

## Ready for Payment Process for Permits & Licenses



1. Log onto <http://www.cityoflawrence.com/>
2. Click on the Inspectional Services blue icon
3. Click on the For all Permitting and Licensing, visit Citizenserve
4. Click on My Account
5. Click on View my request
6. Under MY REQUESTS look under Approved and locate Permit # or Licensing #
7. Click on Permit # or License #
8. On the top left hand side click on Make a Payment
9. On PAYMENT page click on MAKE PAYMENT on the bottom black square
10. You will see landing page for Secure Payment Checkout with Fee owed
11. Pay by CHECK or CREDIT CARD
12. Once Inspectional Services receives payment, your Permit/License will be issued via email.

*If you have any questions, please call the  
Inspectional Services Department  
Office at 978 620-3130*