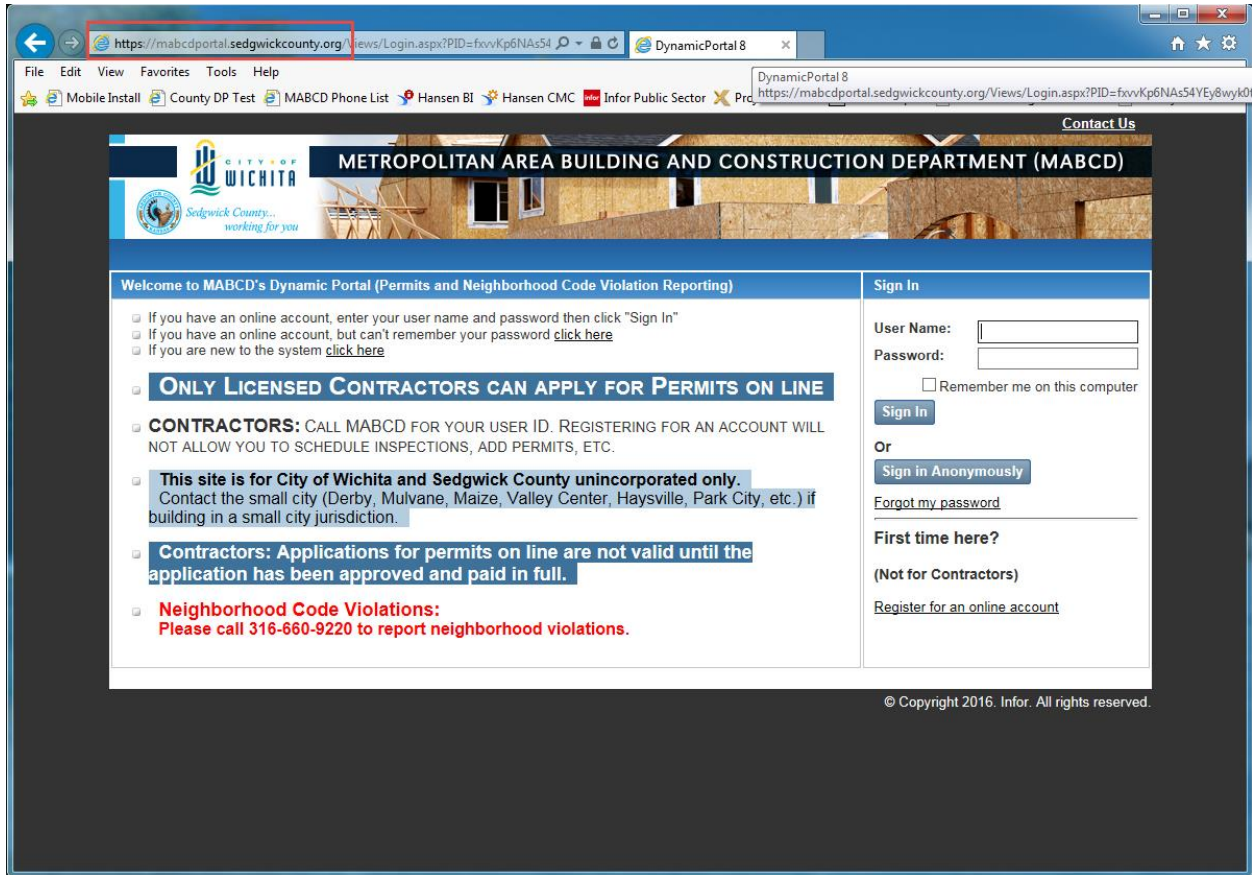


How to apply for a permit online

Log into the Dynamic Portal Site

1. Bring up a browser and type into the url/address box at the top of the page – <https://mabcpportal.sedgwickcounty.org>




2. Enter your username and password and click on the Sign In button. (if you do not currently have an account, please skip to down to #3 otherwise skip down to #8)


A close-up view of the 'Sign In' section of the web form. It includes a blue header with the text 'Sign In'. Below this are two input fields: 'User Name:' with a placeholder text 'Username goes here' and a clear button (x), and 'Password:' with a masked password represented by dots. A checkbox labeled 'Remember me on this computer' is positioned below the password field. At the bottom left of this section is a blue button labeled 'Sign In', which is highlighted by a large red arrow pointing towards it.

3. If you do not already have an account created, then click on the “Register for an online account” link.


Metropolitan Area Building and Construction Department (MABCD)



Sedgwick County
working for you



City of
Wichita, Kansas



Welcome to MABCD's Dynamic Portal (Permits and Neighborhood Code Violation Reporting)

- ❑ If you have an online account, enter your user name and password then click "Sign In"
- ❑ If you have an online account, but can't remember your password [click here](#)
- ❑ If you are new to the system [click here](#)

ONLY LICENSED CONTRACTORS CAN APPLY FOR PERMITS ON LINE

- ❑ **CONTRACTORS:** CALL MABCD FOR YOUR USER ID. REGISTERING FOR AN ACCOUNT WILL NOT ALLOW YOU TO SCHEDULE INSPECTIONS, ADD PERMITS, ETC.
- ❑ **This site is for City of Wichita and Sedgwick County unincorporated only.**
Contact the small city (Derby, Mulvane, Maize, Valley Center, Haysville, Park City, etc.) if building in a small city jurisdiction.
- ❑ **Contractors: Applications for permits on line are not valid until the application has been approved and paid in full.**

Sign In

User Name: x

Password:

☐ Remember me on this computer

[Sign In](#)

Or

[Sign in Anonymously](#)

[Forgot my password](#)

First time here?


(Not for Contractors)

[Register for an online account](#)


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4. Fill out the necessary information to create the account. If you locate a red * next to a field, please note that this is a required field that must be completed. Then click on the next button


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City of
Wichita, Kansas



Sign Up for New Account - Personal Information

Enter your information:

- ☐ Enter your preferred user name for login purposes. Use something you will remember like your email address.
- ☐ Enter your email address. This email address will be used to mail your initial enrollment confirmation and for submission notifications. You will be able to change your password later in "Modify Account".
- ☐ Enter your contact information to be used with your submittals.
- ☐ Click "Next".

*= Required Information

Enroll as a:

☒ Individual

☐ Company

Create User Name: *
(Use 5 to 50 characters for User Name)

Create Username

Type your Password: *
(Password must have at least 5 characters, with one upper case, one lower case, and one numeric character.)

.....

Retype Password: *
.....

Select a Secret Question to reset password: *

Mothers birthplace

Enter your Secret Answer: *

Wichita

Contact Type: *
Architect

Title: First Name: * MI: Last Name: *

First Name LastName

Company Name: Position:

ENTER YOUR FULL COMPANY NAME

Address: *

123 N. Anywhere

.....

City: * State/Province: * Postal Code/Zip: *

Wichita Kansas 67202

Country:

Daytime Phone: * Evening Phone:

(316)123-4537


Fax Number: Mobile Phone:




Email: *

Myemail@goeshere.com

Words Verification: (Enter the words you see in the picture below)

GATE Firenze [Get another word](#)





GATE Firenze [Privacy & Terms](#)

Cancel

5. Review the information you've submitted to check for accuracy. If you need to make changes to the information you entered click on the link "[Click here to make changes to your entered information>>](#)"

If you currently have an account that matches your information then you have a chance to choose it. If not, select the "Add New contact" and click on the submit button.

Example of user not currently in the system:

Metropolitan Area Building and Construction Department (MABCD)
Sedgwick County working for you City of Wichita, Kansas

Personal Information Confirmation

- ☐ Review the information you entered.
- ☐ Also listed are users whose information matches yours. Please review this list to see if you are already in our database. If you find your information listed here, check the option next to it so it is not duplicated.
- ☐ If any information is incorrect, click "[Click here to make changes to your entered information >>](#)".
- ☐ Click "Submit".

Personal information as entered:
Email: myemail@email.com
Contact Type: Owner
Name: First Name Last Name
Address: 123 Anywhere
Wichita, KS 00000
Daytime Phone: (316)123-4567

No users matched the information you entered <<<

☒ Add new contact: Last Name, First Name located at 123 Anywhere, Wichita, KS 00000

[Click here to make changes to your entered information >>](#)

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Example of User that is currently in the system:

Metropolitan Area Building and Construction Department (MABCD)
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Personal Information Confirmation

☐ Review the information you entered.
☐ Also listed are users whose information matches yours. Please review this list to see if you are already in our database. If you find your information listed here, check the option next to it so it is not duplicated.
☐ If any information is incorrect, click "Click here to make changes to your entered information »".
☐ Click "Submit".

Matched User

☐ Add new contact: user, Public located at 455 N Main, Wichita, KS 67202
☒ User, Public located at 455 N. Main, WICHITA, KS 67202

[Click here to make changes to your entered information »](#)

Personal information as entered:
Email: noreply@sedgwick.gov
Contact Type: Owner
Name: Public user
Address: 455 N Main
Wichita, KS 67202
Daytime Phone: (316)268-4357

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6. You then will get a message that you have successfully registered for a Dynamic Portal user account. Click on the link "**Click Here**" to go back to the log in screen

Metropolitan Area Building and Construction Department (MABCD)
Sedgwick County working for you | City of Wichita, Kansas

New Portal Account Confirmation

Congratulations! You have successfully registered for a new web user account.
To login using this account [click here](#)

[Contact Us](#)

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7. Enter the username and password you just created and click on the sign in button

Metropolitan Area Building and Construction Department (MABCD)
Sedgwick County working for you
City of Wichita, Kansas

Welcome to MABCD's Dynamic Portal (Permits and Neighborhood Code Violation Reporting)

- If you have an online account, enter your user name and password then click "Sign In"
- If you have an online account, but can't remember your password [click here](#)
- If you are new to the system [click here](#)

ONLY LICENSED CONTRACTORS CAN APPLY FOR PERMITS ON LINE

- CONTRACTORS:** CALL MABCD FOR YOUR USER ID. REGISTERING FOR AN ACCOUNT WILL NOT ALLOW YOU TO SCHEDULE INSPECTIONS, ADD PERMITS, ETC.
- This site is for City of Wichita and Sedgwick County unincorporated only.** Contact the small city (Derby, Mulvane, Maize, Valley Center, Haysville, Park City, etc.) if building in a small city jurisdiction.
- Contractors:** Applications for permits on line are not valid until the application has been approved and paid in full.

Sign In

User Name: x

Password:

☐ Remember me on this computer

Sign In

Or

Sign in Anonymously

[Forgot my password](#)

First time here?

(Not for Contractors)

[Register for an online account](#)

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8. Click on link for Building / Use / Planning

Metropolitan Area Building and Construction Department (MABCD)
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City of Wichita, Kansas

Sign Out

Select Portals

- [Customer Service](#)
- [Building/Use/Planning](#)

Select an Online Portal Application

Welcome to the Online Portal applications. Here you may choose to select a portal that you want to use.

Customer Service / Nuisance Reporting
Customer Service portal allows you to submit online service request and look up existing service requests.

Building / Use / Planning
Building/Use/Planning - Allows you to apply permit/license, schedule and cancel inspections, pay fees, and review the status of permit/license applications.

Building includes new and remodeled structures, electrical, mechanical, plumbing, wells, and wrecking applications.

Use includes elevator and waste water applications.

Planning includes the HUD Environmental Review Request.

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9. Click on the link for “Apply for a Building Permit”

Metropolitan Area Building and Construction Department (MABCD)

Sedgwick County working for you City of Wichita, Kansas

0 items in My Cart \$0.00 Check Out Sign Out

MABCD Portals

My Account

- Modify Account

Applications

- Building Application
- Trade License
- Use Application

Pay Fees

- My Building Fees
- My Trade License Fees
- My Use Fees

Lookup Permit

- Permit Number
- Applicant
- Address

Look Up

Lookup your Building Permit, Business License, Planning, Trade License, Use, or Project applications to check the status and view details. Or search for other applications by application number, applicant name, or address/parcel ID.

- Building Permit
- Trade License
- Use Permit

Apply

To apply for a Building Permit, Business License, Planning, Trade License, Use, or Project applications, you will need to provide information such as the type of application, site location, and specific details regarding your application. Once your application is successfully submitted and received, you will receive a confirmation.

- Apply for a Building Permit
- Apply for a Trade License
- Apply for a Use Permit

Pay Fees

Pay fees for your Building Permit, Business License, Planning, Trade License, Use, or Project applications. Online payments can be made with Visa, Mastercard, or eCheck.

- My Building Permits to be Paid
- My Trade Licenses to be Paid
- My Use Permits to be Paid

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10. Click on the appropriate Applicant Type and click the next button

Metropolitan Area Building and Construction Department (MABCD)

Sedgwick County working for you City of Wichita, Kansas

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Building/Use/Plan Portal

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- My Fees

Lookup Permit

- Permit Number
- Applicant
- Address

New Application for G Watkins

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	-------------	--------------------------

Applicant Information

- Select the applicant
- Click "Next"

Applicant Type

- ☐ I am the property owner completing this work.
- ☐ The contractor will complete this work.
- ☒ Other contact.

Cancel Next

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11. Add any additional contacts who might be working on this permit with you by clicking on the “Add Contact” button. If you do not have any additional contacts then go ahead and just click on the “next” button

Metropolitan Area Building and Construction Department (MABCD)
Sedgwick County working for you
City of Wichita, Kansas

0 items in My Cart \$0.00 Check Out Sign Out

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New Application for G Watkins

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	-------------	--------------------------

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
To add additional contacts to this permit:

- Click "Add Contact"
- Enter required contact information
- Click "Search"

Add Contact

Cancel Previous Next

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12. Choose the correct Permit type from the drop down located on the page and then click the “next” button

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City of Wichita, Kansas

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New Application for G Watkins

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	-------------	--------------------------

Permit Type

Please select the permit type
Click "Next"

Permit Type: *

- Select One
- Building Permit Application
- Electrical Permit Application
- Fire Alarm System Permit Application
- Manufactured Home Permit Application
- Mechanical Permit Application
- Plan Review Application
- Plumbing Permit Application
- Property Transfer Title
- Roofing or Siding Permit Application
- Sewer Permit Application
- Well Water Permit
- Wrecking Permit Application

Next

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13. Enter the address of the location of the permit. If you have a difficult time locating the address, try using the least amount of information necessary to get more results. For example only input the street numbers and street name (271 – Third). You may use a “%” sign as a wildcard character. For example: 271 – 3%.

Click on the correct address in order to move forward to the next screen

Note if the property does not have an address assigned at this time, Please use the address we have created called “Address Needs Assigned” (see screen shot below on how to locate and use this address

New Application for SCHAEFER JOHNSON COX FREY

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	-------------	--------------------------

Permit Location
Address Search: Search application address

- ☐ Enter the Address
Example: 271 Third or 271 3rd? Enter the Number and a partial Street Name for best results. Do not enter the Suffix or Unit/Apt.
- ☐ Select the correct location by clicking on the appropriate address
- ☐ If you do not see the correct location, make changes to your search and try again
- ☐ Click "Search"

Number

Dir

Street Name*

Suffix

Unit/Apt.

--

Address needs%

--

City

State

Zip

Kansas

1 Matches Found

Street #	Dir	Street Name	Suffix	Apt	City	State	Zip
		Address Needs Assigned			Wichita	KS	

Search

Double click on the Grey area to select this and move forward to the next screen

Metropolitan Area Building and Construction Department (MABCD)
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Wichita, Kansas

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Lookup Permit

- Permit Number
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New Application for G Watkins

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	-------------	--------------------------

Permit Location
Address Search: Search application address

- ☐ Enter the Address
Example: 271 Third or 271 3rd? Enter the Number and a partial Street Name for best results. Do not enter the Suffix or Unit/Apt.
- ☐ Select the correct location by clicking on the appropriate address
- ☐ If you do not see the correct location, make changes to your search and try again
- ☐ Click "Search"

Number

Dir

Street Name*

Suffix

Unit/Apt.

271

--

3%

--

City

State

Zip

Kansas

Street #	Dir	Street Name	Suffix	Apt	City	State	Zip
271	W	3RD	ST		WICHITA	KS	67202

Search

Cancel Previous Next

14. Fill out the Work Type, Com/Res, Occupancy Type, and description of the construction/proposed job. Click on the “next” button. Please be sure to put what kind of business you are building in the Description of the Construction. For example if you are building a restaurant, be sure to put the name of the restaurant: Build a new Applebee’s

Metropolitan Area Building and Construction Department (MABCD)
Sedgwick County working for you | City of Wichita, Kansas

0 items in My Cart \$0.00 | Check Out | Sign Out

Building/Use/Plan Portal

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- Permit Number
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New Application for SCHAEFER JOHNSON COX FREY

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	-------------	--------------------------

Job Description

☐ Enter the required field(s)
☐ Click "Next"

Work Type* New

Occupancy Type* Business

Declared Valuation* 500000

Building Area (square footage) 0

Com/Res* Commercial

A/P Name

Description of the construction/proposed job*
Build a new restaurant - Applebees

Cancel Previous **Next** Save For Later

15. Fill out any detail page information necessary for the permit. Looks for an * for any required fields and then click on the “next” button.

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New Application for G Watkins

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
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Application Details

☐ Enter in the details.
☐ Click "Next"

Mobile Home Lot Number:

Service Voltage:

Service Ampacity:

You must add at least one permit item below.
Fill in the boxes and then click the 'Add Permit Item' button when finished.

Permit Item: (required) -- Select One -- **Amps:** **Quantity: (required)** **Add Permit Item**

Item	Description	Amps	Quantity	
03	Heating Appliance less than 4500 watts		1	Delete

Cancel Previous **Next** Save For Later

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16. If you have a document you would like to add the permit, you may add it by clicking on the browse button, and then click on the Upload Button and Next. If you do not wish to add a document then just click on the “next” button.

*** Please note***

This is **not** where you upload electronic plans. You will receive an email invitation to the Eplans software at a later date where you can upload your plans.

Metropolitan Area Building and Construction Department (MABCD)
City of Wichita, Kansas
Sedgwick County working for you

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New Application for G Watkins

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
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Attachments

The required documents must be submitted or attached to your application. You may also submit the documents via mail or in person. Please include the Primary permit number.

To Upload Documents:

- Click "Browse" to select the files/documents from your computer to attach to your application
- NOTE: EACH FILE CAN NOT EXCEED 10MB.**
- Enter the description
- Click "Upload" to add files
- Click "Next"


File Path Browse...

File Description


Upload

Cancel Previous Next

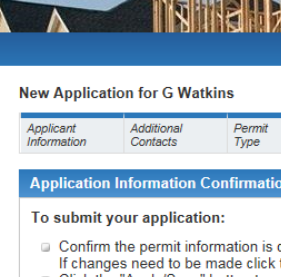
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- 

Sedgwick County
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City of
Wichita, Kansas



0 items in

My Cart

\$0.00

Check Out

Sign Out

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☐ [Applicant](#)
☐ [Address](#)

New Application for G Watkins

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation																										
<div>Application Information Confirmation</div> <p>To submit your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm the permit information is correct. If changes need to be made click the appropriate "Edit" button. <input type="checkbox"/> Click the "Apply/Save" button to submit your permit. <div>Application Information To Be Submitted</div> <table> <tbody> <tr> <td>Permit Type:</td> <td>Electrical Permit Application</td> </tr> <tr> <td>Edit Applicant Type:</td> <td>Owner/Builder</td> </tr> <tr> <td>Primary Contact Name:</td> <td>G Watkins</td> </tr> <tr> <td>Address:</td> <td>271 W Third Wichita KS 67203</td> </tr> <tr> <td>Phone:</td> <td>(316)660-1840</td> </tr> <tr> <td>Edit No contact added.</td> <td></td> </tr> <tr> <td>Edit Site Location:</td> <td>271 W 3RD ST WICHITA KS 67202</td> </tr> <tr> <td>Edit Occupancy Type:</td> <td>Business</td> </tr> <tr> <td>Work Type:</td> <td>New</td> </tr> <tr> <td>Priority:</td> <td>Commercial</td> </tr> <tr> <td>Description:</td> <td>Build a new restuarant</td> </tr> <tr> <td>Edit Detail page information.</td> <td></td> </tr> <tr> <td>Edit No attachment uploaded.</td> <td></td> </tr> </tbody> </table> <div> <input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input type="button" value="Apply"/> <input type="button" value="Save For Later"/> </div>								Permit Type:	Electrical Permit Application	Edit Applicant Type:	Owner/Builder	Primary Contact Name:	G Watkins	Address:	271 W Third Wichita KS 67203	Phone:	(316)660-1840	Edit No contact added.		Edit Site Location:	271 W 3RD ST WICHITA KS 67202	Edit Occupancy Type:	Business	Work Type:	New	Priority:	Commercial	Description:	Build a new restuarant	Edit Detail page information.		Edit No attachment uploaded.	
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