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Sedgwick County MABCD Portal Contractor License Renewal Submission Guide

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Document History

Date	Type of Change	Completed By
7/31/2020	Document updated	June Schurr

Licensing Renewal Process on the Portal

The Licensing Renewal Process steps:

1. **ONLY ONCE – Register for an account:** call 316-660-1840 for an account. Your username will be the last 5 digits of your license number.
2. **Submit your license renewal:** submit your renewal application and supporting documents using the MABCD portal webpage.
3. **Submit license renewal application payment:** after the application is reviewed, an email notification letting you know that the application is ready for payment. Submit payment using the MABCD's portal webpage.

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. DO NOT REGISTER FOR AN ONLINE ACCOUNT. 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. Please call the office if you need any assistance – 316-660-1840.

- 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.

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, the answer to your secret question is most likely your username. You will need this on the second screen of the "Forgot my password" link.

Passwords must be at least 5 characters long. They must contain a lowercase letter, an uppercase letter, and a number.

Submit Your License Renewal Application

To submit an application:

1. Open an internet browser window and go to: <https://mabcpportal.sedgwickcounty.org/>.
2. Enter your username. If you followed the directions under [Register for an Account](#), then your username will be 5 digits long. Enter your password and click "Sign In."

The screenshot shows the login page of the Metropolitan Area Building and Construction Department (MABCD) portal. The header includes the City of Wichita and Sedgwick County logos, and the title "METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)". The main content area is titled "Welcome to MABCD's Portal (Building & Construction and Neighborhood Code Violation Reporting)". It contains three main sections: "CONTRACTORS" with instructions on how to register and obtain permits, "Plan Upload and Review" with a link to the Plan Approval Process instructions, and "Nuisance Reporting" with a link to submit a report or request online. There is also a link to download an application for those who have been off for more than 6 months. On the right side, there is a "Sign In" section with fields for "User Name:" and "Password:", a "Remember me on this computer" checkbox, and a "Sign In" button. Below this is a "Continue Anonymously" button and a "Forgot my password" link. At the bottom right, there is a "First time here?" section with a link to "Permit Process instructions" and a note for contractors to use license #.

3. On the MABCD portal selection page, click "Building & Construction" on the left side of the screen.

The screenshot shows the selection page of the Metropolitan Area Building and Construction Department (MABCD) portal. The header includes the City of Wichita and Sedgwick County logos, and the title "METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)". The main content area is titled "Select Portals" and contains two sections: "Select a MABCD Department Portal" and "Welcome to the Online Portal applications. Here you may choose to select a portal that you want to use." The "Select a MABCD Department Portal" section has two options: "Customer Service" and "Building & Construction". The "Building & Construction" option is highlighted with a red arrow. Below this, there are three sections: "Customer Service / Nuisance Reporting" with a link to submit a service request, "Building & Construction - Commercial Plan Review, Permit, Use & License" with a link to apply for commercial plan reviews, permits, renew licenses, schedule inspections, pay fees, and check the status of permit and license applications, and "Commercial Plan Review" which includes all new and remodeled commercial structures. The "Permit" section includes new and remodeled residential structures and all electrical, mechanical, plumbing, roofing, location, sewer, wells, and wrecking applications. The "Use" section includes elevator and waste water applications. The "License" section includes new and renewal applications for licensing - Contractor and Trade.

4. On the Building & Construction page, click “Contractor / Trade License Renewal”.

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METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

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

Building & Construction Home License #: Search

License Home

My Account

- [Modify Account](#)

Apply

- [My Saved Applications](#)
- [Apply for New License](#)

Licensing

- [License Renewals](#)

Reviews

- [My Reviews](#)

Fees

- [My Fees](#)

Lookup License (Contractor)

- [License Number](#)
- [Applicant](#)

Welcome Electric Meter

Online Contractor License Application

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

Contractor / Trade License Renewal
View your contractor license or search for other license by number, applicant name

Apply For A Contractor License - NOT FOR RENEWALS
Choose the contractor license type you would like to apply for.
You will need the following information in order to apply online for a trade license:

License Type: Type of trade license.

Detail: Detailed information pertaining to the trade license.

Attachments: Any files (scanned images, documentation, etc) to be attached to the application.

Lookup Reviews
View reviews related to your applications.

Pay Fees
View fees related to your applications.

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

5. Click “Search”.

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METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

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

Building & Construction Home **My License Applications**

License Home Licenses information associated with Electric Meter

My Account

- [Modify Account](#)

Apply

- [My Saved Applications](#)
- [Apply for New License](#)

Licensing

- [License Renewals](#)

Reviews

- [My Reviews](#)

Fees

- [My Fees](#)

Lookup License (Contractor)

- [License Number](#)
- [Applicant](#)

Search Criteria

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* 1/31/2020 To* 7/31/2020

Search

6. Verify that the license number found matches yours. If so, click "Renew".

Search Criteria		Lookup Result	
License #	Type	Actions	
BUS2012-08044	Contractor License	Summary	Renew Fees

To create a printable report of the search result [Click here](#)

7. Follow the directions for "General Contractor Licenses". You will need to upload two to four completed documents (General Contractor License application and liability insurance are required. You may need to attach the automobile insurance and workman's compensation insurance forms as well. Please check with your insurance agent. You can also call MABCD for assistance 316-660-1840.) DO NOT CLICK "SAVE" AT THIS TIME until all attachments are added.

License Type	Details	Attachments	Application Confirmation
Contractor License Information Confirmation			
To submit your license application or renewal:			
New Licenses			
<input type="checkbox"/> Confirm the license information is correct. If changes need to be made, call MABCD (316-660-1840).			
<input type="checkbox"/> Open the New License Checklist and upload all required documents.			
<input type="checkbox"/> Click the "Apply/Save" button to submit your license.			
License Renewals			
General Contractor Licenses (Class A/B/C/D, Roofing, Swimming Pool, etc.)			
<input type="checkbox"/> Download and complete the general contractor license application . ***Don't forget to save the completed form.***			
<input type="checkbox"/> Upload the completed, saved general contractor license application.			
<input type="checkbox"/> Upload certified insurance documents (liability, auto, and workman's comp).			
<input type="checkbox"/> Click the "Upload" button to add documentation (attachments).			
<input type="checkbox"/> Click the "Apply/Save" button to submit your renewal.			
Trade Contractor Licenses (Plumbing, Mechanical, Electrical, etc.)			
<input type="checkbox"/> Download and complete the trade contractor license application .			
<input type="checkbox"/> Download and complete the Master or Journeyman Trade Certificate application .			
<input type="checkbox"/> Upload certified insurance documents (liability, auto, and workman's comp)			
<input type="checkbox"/> Click the "Upload" button to add documentation (attachments).			
<input type="checkbox"/> Click the "Apply/Save" button to submit your renewal.			
Contractor License Information To Be Submitted			
License Type:		Contractor License	
Primary Contact Name:		Electric Meter	
Address:		271 W 3rd St North Wichita KS 67202	
Phone:		(316)660-1840	
Upload No attachment uploaded. Please add renewal documentation here.			
Cancel Save			

8. Make sure that you click “Upload” after choosing/finding your file to upload. If you do not see the “Uploaded Filename” grid, you have not completed the upload process. Once you have attached all the files you are required to attach, click “Summary”.

License Type

Details

Attachments

Application Confirmation

Attachments

Renewals: You must attach all completed and required documents to validate your license. You can download a [checklist](#) for a complete list of required documents. You may also submit the documents via mail or in person. Please include the license 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

Choose File No file chosen

File Description

Upload

Uploaded Filename	File Description	Actions
MyGeneralContractorLicenseApplication.pdf	Portal contractor license attachment	DownLoad

Cancel Summary

9. Click "Save" once you have completed all steps for renewal and have verified that the information is correct.

License Type	Details	Attachments	Application Confirmation
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Contractor License Information Confirmation

To submit your license application or renewal:

New Licenses

- Confirm the license information is correct. If changes need to be made, call MABCD (316-660-1840).
- Open the [New License Checklist](#) and upload all required documents.
- Click the "Apply/Save" button to submit your license.

License Renewals

General Contractor Licenses (Class A/B/C/D, Roofing, Swimming Pool, etc.)

- Download and complete the [general contractor license application](#). ***Don't forget to save the completed form.***
- Upload the completed, saved general contractor license application.
- Upload certified insurance documents (liability, auto, and workman's comp).
- Click the "Upload" button to add documentation (attachments).
- Click the "Apply/Save" button to submit your renewal.

Trade Contractor Licenses (Plumbing, Mechanical, Electrical, etc.)


- Download and complete the [trade contractor license application](#).
- Download and complete the [Master or Journeyman Trade Certificate application](#).
- Upload certified insurance documents (liability, auto, and workman's comp).
- Click the "Upload" button to add documentation (attachments).
- Click the "Apply/Save" button to submit your renewal.

Contractor License Information To Be Submitted

License Type:	Contractor License
Primary Contact Name:	Electric Meter
Address:	271 W 3rd St North Wichita KS 67202
Phone:	(316)660-1840

Upload

Uploaded Filename	File Description
MyGeneralContractorLicenseApplication.pdf	Portal contractor license attachment

Cancel Save 

Pay for Your License Renewal Application

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. If an expected email has not arrived, please check the email junk or spam folder or MABCD at 316-660-1840.

To pay for your license renewal application:

1. Open an internet browser window and go to: <https://mabcpportal.sedgwickcounty.org/>.
2. Enter your username and password. Click "Sign In."

The screenshot shows the MABCD portal login page. The header includes the City of Wichita and Sedgwick County logos, and the title "METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)". The main content area is titled "Welcome to MABCD's Portal (Building & Construction and Neighborhood Code Violation Reporting)". It contains three main sections: "CONTRACTORS" with instructions on getting a User ID and applying for permits; "Plan Upload and Review" with instructions on ePlans; and "Nuisance Reporting" with instructions on submitting reports. A red banner at the bottom left asks if electric service has been off for more than 6 months or a meter removed, with a link to download an application. On the right, there is a "Sign In" section with fields for "User Name:" and "Password:", a "Remember me on this computer" checkbox, and a "Sign In" button. Below this are links for "Continue Anonymously", "Forgot my password", "First time here?" (with a link to "Permit Process instructions"), and "Register for an online account".

3. On the MABCD portal selection page, click "Building & Construction" on the left side of the screen.

The screenshot shows the MABCD portal selection page. The header is the same as the previous page. The main content area is titled "Select a MABCD Department Portal". It contains two sections: "Select Portals" with a list of portals (Customer Service, Building & Construction) and "Select a MABCD Department Portal" with a list of portals (Customer Service / Nuisance Reporting, Building & Construction - Commercial Plan Review, Permit, Use & License). A red arrow points to the "Building & Construction" link in the "Select Portals" section. The "Building & Construction - Commercial Plan Review, Permit, Use & License" section provides detailed information about the portal, including a description of the Commercial Plan Review, Permit, Use & License process, and a list of services included (elevator and waste water applications, new and remodeled residential structures, electrical, mechanical, plumbing, roofing, location, sewer, wells, and wrecking applications).

4. On the Building & Construction page, click “Contractor / Trade License Renewal”.

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METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

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

Building & Construction Home License #: Search

License Home

My Account

- [Modify Account](#)

Apply

- [My Saved Applications](#)
- [Apply for New License](#)

Licensing

- [License Renewals](#)

Reviews

- [My Reviews](#)

Fees

- [My Fees](#)

Lookup License (Contractor)

- [License Number](#)
- [Applicant](#)

Welcome Electric Meter

Online Contractor License Application

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

Contractor / Trade License Renewal
View your contractor license or search for other license by number, applicant name

Apply For A Contractor License - NOT FOR RENEWALS
Choose the contractor license type you would like to apply for.
You will need the following information in order to apply online for a trade license:

License Type: Type of trade license.

Detail: Detailed information pertaining to the trade license.

Attachments: Any files (scanned images, documentation, etc) to be attached to the application.

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View fees related to your applications.

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Building & Construction Home **My License Applications**

License Home

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- [License Renewals](#)

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- [My Reviews](#)

Fees

- [My Fees](#)

Lookup License (Contractor)

- [License Number](#)
- [Applicant](#)

Licenses information associated with Electric Meter

Search Criteria

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* 1/31/2020 To* 7/31/2020

Search

6. Click "Fees".

Search Criteria		Lookup Result	
License #	Type	Actions	
BUS2012-08044	Contractor License	Summary	Fees
To create a printable report of the search result Click here			

7. You can find the unpaid fee and "Add to Cart" or you can click "Add All Unpaid To Cart".

Electrical License	\$360.00	\$360.00	Unpaid	Add to Cart
				Add All Unpaid To Cart
Back to Search Results				

8. Click "My Cart".



1 items in [My Cart](#) \$360.00 [Check Out](#) [Sign Out](#)

9. Click "Next".

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"/> BUS2012-08044 - Contractor License	\$360.00
Electrical License	
Remove Selected Fees	
Subtotal: \$360.00	

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

10. Select if you will pay by credit/debit card or eCheck then select “Make Payment.”

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Metropolitan Area Building & Construction Department - Online Payment Portal

Invoice Details

Reference: 20200616ZBXI

Amount: \$36.00

Payment Method: ☒ CREDIT / DEBIT CARD ☐ eCHECK

Make Payment

11. 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.”

Sedgwick County...
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Metropolitan Area Building & Construction Department - Online Payment Portal

Credit-Card Payment Details

Amount: \$36.00

Convenience Fee: Displayed after Card entered.

Total Amount: Displayed after Card entered.

Card Type*: Displayed after Card entered.

Card Number*

Name on Card*

Expiration Date*

CVV Number*

Billing Address*

Billing City*

Billing State*

Billing Zip Code*

Billing Phone Number

Billing Email Address*

Previous 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 license.

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 license application.

Troubleshooting

I didn't receive an Email

Check your JUNK email box.

Verify that your email address with MABCD is correct.

- Log into <https://mabcdportal.sedgewickcounty.org> with your license credentials.
- Click "Building & Construction"
- Under "My Account", click on "Modify Account" and verify the email is correct.

MABCD Department Portals

My Account

- ☒ [Modify Account](#)

Applications

- ☐ [Permit](#)
- ☐ [License \(Contractor\)](#)
- ☐ [Use Application](#)

Pay Fees

- ☐ [My Permit Fees](#)
- ☐ [My License Fees](#)
- ☐ [My Use Fees](#)

Look Up

Lookup your Permit (Building, Plan Review, Mechanical, Plumbing, Electrical, etc.), License, or Use (Elevator or Waste Water) applications to check the status and view details. Or search for other applications by application number, applicant name, or address/parcel ID.

- ☐ [Permit \(Building, Plan Review, Mechanical, Plumbing, Electrical, etc.\)](#)
- ☐ [Contractor License \(General or Trade\)](#)
- ☐ [Use Permit \(Elevator or Waste Water\)](#)

Apply

To apply for a Permit (Building, Plan Review, Mechanical, Plumbing, Electrical, etc.), Contractor License, or Use (Elevator, Waste Water), 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 Permit \(Building, Plan Review, Mechanical, Plumbing, Electrical, etc.\)](#)
- ☐ [Apply for a Contractor License \(General or Trade\)](#)
- ☐ [Apply for a Use Permit \(Elevator, Waste Water\)](#)

Pay Fees

Pay fees for your Permit (Building, Plan Review, Mechanical, Plumbing, Electrical, etc.), License, or Use (Elevator or Waste Water) applications. Online payments can be made with Visa or Mastercard.

- ☐ [My Permits to be Paid](#)
- ☐ [My Licenses to be Paid](#)
- ☐ [My Use Permits to be Paid \(Elevator or Waste Water\)](#)

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