Flow Overview:

1. Get account (username) for the Portal
2. Log into the Portal (https://mabcdportal.sedgwickcounty.org)
3. Apply for permit application
4. Receive email confirming application has been submitted
5. Receive email that application has been reviewed and ready for payment
6. Pay for application (https://mabcdportal.sedgwickcounty.org)
7. Receive email for payment confirmation
8. Schedule inspections (https://mabcdportal.sedgwickcounty.org)
Sedgwick County MABCD Permit Submission Guide

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Permitting Process

The Permit Process steps:

1. **ONLY ONCE – Register for an account:** register on-line or call 316-660-1840 for an account.
2. **Submit an application:** submit an application using the MABCD portal webpage.
3. **Submit application payment:** after the application is reviewed, the MABCD staff sends email notification that the application is ready for payment. Submit payment using the MABCD’s portal webpage.
4. **Schedule Inspections:** after payment is complete, the contractor or homeowner can schedule inspections as the project progresses.

If there are questions about the following instructions, or if assistance is needed, please contact the Metropolitan Area Building and Construction department at MABCD@Sedgwick.gov or 316-660-1840.
Register for an Account

Contractors:
When you applied for your license, your Portal account was set up. On the portal, this is your username. MABCD uses the last 5 digits of your contractor’s license as your username. You must use this username to tie all of your permits with your license. Your license will start with BUS.

- The last 5 digits – example: 00001
- If there are not 5 digits at the end of your license, left pad with zeros. Example: 457. Please use 00457 as your username.
- If you have any issues, please call 316-660-1840 for assistance.

Homeowners
Homeowners can create their own accounts or homeowners can call MABCD at 316-660-1840 to get an account created.

1. Open an internet browser window and go to: https://mabcdportal.sedgwickcounty.org/.
2. If you already have an MABCD portal user name, sign in by entering your username and password and then selecting “Sign In.”
   If you do not yet have a username:
   - Select “Register for an online account.”
   - Enter information into the required fields and then select “Next.”
   - **NOTE:** For your username, please add HOM- to the front of your username. If you neglect to do this, your permit will take longer to approve and process.
   - Review the information entered and then select “Submit.”
   - Select “Click Here” to return to the MABCD portal sign in screen.
   - Sign in by entering your username and password and then selecting “Sign In.”

Forgot my password
If you can’t remember your password, click the “Forgot my password” link on the front page of the Portal (https://mabcdportal.sedgwickcounty.org).
If you have never set up your Secret Question, it is most likely your username. You will need this on the second screen of the “Forgot my password” link.
Submit an Application

Please note: After the application is submitted, it is reviewed for approval. You may receive an email or call from MABCD staff requesting more information to approve your application. Please make sure that your email and phone are correct on the Portal (https://mabcdportal.sedgwickcounty.org). You can update that information after clicking Building & Construction link and then click “Modify Account.”

Homeowners

Homeowners can only submit the following permit types:

- Residential Building Permit Applications
- Roofing or Siding Permit Applications
- Location Applications
- Meter Resets – please fill out a meter reset form. Click the link on the MABCD homepage. (https://www.sedgwickcounty.org/mabcd/) – Electric Meter Inspection/Meter Reset. A Meter Reset is needed when the electricity has been turned off at the meter of your home by Evergy and you have met the requirements to have your meter turned back on.

To submit an application:

1. Open an internet browser window and go to: https://mabcdportal.sedgwickcounty.org/.
2. Enter your username. If you followed the directions under Register for an Account, then your username will start with HOM-. Enter your password and click “Sign In.”

Welcome to MABCD’s Portal (Building & Construction and Neighborhood Code Violation Reporting)

CONTRACTORS
- Call 316.660.1040 to get a User ID. Registering on this site will not allow you to schedule inspections, obtain permits, etc. Sign in on the right if you already have an ID.
- This site is for the City of Wichita and unincorporated Sedgwick County only. If building in a small city jurisdiction, contact the small city you are building in (e.g. Derby, Maize, Maize, Valley Center, Haysville, Park City, etc.).
- Applications for permits online are not issued or valid until the application has been approved and paid in full.

Plan Upload and Review
- ePlans - Start the plan review process by following the Plan Approval Process instructions.

Nuisance Reporting (code and housing violations, trash, tall grass, etc.)
- Submit a report or request online or look up existing requests. To report by phone, call 316-660-9220.

Doing construction work on your own home?
- Please contact MABCD at 316-660-1840 to be issued a valid username for this portal.
- Go to MABCD’s Homeowner’s site to find requirements and useful information.

Sign in

User Name: ____________________________
Password: ____________________________
Remember me on this computer: [ ]

Or
Continue Anonymously
Forgot my password
First time here?
(Not for Contractors)
Register for an online account...
3. On the MABCD portal selection page, click on “Building & Construction” on the left side of the screen.

4. In the next window, select “Apply for a Plan Review or Permit (Building, Mechanical, Plumbing, Electrical, Roofing, etc.)” located in the middle of the screen.
**Applicant Information**

5. In the Applicant Information window, select the appropriate Applicant Type and then click “Next.”

![Applicant Information Window](image1)

**Additional Contacts**

6. In the Additional Contacts window, add any additional contacts by selecting “Add Contact.” If there are no additional contacts, select “Next.” NOTE: Homeowners will likely not have any additional contacts. By adding additional contacts, this will allow others to view, and add and schedule inspections to your project.

![Additional Contacts Window](image2)
7. In the Permit Type window, select one of the allowable permit applications for homeowners from the Permit Type dropdown list.

Contractors

To submit an application:

1. Open an internet browser window and go to: https://mabcdportal.sedgwickcounty.org/.
2. Enter your username. Enter your password and click “Sign In.”
3. On the MABCD portal selection page, click on “Building & Construction” on the left side of the screen.

4. In the next window, select “Apply for a Plan Review or Permit (Building, Mechanical, Plumbing, Electrical, Roofing, etc.)” located in the middle of the screen.

**NOTE:** To apply for an Electrical or Wastewater permit application, choose “Apply for a Use Permit (Elevator, Waste Water).”
**Applicant Information**

5. In the Applicant Information window, select the appropriate Applicant Type and then click "Next."

![Applicant Information Window]

**Additional Contacts**

6. In the Additional Contacts window, add any additional contacts by selecting “Add Contact.” If there are no additional contacts, select “Next.” **NOTE:** Sub contractors are added here. If you do not know who your sub-contractors will be when applying for this application, do not add them. Call the office 316-660-1840 to have MABCD staff add them to your permit.

![Additional Contacts Window]
Permit Type

7. In the Permit Type window, select one of the permit applications appropriate for the job you are doing and for the license you carry from the Permit Type dropdown list.

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Homeowners & Contractors

Address Location

8. Enter the address of the new building and then select “Search.” Select the correct address in the “Matches Found” list to move to the next screen.

If the correct address is not found, try searching again using the least amount of information necessary to get more results. For example, only input the street numbers and street name (e.g. 271 – Third). You may use a “%” sign as a wildcard character (e.g. 271 – 3%).

***Note: If the address is not yet known, enter “Address Needs%” in the “Street Name” field and then select the record that displays.***
Job Description

9. Fill out the Work Type, Com/Res, Occupancy Type, and description of the construction. Click on the “Next” button. Please be sure to put what kind of business or project in the Memo/Project field.
Details

10. Each permit application will have a details page. Complete all the fields on the page making sure you complete all the required fields. You cannot move forward in your application until all required fields are completed. Call the office 316-660-1840 if you need assistance.

Attachments

11. The attachment page is required for site plans on a Residential Building Permit Application. Attaching any other documentation is optional. When attaching a document, first browse for the file on your device and then click “Upload.”

You must click “Upload” after each document otherwise the attachment will not be added to the application. Once you have successfully attached a document, you can check to see if you have attached the correct file. If you have not attached the correct file, click “Remove” on the line of the file that is incorrect and go through the browse and upload steps to attach the correct file.

For a list of supported file type, please see Supported File Types for Attachments.
12. A summary of the information entered will be displayed and you may correct any information before submitting the application. If everything looks correct then you should click on the “Apply” button. If not, then use the “Previous” button to return and fix any incorrect information.
Submit Application Payment

After the application is submitted, it is reviewed by MABCD personnel. After the review, an update email is sent to the applicant. If the application is approved, the email will state that the application is ready for payment. The email will contain the project address and application number. If an expected email has not arrived, please check the email junk or spam folder.

Example Email

To enter the payment electronically using a credit card:

1. Open an internet browser and go to: https://mabcdportal.sedgwickcounty.org/. Enter your username and password (as in the previous step) and then select “Sign In.”

2. On the MABCD portal selection page, click on “Building & Construction” on the left side of the screen.
3. In the next window, select “My Permit Fees” located on the left side of the screen.

![Screen shot of My Permit Fees](image1.png)

4. In the “My Fees” window, enter date criteria if necessary and then select “Search.” NOTE: You do not need to select criteria for the application type unless you want to restrict the results.

![Screen shot of My Fees](image2.png)
5. Click on the application link for which to pay fees. A summary of the application will display. Select the “Fees” tab, select the application fee line, and then select “Add to Cart.” If there are multiple fees associated with the application, select “Add All To Cart.”

6. When the cart displays, select “Check Out.”

7. Review the fees and then select “Next.” Select if you will pay by credit/debit card or eCheck then select “Make Payment.”
8. On the Payment screen, enter the credit card details and enter or review the cardholder first and last name and address to make certain it matches the information on the card. When all of the information is complete and verified, select “Submit Payment.”

The screen will display a printable receipt for the credit card payment. You will also receive an email confirmation that the payment has been completed.

After the payment is completed, your application becomes a valid permit. From here, you can schedule inspections on the permit.

**Paper Checks**

To mail a check for payment, follow instructions 1 through 4 above to find the application fee amount and then mail the payment to:

MABCD  
271 W 3rd, Suite 101  
Wichita KS 67202

Keep in mind, mailing a check will delay processing the application. No inspections can be scheduled until payments have been processed.
Scheduling Inspections

1. Open an internet browser window and go to: https://mabcdportal.sedgwickcounty.org/.

2. Enter your username. Enter your password and click “Sign In.”

3. On the MABCD portal selection page, click on “Building & Construction” on the left side of the screen.
4. In the next window, select “My Permits.”

5. You can accept the defaults and click “Search” or you can refine your search to In Progress or enter a different date for the search criteria. If you cannot find a permit in your search results, expand the date range. The date search is when the application was first submitted. Please call the office if your permit is not included in the search results. 316-660-1840
6. Find the permit for which you want to schedule inspections. Verify the permit number and the address then click “Inspections” to schedule an inspection or view inspection results. NOTE: While in this screen, you can see a summary of the permit, permit fees or make a copy of the permit if you have a similar job that you will be doing work on.

7. Click on “Request Inspection.”
8. Choose a requested date, a time preference (if applicable), and add any communication to the inspector in the location box. Please include your cell phone number so that the inspector can reach you if needed. Click “Request Inspection.”

9. You will see an inspection confirmation screen after scheduling your inspection. “Back to Search Results” will allow you to schedule more inspections on the same permit or other permits.
Cancelling Inspections

To cancel an inspection, please cancel as soon as possible by calling the office at 316-660-1840. Cancelling an inspection within less than two hours of scheduled times can result in penalty fees.

Supported File Types for Attachments

Files with the following extensions can be uploaded into the Portal:

- jpg
- gif
- bmp
- png
- doc
- docx
- xls
- xlsx
- txt
- Pdf

[Back to Attachments]