



HOW TO APPLY, PAY AND PRINT A PERMIT

APPLY FOR A PERMIT

PLEASE NOTE: At this time online permit application is **NOT AVAILBALE FOR NEW HOME CONSTRUCION RELATED PERMITS**. Please send those permit applications to permits@cityoflawrence.org

Our Permit Application form can be found at <http://www.cityoflawrence.org/building-department>

To apply for all other permits, applicant will need the Address and Parcel Number of the property for which the permit is applied.

- To obtain the parcel number click the link provided on the top of the Permits page.
(<https://beacon.schneidercorp.com/Default.aspx?site=CityofLawrenceIN>)

- Enter your property address under the “Address Search” box and click on search.

Address Search

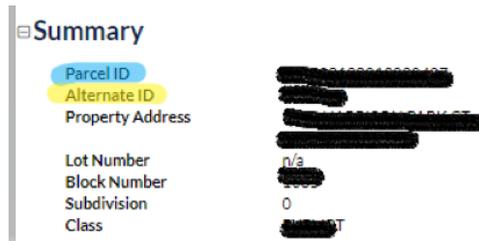
Exact address match?

enter address...

Search

(Enter address or range of address (ex: 1200-1299 Main))

- Under the summary section, make a note of the 7-digit “Alternate ID” number (highlighted in yellow in the screenshot below).



- Click on the “REQUEST A PERMIT” button and input the address and the Alternate Id number and click “CONTINUE”
 - If the Alternate ID does not work, try using the “Parcel ID” (highlighted in blue in the screenshot above). If it still does not work, contact DPW at 317-545-8787.
- Select Permit Type
- If using a Contractor, enter their information. If they are registered with the City of Lawrence, the company name will automatically populate as you type.
- Complete all required fields.
- If you have supporting documents to submit be sure to check the box “I have documents to include with this permit request” and press “Continue” to upload your documents.
- Check the Terms and Conditions box and continue to submit you permit applications
- DPW staff will review your application and process for issuance.

PAY FOR YOUR PERMIT

Once your permit is released for construction, you will receive an email with a link to pay.

- In order to pay the permit fee you will need to enter the same address and alternate or parcel id that you entered when you applied for the permit and press “Continue”.
- Click on the “My Permits Tab” and click on the permit you need to make the payment.
- Under Payment Summary click on the pay now icon and follow the directions to make the payment with your credit or debit card.

Payment Summary	
Total Charges	\$200.00
Amount Collected	\$0.00
Total Due	\$200.00 PAY NOW
Paid On	Not paid

PRINT YOUR PERMIT

In 24-48 business hours after payment, your permit will be ready for printing.

- Go to <https://col-esuite.tylertech.com/eSuite.Permits/WelcomePage.aspx> and click on “Access My Permits”.
- In order to print the permit fee you will need to enter the same address and alternate or parcel id that you entered when you applied for the permit and press “Continue”.
- Click on the My Permits Tab
- Under the Permit Summary click on the printer icon and you will be able to print your permit