



Construction Activities & Requirements

Frequently Asked Questions

- **What type of work requires a permit?**

The Lawrence Municipal Code requires a permit for any work, excluding trim-like work, that involves erecting, constructing, enlarging, altering, repairing, moving, improving, removing, converting or demolishing any building, structure or property in the City of Lawrence where the cost exceeds one thousand five hundred dollars (\$1,500.00).

- **As a property owner, must I hire a licensed contractor?**

In certain circumstances, the City of Lawrence allows homeowners to obtain permits for work accomplished by him/her. A homeowner is prohibited from accomplishing electrical work involving the installation of new lines to the electrical panel in their home as well as heating, ventilation and air conditioning (HVAC) work. If a contractor is being employed to perform the work, the contractor needs to be licensed within the City of Lawrence to obtain permits to accomplish work requiring a permit.

- **Is a permit required to install a fence on my property?**

No. However, the Lawrence Municipal Code provides for specific regulations regarding structural barriers that a homeowner should be aware of:

- ◆ Fences may be placed up to the property line.
- ◆ Fences are permitted in side and rear yards provided the height does not exceed six (6) feet above grade.
- ◆ Fences are permitted in a required front yard, typically beginning at the front corner of one's house, provided the height does not exceed forty-two (42) inches above grade. Efforts should be made to keep fences a minimum two (2) feet from adjoining sidewalks.
- ◆ Corner lot properties have two (2) front yards and a fence cannot exceed forty-two (42) inches above grade.

- **Is a license required to perform work in the City of Lawrence?**

The Lawrence Municipal Code provides that any person, partnership or corporation that enters into any contractual relationship with another person, partnership or corporation to engage in any type of construction activity, including demolition work, in or upon real estate within the City of Lawrence must be licensed with the City of Lawrence. An employee may accomplish construction work for which his/her employer is licensed while working under the direction and control of the licensed contractor. A license is not required to accomplish construction type activities in carrying out ordinary maintenance and repair if the work is accomplished by the person in the regular course of his/her sole, full-time employment by the owner of the premises where the ordinary maintenance and repair occurs.

- **What must I do to receive a license with the City of Lawrence?**

The following items are required to obtain a listing or license with the City of Lawrence:

- ◆ A completed application form.
- ◆ Payment of the listing or licensing fee as provided in Lawrence Municipal Code § 2-1-4-9.
- ◆ A surety bond meeting the requirements of Lawrence Municipal Code § 2-1-4-4.
- ◆ A certificate of insurance meeting the requirements of Lawrence Municipal Code § 2-1-4-5.
- ◆ The person, partnership or corporation has not had a listing permit or license suspended or revoked within one (1) year of the application.
- ◆ The partnership has not had a partner or the corporation has not had an officer who has had a listing permit or license issued under this chapter suspended or revoked within one (1) year of the permit application.

- **I received a stop work order, what must I do to remedy the situation?**

If you, or your contractor, received a stop-work order, all work must be stopped until the appropriate permit(s) and/or licenses are obtained from the City of Lawrence Department of Public Works. The permits division is located at 9001 E. 59th Street, Suite 205, Lawrence, IN 46216, or by phone at 317-545-8787.

Failure to remedy a stop-work order in a timely manner may result in the imposition of fees/fines (see below) up to, and including, the filing of a civil case against you and the imposition of a two thousand five hundred dollar (\$2,500) fine.

- **What are the fees/fines involved to voluntarily resolve a stop work order?**

The Lawrence Municipal Code provides that where work for which a permit is required has been commenced without a permit, the permit fee will be five times the applicable amount of the permit-type. Permit fees are provided in Lawrence Municipal Code § 2-1-1-29 and are also available on the City website at <http://www.cityoflawrence.org/public-works/permits-guidelines>.

If you are issued a stop-work order and are not licensed with the City of Lawrence, Lawrence Municipal Code provides for a five hundred dollar (\$500) fine in addition to the cost of the license. License fees are provided for in Lawrence Municipal Code § 2-1-4-9.

- **How much does a permit cost?**

Permit costs are dependent on the type of work undertaken. A comprehensive listing of building permit fees are available in Lawrence Municipal Code § 2-1-1-29 or accessed on the City website at <http://www.cityoflawrence.org/public-works/permits-guidelines>. Questions about building permit costs can be directed to the City of Lawrence Department of Public Works at 317-545-8787.

- **I am a contractor, how do I know I am working within the boundaries of the City of Lawrence?**

As a contractor, you are responsible for knowing the jurisdiction you are performing work in. A map of the City of Lawrence can be accessed online at the following link: <https://beaconbeta.schneidercorp.com/?site=CityofLawrenceIN>. If you are still not sure whether the property is within the City of Lawrence, please contact the Department of Public Works at 317-545-8787 for guidance.

- **I am a property owner, how do I know that I am hiring a licensed contractor?**

The City of Lawrence Department of Public Works maintains a comprehensive listing of all licensed contractors. For information on whether your contractor is licensed, please call the Department of Public Works at 317-545-8787.

- **Where do I obtain a permit?**

The City of Lawrence Department of Public Works is responsible for issuing all building permits. The permits window is located at the Lawrence Government Center (9001 E. 59th Street, Suite 205, Lawrence, IN 46216) and maintains the following hours of operation:

Monday, Tuesday, Thursday, Friday: 8:00 a.m. – 4:00 p.m.; and
Wednesday: 10:00 a.m. – 4:00 p.m

- **I am getting ready to begin work on my property and I am unsure as to whether or not I need a permit. What should I do?**

The Lawrence Municipal Code, specifically Title 2, Article 1, provides all permit requirements and can be accessed online at the following website: [http://library.amlegal.com/nxt/gateway.dll/Indiana/lawrence_in/lawrenceindianacodeofordinances?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:lawrence_in](http://library.amlegal.com/nxt/gateway.dll/Indiana/lawrence_in/lawrenceindianacodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:lawrence_in). If you should have any questions, please visit the City of Lawrence Department of Public Works at the Lawrence Government Center (9001 E. 59th Street, Suite 205, Lawrence, IN 46216) or call the Department of Public Works at 317-545-8787.