

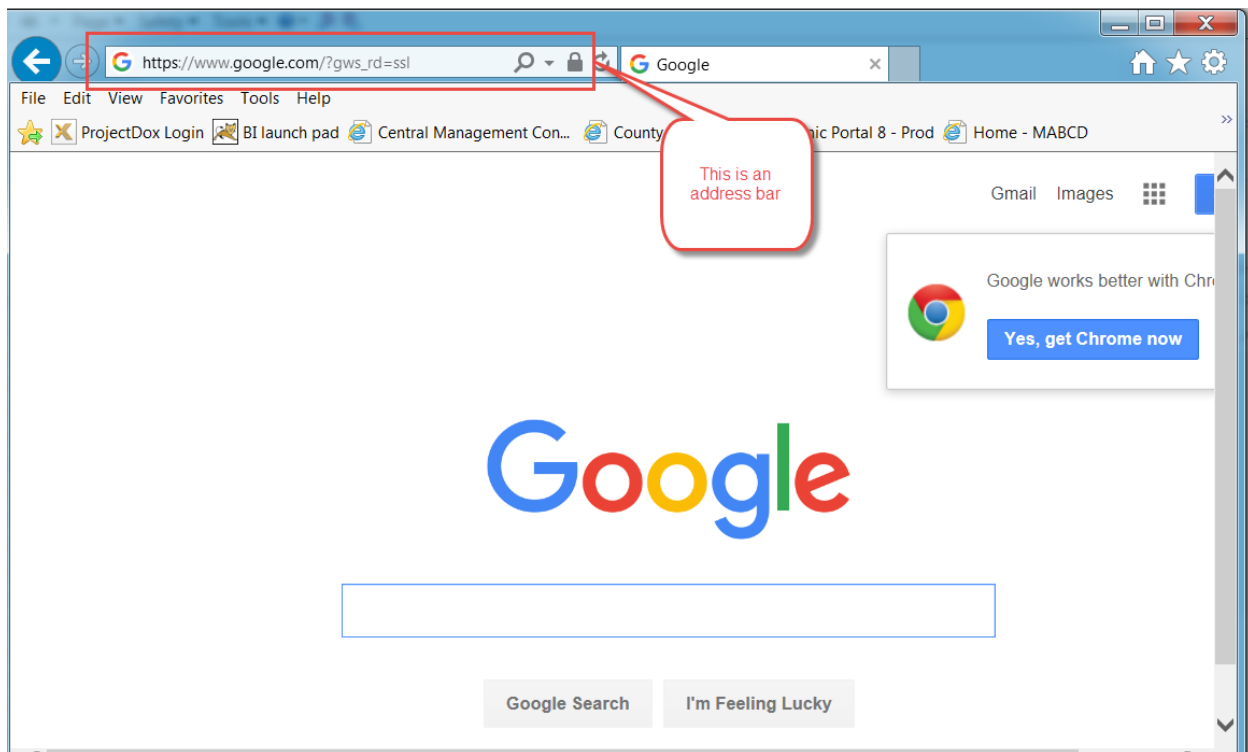
## How to Look up Permits, Schedule Inspections, and Pay Fees

# Logging into the Dynamic Portal ([https:// mabcpportal.sedgwickcounty.org](https://mabcpportal.sedgwickcounty.org))

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When logging into the MABCD site for the first time, these are the steps to follow:

1. Bring up a browser and type into the URL/Address box at the top of the page – <https://mabcpportal.sedgwickcounty.org> (NOTE: Don't forget the 's' in the https.)



2. Log into the Dynamic portal site with your username and password.  
(If you do not already have an account set up, please see the instructions on how to create a Dynamic Portal Account.)

**METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)**

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

- EPLANS - Start the Plan Review with a PLR application under Building Applications. For detailed submission instructions, [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.**
- Neighborhood Code Violations:** Please call 316-660-9220 to report neighborhood violations.

**Sign In**

User Name:

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](#)

3. Click on the Building / Use / Planning link to continue to the next steps

**Metropolitan Area Building and Construction Department (MABCD)**

Sedgwick County working for you

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.

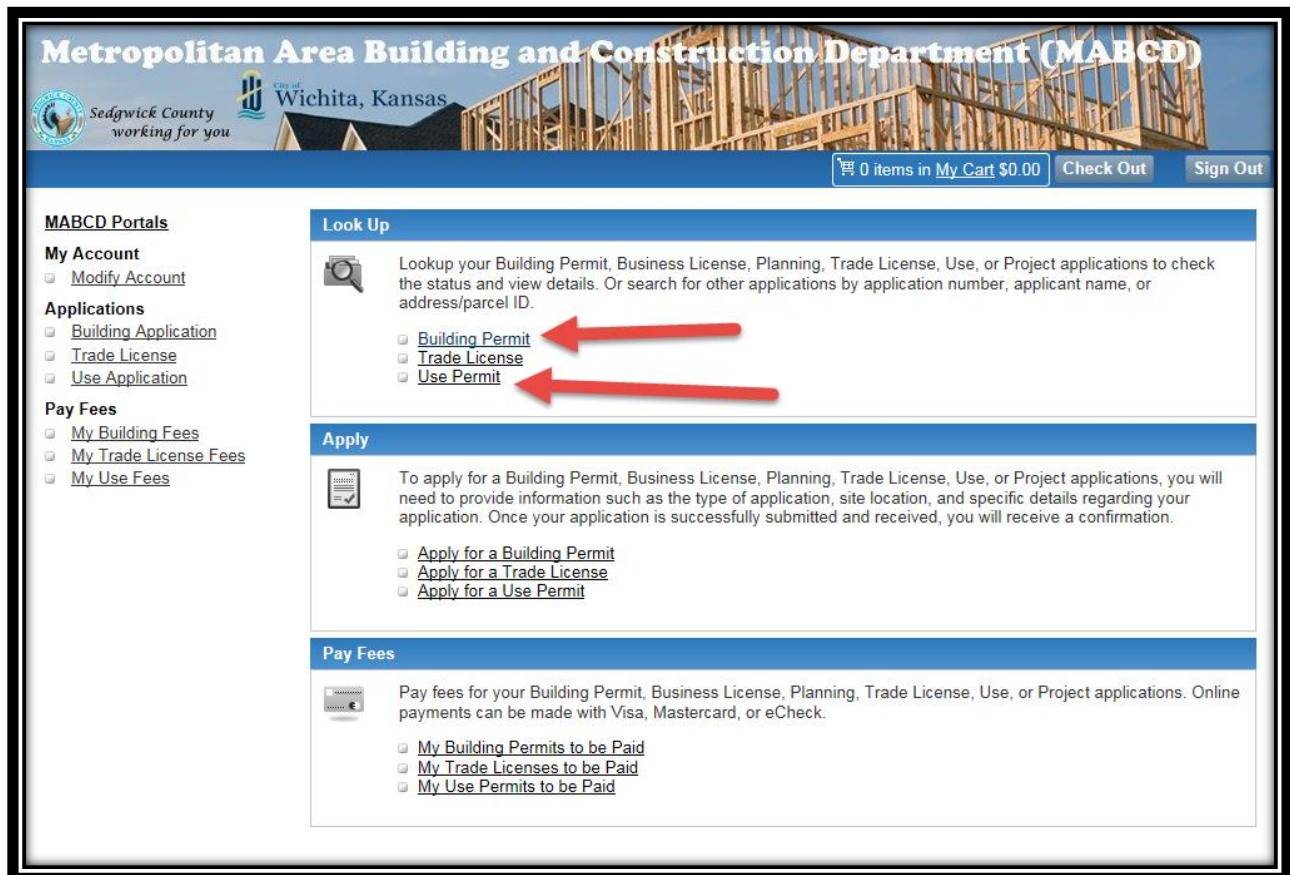
**Use** includes elevator and waste water applications.

**Planning** includes the HUD Environmental Review Request.

4. To look up permits click on the appropriate link for the type of permit you are looking for. The link for Building Permit includes: Building, Electrical, Fire Alarm, Manufactured Home, Mechanical, Plan Review, Plumbing, Roofing/Siding, Sewer, Well Water, and Wrecking permits.

The link for Trade Licenses is not available at this time.

The link for Use Permits includes permits for Elevator and Waste Water.



5. The fastest and easy way to look at your permits and get Inspection, detailed information and fee owed is using the “My Permits” link.

Click on the “My permits” link

**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

Permit #:  Search

**Building/Use/Plan Portal**

**Building Home**

**My Account**

- [Modify Account](#)

**Apply**

- [My Saved Applications](#)
- [Apply](#)

**Permits**

- [My Permits](#)

**Reviews**

- [My Reviews](#)

**Inspections**

- [My Inspections](#)

**Fees**

- [My Fees](#)

**Lookup Permit**

- [Permit Number](#)
- [Applicant](#)
- [Address](#)

**Welcome Electric Meter**

**Online Building Permit Application**

Welcome to online building permit applications. Here you may choose to view permit information by searching with a permit number, applicant name, or address. You may apply for a permit online, or you may change or modify your account information.

**Lookup Building Permit**  
View your building Permit or search for other permits by number, applicant name, or address.

**Apply For A Building Permit**  
Choose the building permit type you would like to apply for.  
You will need the following information in order to apply online for a permit:

**Application Information:** Information related to the type of work and the worksite location or address.

**Applicant Information:** Your name, address, phone number and e-mail address as well as pertinent licensed contractor information.

**Lookup Reviews**  
View reviews related to your applications.

**Lookup Inspections**  
View inspections related to your applications. To request an inspection, provide a proposed date and time. You will receive a confirmation upon scheduling your inspection.

**Pay Fees**  
View fees related to your applications.

**Modify Account**  
Modify your contact information and password or customize your welcome page.

6. To look up information you need to search using a date range. The date used for this search is the date the permit was applied for. For best results try to use smaller date ranges. The default will always be three months from the current date.

You can also request information for closed permits but changing the Application status to either Closed or All.

To get all permits no matter what type of Application type leave it at the default of "Select One"  
If you want to see only one permit type then you can choose a specific permit type  
(For example – Electrical Permit Applications)

The screenshot displays the website of the Metropolitan Area Building and Construction Department (MABCD) for Sedgwick County, Wichita, Kansas. The page is titled "My Permit Applications" and shows "Permits information associated with Electric Meter". A "Search Criteria" section is highlighted with a red box, containing the following fields:


- My Applications Information**
  - ☐ Select application type (Optional).
  - ☐ Select application status.
  - ☐ Select the dates.
  - ☐ Click "Search".
- Application Type:**
  - Select One --
- Application Status:**
  - ☒ In Progress ☐ Closed ☐ All
- Application Between Dates:**
  - From\* 10/10/2016 To\* 1/10/2017
- Search** (button with a red arrow pointing to it)


The left sidebar contains navigation links for Building/Use/Plan Portal, Building Home, My Account, Apply, Permits, Reviews, Inspections, Fees, and Lookup Permit.



7. The website will return a list of permits you have for the dates you inquired from. You can do multiple things from this list. Below is a list of items that can be performed:

**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**

[Building Home](#)

**My Account**

- [Modify Account](#)

**Apply**

- [My Saved Applications](#)
- [Apply](#)

**Permits**

- [My Permits](#)

**Reviews**

- [My Reviews](#)

**Inspections**

- [My Inspections](#)

**Fees**

- [My Fees](#)

**Lookup Permit**

- [Permit Number](#)
- [Applicant](#)
- [Address](#)

**My Permit Applications**

Permits information associated with Electric Meter

Search Criteria

Search Result - 36

Permit #	Type	Address	Actions
<a href="#">ELE2016-04362</a>	Electrical Permit Application	<a href="#">2331 N PIATT AVE WICHITA KS 67214</a>	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04371</a>	Electrical Permit Application	<a href="#">6405 E 12TH ST N WICHITA KS 67206</a>	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04377</a>	Electrical Permit Application	<a href="#">2536 S ROOSEVELT ST WICHITA KS 67210</a>	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04378</a>	Electrical Permit Application	<a href="#">2540 S ROOSEVELT ST WICHITA KS 67210</a>	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04395</a>	Electrical Permit Application	<a href="#">2214 E MENLO DR WICHITA KS 67211</a>	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04397</a>	Electrical Permit Application	<a href="#">1920 S ELPYCO AVE WICHITA KS 67218</a>	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04400</a>	Electrical Permit Application	<a href="#">11118 W KELLOGG ST WICHITA KS 67209</a>	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04426</a>	Electrical Permit Application	<a href="#">2626 S ROCK RD WICHITA KS 67210</a>	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04427</a>	Electrical Permit Application	<a href="#">114 E 21ST ST N WICHITA KS 67214</a>	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04428</a>	Electrical Permit Application	<a href="#">110 E 21ST ST N WICHITA KS 67203</a>	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>

- a. If you click on the **Summary** link – this will give you the basic information about the permit and let you know the status of the application. There are also tabs where you can see Inspections and Fees for this application.

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**METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)**

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    [My Saved Applications](#)  
    [Apply](#)  
**Permits**  
    [My Permits](#)  
**Reviews**  
    [My Reviews](#)  
**Inspections**  
    [My Inspections](#)  
**Fees**  
    [My Fees](#)  
**Lookup Permit**  
    [Permit Number](#)  
    [Applicant](#)  
    [Address](#)

**My Permit Applications**  
Permits information associated with Electric Meter

**Summary** Inspections - 3 Fees - 2

Permit Type: Electrical Permit Application  
Permit Number: ELE2016-04362  
Site Location: 2331 N PIATT AVE WICHITA KS 67214  
Primary Applicant: Electric Meter  
Issue Date: 12/1/2016  
Fees: \$36.00  
Legal Occupancy: Single Family  
Description of Work: Meter reset  
Milestone: Final Inspection

**Application Checkstatus**

Item Description	Status
Final Inspection must be completed.	Pending

[Clone](#) | [Edit](#)

[Back to Search Results](#)

- b. If you click on the **Clone** link – this will allow you to start a new permit that contains the same information as the permit you clicked on. It will allow you to “Clone” a new permit.

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**Inspections**  
☐ [My Inspections](#)  
**Fees**  
☐ [My Fees](#)  
**Lookup Permit**  
☐ [Permit Number](#)  
☐ [Applicant](#)  
☐ [Address](#)

**My Permit Applications**  
Permits information associated with Electric Meter

Search Criteria | Search Result - 36

Permit #	Type	Address	Actions
<a href="#">ELE2016-04362</a>	Electrical Permit Application	2331 N PIATT AVE WICHITA KS 67214	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04371</a>	Electrical Permit Application	6405 E 12TH ST N WICHITA KS 67206	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04377</a>	Electrical Permit Application	2536 S ROOSEVELT ST WICHITA KS 67210	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04378</a>	Electrical Permit Application	2540 S ROOSEVELT ST WICHITA KS 67210	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04395</a>	Electrical Permit Application	2214 E MENLO DR WICHITA KS 67211	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04397</a>	Electrical Permit Application	1920 S ELPYCO AVE WICHITA KS 67218	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04400</a>	Electrical Permit Application	11118 W KELLOGG ST WICHITA KS 67209	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04426</a>	Electrical Permit Application	2626 S ROCK RD WICHITA KS 67210	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04427</a>	Electrical Permit Application	114 E 21ST ST N WICHITA KS 67214	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
<a href="#">ELE2016-04428</a>	Electrical Permit Application	110 E 21ST ST N WICHITA KS 67203	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>

Clicking Clone will take you to the window where you start a brand new application. You will continue as if you are applying for a brand new application however, the information will be chosen for you.

**Clone Application # ELE2016-04362**

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
<b>Permit Type</b> <input type="checkbox"/> Please select the permit type <input type="checkbox"/> Click "Next" <b>Permit Type: *</b> Electrical Permit Application							
Cancel Previous Next							



- c. The **Edit** link – Please do not use this feature. Any changes you need to request, please contact our office at (316) 660-1840.
- d. If you click on the **Inspections** link – this allows you to look or schedule any available inspections for this application.

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**METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)**

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☐ [Apply](#)  
**Permits**  
☐ [My Permits](#)  
**Reviews**  
☐ [My Reviews](#)

**My Permit Applications**  
Permits information associated with Electric Meter

Summary **Inspections - 3** Fees - 2

Insp #	Inspection Type	Scheduled Date	Status	Actions
2300900	Rough Electrical			<a href="#">Request Inspection</a>
2300901	Meter Reset	12/2/2016	S	<a href="#">Inspection Details</a>
2301662	Electrical Final			<a href="#">Request Inspection</a>

[Back to Search Results](#)

- e. If you click on the **Fees** link – This allows you to review or pay any fees available for this application.

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**METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)**

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**Inspections**  
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**My Permit Applications**  
Permits information associated with Electric Meter

Summary **Fees - 2**

Description	Total	UnPaid	Status	Paid Date	Actions
Meter Reset (power off 6 months or more)	\$11.00	\$11.00	Unpaid		<a href="#">Add to Cart</a>
Permit Issuance Fee	\$25.00	\$25.00	Unpaid		<a href="#">Add to Cart</a>

[Add All To Cart](#)

[Back to Search Results](#)

To pay fees click on the link “Add to Cart” or the “Add All to Cart” Button. You can repeat this process for all applications you wish to pay. By clicking “Back to Search results” button you can keep repeating this process until you have all the fees necessary added to your cart.

**METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)**

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

**Building/Use/Plan Portal**

**Building Home**

**My Account**

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**Apply**

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[Apply](#)

**Permits**

[My Permits](#)

**Reviews**

[My Reviews](#)

**Inspections**

[My Inspections](#)

**My Permit Applications**

Permits information associated with Electric Meter

**Summary** **Fees - 2**

Description	Total	UnPaid	Status	Pay Date	Actions
Meter Reset (power off 6 months or more)	\$11.00	\$11.00	Unpaid		<a href="#">Add to Cart</a>
Permit Issuance Fee	\$25.00	\$25.00	Unpaid		<a href="#">Add to Cart</a>

[Back to Search Results](#)

[Add All To Cart](#)

Once you have all the fees that you wish to pay added to the cart then click on the “Check Out” button located at the top of the page next to the sign out button.

**METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)**

2 items in My Cart \$36.00 [Check Out](#) [Sign Out](#)

**Building/Use/Plan Portal**

**Building Home**

**My Account**

[Modify Account](#)

**Apply**

[My Saved Applications](#)

[Apply](#)

**Permits**

[My Permits](#)

**My Permit Applications**

Permits information associated with Electric Meter

**Search Criteria** **Search Result - 48**

Permit #	Type	Address	Actions
ELE2016-04362	Electrical Permit Application	2331 N PIATT AVE WICHITA KS 67214	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
ELE2016-04371	Electrical Permit Application	6405 E 12TH ST N WICHITA KS 67206	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>
ELE2016-04377	Electrical Permit Application	2536 S ROOSEVELT ST	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Edit</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>

At the checkout you have the opportunity to remove any fees that may have been added in error. To complete this process then check the box next to the fee you wish to remove and click on the “Remove Selected Fees” button.

**CITY OF WICHITA**  
Sedgwick County... working for you

**METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)**

4 items in My Cart \$72.00 [Check Out](#) [Sign Out](#)

**Building/Use/Plan Portal**  
[Building Home](#)  
**My Account**  
[Modify Account](#)  
**Apply**  
[My Saved Applications](#)  
[Apply](#)  
**Permits**  
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**Reviews**  
[My Reviews](#)  
**Inspections**  
[My Inspections](#)  
**Fees**  
[My Fees](#)  
**Lookup Permit**  
[Permit Number](#)  
[Applicant](#)  
[Address](#)

**Pay Fees**  
☐ Review the selected application(s) to be paid and the amount due.  
☐ Click on "Next" to proceed with payment.  
☐ Otherwise, click "Cancel" to exit.

**My Cart**

	Item Description	Amount
<input type="checkbox"/>	ELE2016-04433 - Electrical Permit Application 1525 S SEDGWICK ST WICHITA KS 67213 Meter Reset (power off 6 months or more)	\$11.00
<input type="checkbox"/>	ELE2016-04433 - Electrical Permit Application 1525 S SEDGWICK ST WICHITA KS 67213 Permit Issuance Fee	\$25.00
<input checked="" type="checkbox"/>	ELE2016-04509 - Electrical Permit Application 550 N NIMS AVE 123 WICHITA KS 67203 Meter Reset (power off 6 months or more)	\$11.00
<input checked="" type="checkbox"/>	ELE2016-04509 - Electrical Permit Application 550 N NIMS AVE 123 WICHITA KS 67203 Permit Issuance Fee	\$25.00
<a href="#">Remove Selected Fees</a>		Subtotal: \$72.00

[Cancel](#) [Next](#)

Once you are ready to pay the fees located in your cart then click on the next button to input your credit card information.

**Pay Fees**

- ☐ Review the selected application(s) to be paid and the amount due.
- ☐ Click on "Next" to proceed with payment.
- ☐ Otherwise, click "Cancel" to exit.

☐ **My Cart**

	<u>Item Description</u>	<u>Amount</u>
<input type="checkbox"/>	ELE2016-04433 - Electrical Permit Application 1525 S SEDGWICK ST WICHITA KS 67213 Meter Reset (power off 6 months or more)	\$11.00
<input type="checkbox"/>	ELE2016-04433 - Electrical Permit Application 1525 S SEDGWICK ST WICHITA KS 67213 Permit Issuance Fee	\$25.00
<input type="checkbox"/>	ELE2016-04509 - Electrical Permit Application 550 N NIMS AVE 123 WICHITA KS 67203 Meter Reset (power off 6 months or more)	\$11.00
<input type="checkbox"/>	ELE2016-04509 - Electrical Permit Application 550 N NIMS AVE 123 WICHITA KS 67203 Permit Issuance Fee	\$25.00

Remove Selected Fees

Subtotal: \$72.00

Cancel

Next

Update the payment screen with the correct information that “Matches” your Credit Card. If the name located on the Cardholder First name and Last Name or billing address doesn’t match what you have on your credit card then you must delete the current information and type in the correct name and address.

Once you have typed in the correct credit card information click on the Pay Button.

If for some reason you no longer wish to complete the transaction, then click on the “Cancel” button and your credit card will not be charged as long as you cancel before you click on the “Pay” button.

\*\*\*Please note do not click on the Pay button more than one time otherwise your credit card will be charged multiple transactions. \*\*\*

If any reason the transaction does not go through or there is an error please contact us at (316) 660-1840.

The screenshot displays the payment interface for the City of Wichita MABCD. The header includes the city logo and the department name. A navigation sidebar on the left lists various services like Building Home, My Account, Apply, Permits, Reviews, Inspections, Fees, and Lookup Permit. The main content area is titled 'Payment' and includes instructions to enter payment information and click 'Pay'. Below this is a 'Credit Card Information' form with fields for Card Type (Visa), Cardholder Name (Company name goes here), Cardholder Address (271 W 3rd St N), Cardholder City (Wichita), Cardholder State (Kansas), Cardholder Zip (67202), Cardholder Country (US), Card Number, Expiration Date, and Card Security Code. A 'Subtotal: \$72.00' is displayed. At the bottom, there are 'Cancel' and 'Pay' buttons, with a red arrow pointing to the 'Pay' button.