



Frequently Asked Questions Regarding Construction Activities in the City of Lawrence

❖ **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:

[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.

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

The Lawrence Municipal Code requires any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building commissioner and obtain the required permit.

❖ **As a property owner, must I hire a registered contractor?**

In certain circumstances, the City of Lawrence allows homeowners to obtain permits for work accomplished by him/her. If a contractor is being employed to perform the work, the contractor needs to be registered within the City of Lawrence to obtain permits to accomplish work requiring a permit.

❖ **I am a property owner, how do I know that I am hiring a registered contractor?**

The City of Lawrence Department of Public Works maintains a comprehensive listing of all registered contractors. For information on whether your contractor is registered please visit our website or call the 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.

❖ **Is a license or registration 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 any real estate located within the City shall be a Registered Contractor.

❖ **What must I do to be a Registered Contractor with the City of Lawrence?**

To become a Registered Contractor with the City of Lawrence, the contractor shall provide:

1. A completed application form indicating the name, address and legal business status of the contractor.
2. A General Liability Insurance Certificate to include the following
 - a. Shall have minimum of \$500,000 for each occurrence of death or bodily injury.



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- b. Shall have minimum \$100,000 for each occurrence of property damage or shall have combined single limit coverage, which covers both bodily injury and property damage, minimum \$500,000 per occurrence.
 - c. Shall have the policy number.
 - d. Shall include City of Lawrence as a Certificate Holder.
 - e. Shall identify effective and expiration dates of the coverage.
 - f. Shall name the sole proprietor, partnership or corporation as the insured.
 - g. Shall list the name, address and phone number of the insurance agent.
 - h. Shall not limit coverage to a single job
 - i. Shall notify the Building Commissioner, in writing, at least 15 days prior to cancellation.
3. A registration fee of \$150.00
 4. General Liability Insurance and Registration fee shall be waived if the Contractor holds an unexpired Marion County or City of Indianapolis License.

❖ **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 on the City website using this link: <http://www.cityoflawrence.org/public-works>

❖ **Where do I obtain a permit?**

The City of Lawrence Department of Public Works is responsible for issuing all building permits. You can apply via our website or visit the permits window located at the Lawrence Government Center, 9001 E. 59th Street, Suite 205, Lawrence, IN 46216.

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.

❖ **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.