

How to apply for a permit online for Contractors

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://mabcdportal.sedgwickcounty.org>

The screenshot shows the homepage of the Metropolitan Area Building and Construction Department (MABCD) Dynamic Portal. The header includes the City of Wichita and Sedgwick County logos, and the title "METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)". Below the header, a blue banner reads "Welcome to MABCD's Dynamic Portal (Permits and Neighborhood Code Violation Reporting)".

On the left, a list of instructions for contractors is provided:

- ❑ **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.

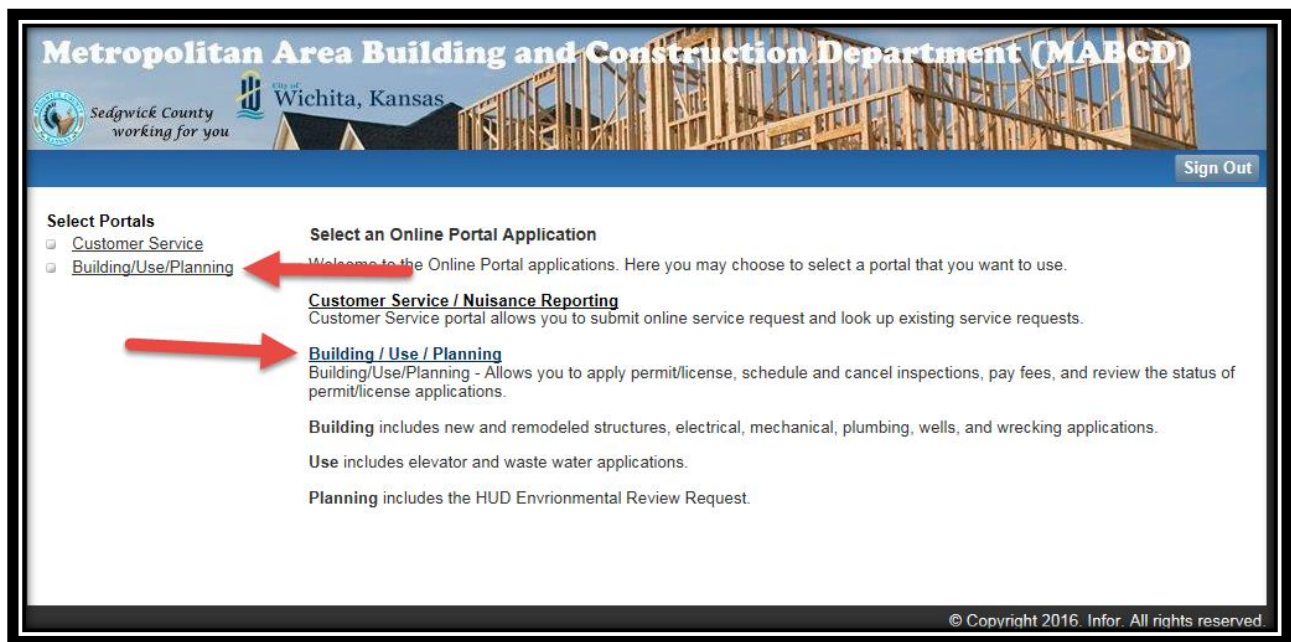
On the right, the "Sign In" section is highlighted with a red box. It contains the following fields and options:

- Sign In** (header)
- User Name:
- Password:
- ☐ Remember me on this computer
- Sign In** (button)
- Or**
- Sign in Anonymously** (button)
- [Forgot my password](#)
- First time here?**
- (Not for Contractors)**
- [Register for an online account](#)

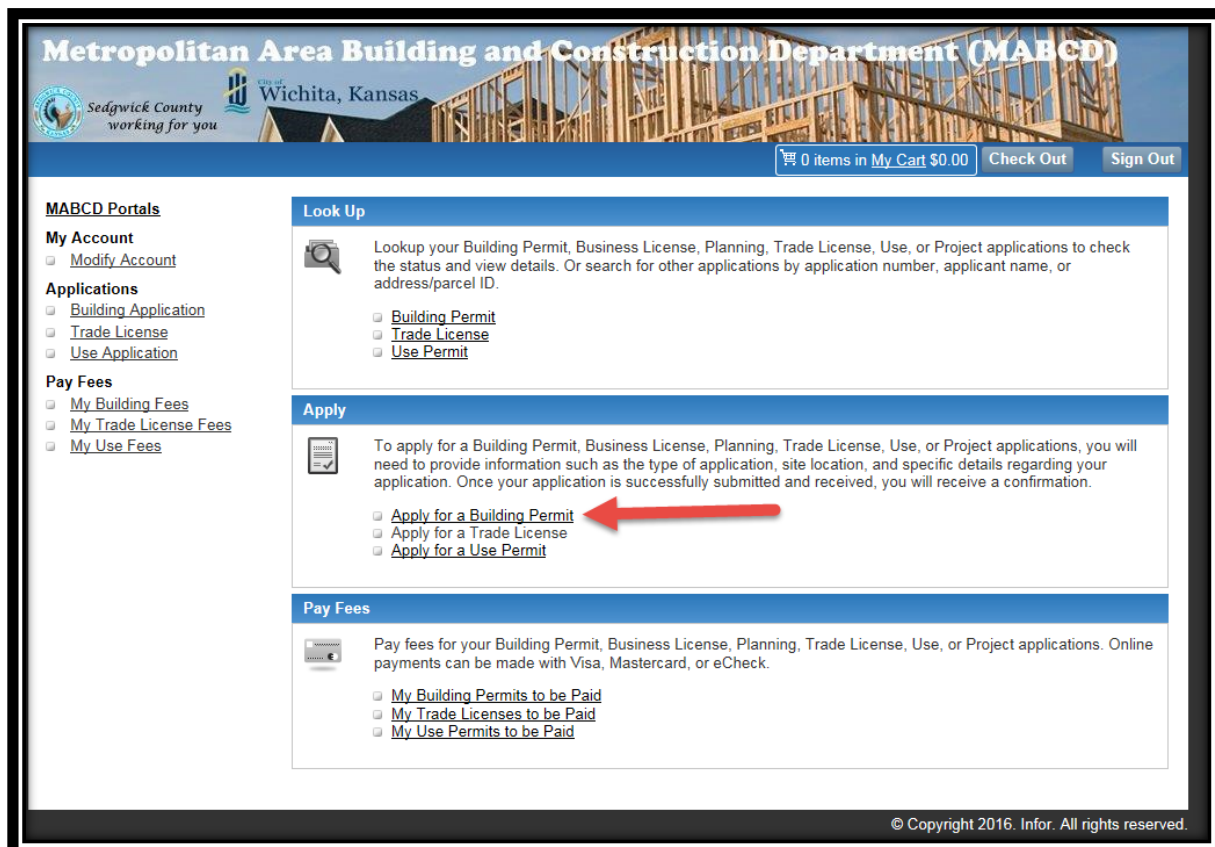
2. Enter your username and password and click on the Sign In button. (if you do not currently have an account, please skip to down to #3 otherwise skip down to #8)

This is a close-up of the "Sign In" form. It features a blue header with the text "Sign In". Below the header, there are two input fields: "User Name:" with a placeholder "Username goes here" and a clear button (x), and "Password:" with a masked password "•••••". Below these fields is a checkbox labeled "Remember me on this computer". At the bottom left of the form is a blue "Sign In" button, which is highlighted by a red arrow.

3. Click on link for Building / Use / Planning



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



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

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Sedgwick County working for you
City of Wichita, Kansas

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- 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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6. 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

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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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7. 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
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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

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8. 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:
City: State: Zip:

1 Matches Found

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

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

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Sedgwick County working for you

Wichita, Kansas

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Building/Use/Plan Portal

New Application for G Watkins

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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:
City: State: Zip:

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

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9. 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

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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

10. Fill out any detail page information necessary for the permit. Looks for an * for any required fields and then click on the “next” button. When you add items in the grid you must click on the Add Permit Item button in order to save the information to the page.

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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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11. 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.

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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

File Description

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Application Information Confirmation

To submit your application:

 - Confirm the permit information is correct.
If changes need to be made click the appropriate "Edit" button.
 - Click the "Apply/Save" button to submit your permit.

Application Information To Be Submitted

Edit	Permit Type:	Electrical Permit Application
	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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