



Trades 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

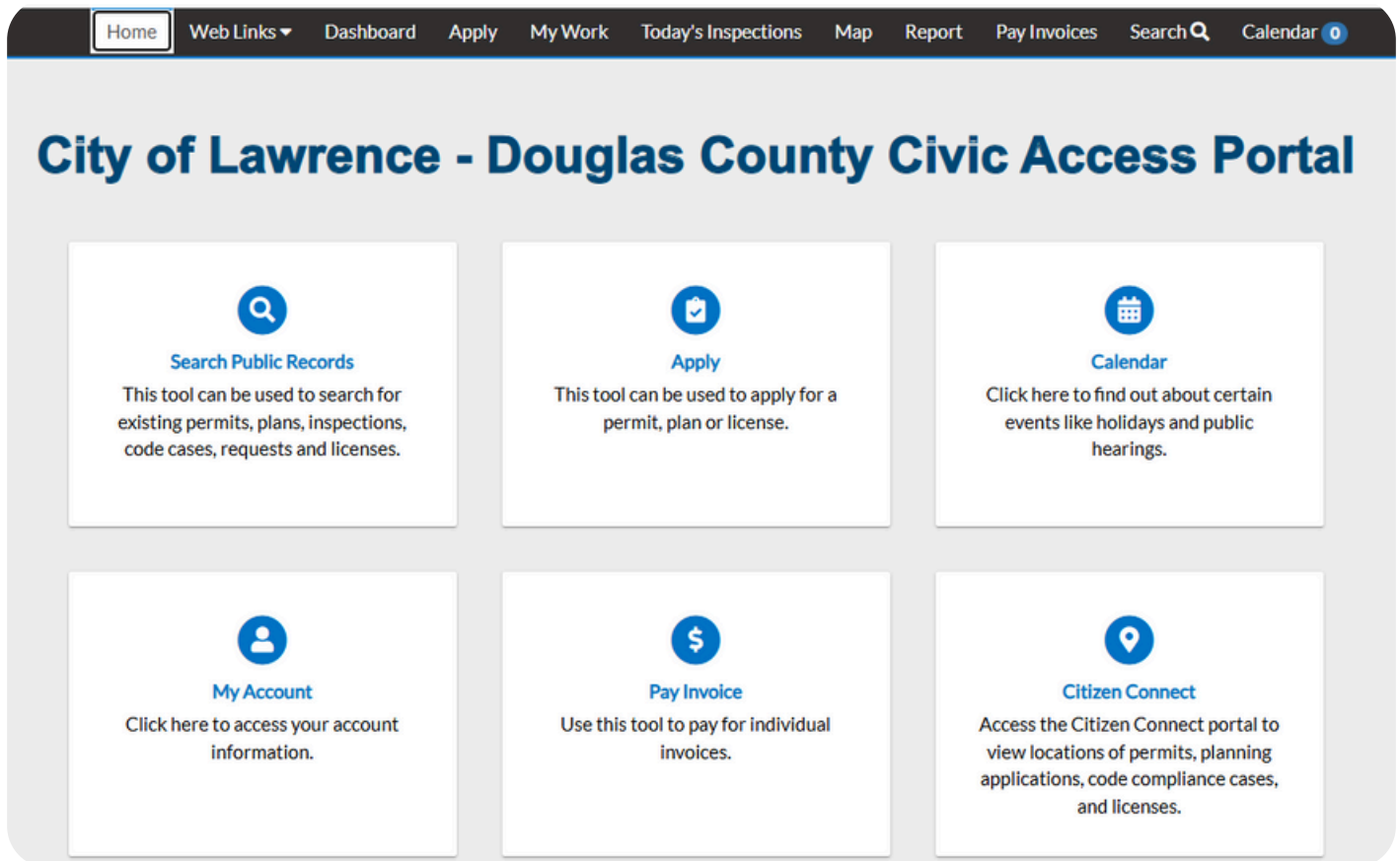
lawrenceks.gov/pds

Trades License Renewal



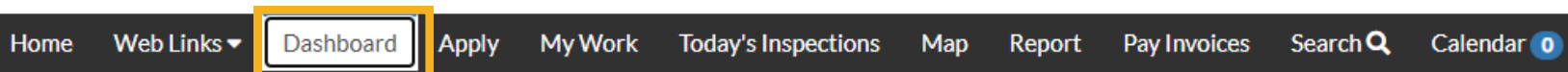
1

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



2

On the top header, select Dashboard.



Trades License Renewal



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

My Licenses

A screenshot of a web interface titled "My Licenses". It displays a license status of "Expired" with a "DAYS" field. Below this, there is a license number "No. TRL-0000" and a license type "Type Journeyman Plumbe...". A "Renew" button is highlighted with an orange border.

[View My Licenses](#)

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

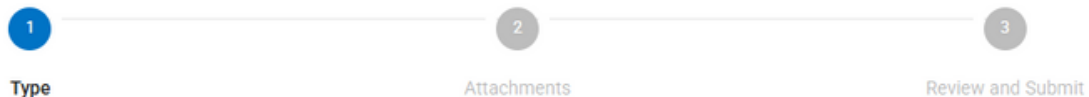
If you do not see the license or the Renew button, please contact PDS Admin at 785-832-7700.

- 4 Follow the steps to submit.

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

Renew License - Journeyman Plumber Trades License

*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. In order to renew the trades license, the applicant must obtain at least six (6) 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.

License Type

Journeyman Plumber Trades License ▾

Description

License Holder

Next

Trades License Renewal



Step 2: Attachments

I. Please upload the Tradesperson's CEU(s) in the supported file by selecting the down arrow symbol. ▼

A screenshot of a web form with a blue background. At the top, there is a white dropdown menu labeled "Select Type" with a small downward arrow icon. The dropdown menu is open, showing a list of options: "Select Type", "CEU Certificates", "Photo ID", and "Trade Exam Certificate". The "CEU Certificates" option is highlighted with a grey background. A mouse cursor is pointing at the "CEU Certificates" option. Below the dropdown menu, there is a list of supported file formats: ".pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...".

Select Type ▼

Select Type

CEU Certificates

Photo ID

Trade Exam Certificate

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

Trades License Renewal



Step 3: Review and Submit

I. Review the license renewal and hit submit.

Renew License - Journeyman Plumber Trades License

***REQUIRED**



Type



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](#).