



## HOW TO APPLY, PAY AND PRINT A PERMIT

### APPLY FOR A PERMIT

1. Visit the Department of Public Works page on the City of Lawrence website at: <http://www.cityoflawrence.org/public-works>
2. Click on the box on the top row "APPLY & PAY FOR PERMITS"

Before you apply for a permit you are going to need to know the property address and parcel number:

3. 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).

Summary	
Parcel ID	[REDACTED]
Alternate ID	[REDACTED]
Property Address	[REDACTED]
Lot Number	n/a
Block Number	[REDACTED]
Subdivision	0
Class	[REDACTED]

4. Click on the "REQUEST A PERMIT" link

### City of Lawrence Permits

Powered by Tyler Technologies

**Contractors & Property Owners: Please use Resident Access to request a permit.**

Check your Parcel ID at: <https://beacon.schneidercorp.com/Default.aspx?site=CityofLawrenceIN>

**Please Note:** You will need to use your 7 digit Alternate ID number for your address. If your Alternate ID doesn't work please use your full Parcel ID.

**ePermit Guide**

**Resident Access**

**REQUEST A PERMIT**    ACCESS MY PERMITS

**Public Information Search**

Permit Type: [dropdown]  
 Permit Number: [input]  
 Service Address: [input: Begin typing...]  
 SEARCH

5. Start Inputting the address and select the correct one from the drop down box. Enter the Alternate Id number and click
  - If the Alternate ID does not work, try using the "Parcel ID" (highlighted in blue in step 3). If it still does not work, contact DPW at 317-545-8787.
6. Select Permit Type
7. At this time the Contractor portal is not ready for use so all permits must be entered as if the property owner is applying. 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. In some cases the Contractor name is either not showing up or will delete when trying to select it. If this happens, just enter the Contractor's information into the Comments section and the DPW Staff will fix it on our end.
8. Complete all other required fields.
9. 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. After uploading the documents the system may continue to spin and give the impression that the documents did not attach; they did! Go ahead and continue to the next step.
10. Check the Terms and Conditions box and continue to submit you permit applications
11. DPW staff will review your application and process for issuance.
12. Check back in 2-3 business days to see if your permit has been released for construction and proceed to the PAY FOR YOUR PERMIT outlined below.
13. If additional information is required an email will be forwarded to the applicant within 2-3 business days.

### **PAY FOR YOUR PERMIT**

14. In order to pay the permit fee you will need to click on "Access My Permits".  
Start entering the address and select from the drop down box, enter the alternate or parcel id that you entered when you applied for the permit and press "Continue".
15. Click on the "My Permits Tab" and click on the permit you need to make the payment.
16. Under Payment Summary click on the pay now icon and follow the directions to make the payment with your credit or debit card.

<b>Payment Summary</b>	
<b>Total Charges</b>	\$200.00
<b>Amount Collected</b>	\$0.00
<b>Total Due</b>	\$200.00 <input type="button" value="PAY NOW"/>
<b>Paid On</b>	Not paid

### **PRINT YOUR PERMIT**

- In 24-48 business hours after payment, your permit will be ready for printing.
17. Go to <https://col-esuite.tylertech.com/eSuite.Permits/WelcomePage.aspx> and click on "Access My Permits".
  18. 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".
  19. Click on the My Permits Tab
  20. Under the Permit Summary click on the printer icon and you will be able to print your permit