Date

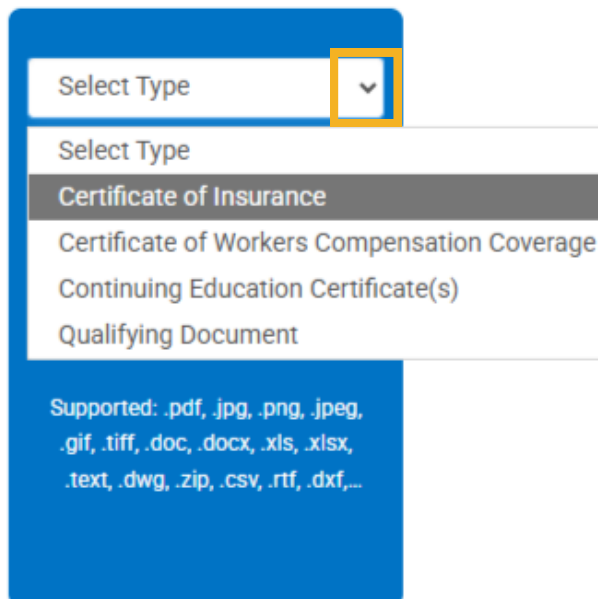
CEU Info(Renewal Only)

Please include the hours and the date of when the CEUs were taken.

Contractor License Renewal

Step 3: Attachments

I. An updated Certificate of Insurance and the Qualifying Party's CEUs are needed to process a contractor license renewal. Please upload the attachment(s) in the supported file by selecting the down arrow symbol. ▼



Select Type ▼

Select Type

- Certificate of Insurance
- Certificate of Workers Compensation Coverage
- Continuing Education Certificate(s)
- Qualifying Document

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



Contractor License Renewal

Step 4: Review and Submit

I. Review the license renewal and hit submit.

Renew License - Class A General Contractor

*REQUIRED



Type



More Info



Attachments



Review and Submit

Submit

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The status of your license renewal can be found by clicking Dashboard and under My Licenses.

Home Web Links ▾ Dashboard Apply My Work Today's Inspections Map Report Pay Invoices Search 🔍 Calendar 0

My Licenses

After submitting the application, please watch out for an email if anything requires resubmit or if an invoice is ready to be paid. Please follow the guide on how-to [Pay for an Invoice](#).