



**Metropolitan
Area Building
& Construction
Department**

271 W. 3rd St. N., Suite 101 - Wichita, KS 67202 - www.sedgwickcounty.org - TEL: 316-660-1840 - FAX: 316-660-1810

Trade Contractor License Renewal Instructions

Renewal Licensing is available online (<https://mabcdportal.sedgwickcounty.org>) for your convenience starting September 1, 2025.

This document is to get you familiar with our online process if you choose this method of renewal.

Step One: *Log into the MABCD portal.*

<https://mabcdportal.sedgwickcounty.org>

Step Two: *Log in with your credentials (user name and password).*

Your User Name will be the last 5 digits of your license. If you have only 3 or 4 digits, 'pad' the beginning of the number with zeros. Example: BUS-001 – your user name will be 00001. BUS2013-03456 – your user name will be 03456.

The screenshot shows the MABCD portal homepage. At the top, there is a banner with the City of Wichita logo and the text "METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)". Below the banner, the page is divided into two main sections. On the left, under the heading "Welcome to MABCD's Portal (Building & Construction and Neighborhood Code Violation Reporting)", there are three main categories: "CONTRACTORS", "Plan Upload and Review", and "Nuisance Reporting". Each category has a list of links and instructions. On the right, there is a "Sign In" section with input fields for "User Name:" and "Password:", a "Remember me on this computer" checkbox, and a "Sign In" button. Below the "Sign In" button, there is an "Or" section with a "Continue Anonymously" button. Further down, there are links for "Forgot my password", "First time here?", "Permit Process instructions", and "Register for an online account".

CONTRACTORS

- Call 316-660-1840 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, Mulvane, 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. Instructions to [apply for permits and schedule inspections](#).

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.

Electric Service been off for more than 6 months or meter removed? [Download application here.](#)

Doing construction work on your own home?

- Go to [MABCD's Homeowner's site](#) to find requirements and useful information.

Sign In

User Name:

Password:

☐ Remember me on this computer

Sign In

Or

Continue Anonymously

[Forgot my password](#)

First time here?

[Permit Process instructions](#)

(Contractors-use license #)



[Register for an online account](#)



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Step Three: **Click BUILDING & CONSTRUCTION..**



Sedgwick County...
working for you

METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

Sign Out

Select Portals

- ☐ Customer Service
- ☒ **Building & Construction**

Select a MABCD Department Portal

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 & Construction - Commercial Plan Review, Permit, ELV/WAT & General Contractor License Renewal
Commercial Plan Review, Permitting, Use & Licensing - Allows you to apply for commercial plan reviews, permits, renew licenses, schedule inspections, pay fees, and check the status of permits and license renewals.



Commercial Plan Review includes all new and remodeled commercial structures.

Permit includes new and remodeled residential structures and all electrical, mechanical, plumbing, roofing, location, sewer, wells, and wrecking applications.

ELV & WAT includes elevator and waste water applications.

General Contractor License Renewal includes renewal applications for general contractor licensing - General Contractor only.

Step Four: **Click CONTRACTOR LICENSE.**



Sedgwick County...
working for you

METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

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

Building & Construction

- My Account**
 - Modify Account
- Applications**
 - Plan Review & Permit
 - Contractor License**
 - ELV & WAT Application
- Pay Fees**
 - My Permit Fees
 - My License Fees
 - My ELV & WAT Fees

Look Up

Lookup your Plan Review or Permit (Building, 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.

- Plan Review or Permit (Building, Mechanical, Plumbing, Electrical, Roofing, etc.)
- General Contractor License
- Use Permit (Elevator or Waste Water)

Apply

To apply for a Plan Review or Permit (Building, Mechanical, Plumbing, Electrical, Roofing and/or Siding, 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 Plan Review or Permit (Building, Mechanical, Plumbing, Electrical, Roofing, etc.)
- Apply for a General Contractor License
- Apply for a Use Permit (Elevator, Waste Water)

Pay Fees

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

- My Plan Review or Permits to be Paid
- My Licenses to be Paid
- My Use Permits to be Paid (Elevator or Waste Water)



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Step Five: *Click LICENSE RENEWALS.*

The screenshot shows the MABCD website interface. The header includes the City of Wichita logo and the department name. A navigation bar contains links for 'Contact Us', '0 items in My Cart \$0.00', 'Check Out', and 'Sign Out'. The main content area is titled 'METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)'. On the left, a sidebar menu lists various options: 'Building & Construction Home', 'General Contractor Renewals', 'My Account' (with a 'Modify Account' link), 'General Contractor Renewals' (with a 'License Renewals' link highlighted by a red box), 'Reviews', 'Fees' (with a 'My Fees' link), and 'Lookup General Contractor License' (with 'License Number' and 'Applicant' links). The main content area displays a 'Welcome Company Name' message, followed by 'Online General Contractor License Renewals'. It includes a search bar for 'License #' and a 'Search' button. Below this, there are links for 'General Contractor License Renewal', 'Pay Fees', and 'Modify Account', each with a brief description of the service.

Step Six: *Click the SEARCH button to find your license.*


The screenshot shows the 'My License Applications' section of the MABCD website. The header and navigation bar are identical to the previous screenshot. The sidebar menu is also present, with 'License Renewals' highlighted. The main content area is titled 'My License Applications' and displays 'Licenses information associated with Company Name'. Below this, there is a 'Search Criteria' section. This section contains a 'My Applications Information' box with the following options: 'Select application type (Optional)', 'Select application status', 'Select the dates', and 'Click "Search"'. The 'Application Type' dropdown is set to 'Select One'. The 'Application Status' section has three radio buttons: 'In Progress', 'Closed', and 'All' (which is selected). The 'Application Between Dates' section has two date input fields: 'From' (4/22/2025) and 'To' (8/22/2025). A red box highlights the 'Search' button, and a red arrow points to it from a text box that says 'Do not click on the drop box box - click on the SEARCH button'. The footer of the page includes the copyright notice '© Copyright 2025. Infor. All rights reserved.'



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Step Seven: *Click License Number.*

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

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

Building & Construction Home
General Contractor Renewals
My Account
[Modify Account](#)
General Contractor Renewals
[License Renewals](#)
Reviews
Fees
[My Fees](#)
Lookup General Contractor License
[License Number](#)
[Applicant](#)

My License Applications
Licenses information associated with **Company Name**
Search Criteria Lookup Result


License #	Type	Actions
BUS2025-11899	Contractor License	Summary Edit Fees

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

Click on the license number

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Step Eight: *Click RENEWAL above the "Back to Search Results" button towards the bottom of the screen.*

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

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

Building & Construction Home
General Contractor Renewals
My Account
[Modify Account](#)
General Contractor Renewals
[License Renewals](#)
Reviews
Fees
[My Fees](#)
Lookup General Contractor License
[License Number](#)
[Applicant](#)

My License Applications
Licenses information associated with **Company Name**
Summary Fee
License Type: Contractor License
License Number: BUS2025-11899
Primary Applicant: **Company Name**
Issue Date: 5/14/2025
Lifetime Fees: \$360.00
Milestone: Renewal
Renewal
[Back to Search Results](#)

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YOU MUST HAVE YOUR DOCUMENTS READY TO UPLOAD FOR THE NEXT STEP.


All documents can be found here - <https://www.sedgwickcounty.org/mabcd/contractor-licensing/>

- Trade Contractor License Application
- Certificates of Insurance for General Liability, Workers Compensation, and/or Commercial Auto.
- Workers Compensation Insurance Exemption Waiver (if applicable).
- Commercial Automobile Insurance Exemption Waiver (if applicable).
- Certificate of Good Standing from the Kansas Secretary of State (not required for sole proprietorships)

PLEASE NOTE: The Master Certificate Holder (Qualified Person) must renew their Master Certificate before the Company License can be renewed.

Step Nine: *Upload all of the required documents by clicking the **UPLOAD** link.*

[Contact Us](#)

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

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

[Building & Construction Home](#) [Edit/Modify Application # BUS2025-11899](#)

[General Contractor Renewals](#)

My Account

- [Modify Account](#)

General Contractor Renewals

- [License Renewals](#)

Reviews

Fees

- [My Fees](#)

Lookup General Contractor License

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

License Type	Details	Attachments	Application Confirmation
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Contractor License Information Confirmation

To submit your license renewal:

License Renewals

- Download, complete, sign, and scan both pages of the Trade Contractor Application: <https://www.sedgwickcounty.org/mabcd/contractor-licensing/>.
- Upload your current Certificate(s) of Insurance: General Liability, Workers Compensation, and Commercial Auto.
 - If applicable, upload signed/notarized Workers Compensation or Commercial Auto Waivers instead (found by clicking on the same link above and scrolling down the screen)
- Upload a current Certificate of Good Standing from the Kansas Secretary of State (not required for sole proprietorships).
- Use the red **UPLOAD** link below to attach documents.
- Click "Apply/Save" to submit your renewal.

Contractor License Information To Be Submitted

License Type: Contractor License
Primary Contact Name: Company Name
Address: Company Address
Phone: Company Phone Number

Upload No attachment uploaded. Please add renewal documentation here.

[Cancel](#) [Save](#)


DO NOT click the SAVE button unless you have uploaded all documents
Click CANCEL is your paperwork if not attached.

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**CITY OF WICHITA**
*Sedgwick County...
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METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

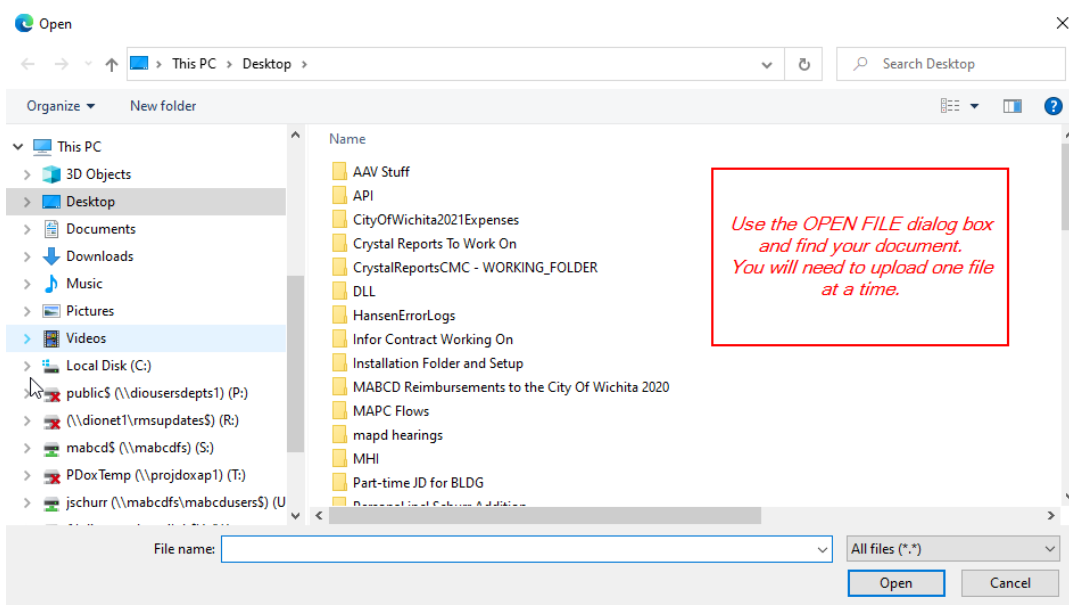
0 items in [My Cart](#) \$0.00 [Check Out](#) [Sign Out](#)

Building & Construction Home
General Contractor Renewals
My Account
[Modify Account](#)
General Contractor Renewals
[License Renewals](#)
Reviews
Fees
[My Fees](#)
Lookup General Contractor License
[License Number](#)
[Applicant](#)

Edit/Modify Application # BUS2025-11899

License Type	Details	Attachments	Application Confirmation
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Attachments
Renewals: You must attach all completed and required documents to validate your license. You can download documents from the [MABCD website](#). You may also submit the documents via mail (271 W 3rd St N, Suite 101 Wichita, KS 67202), or in person by appointment.
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 #1
Choose File No file chosen
File Description
Upload
Cancel **Summary**






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[Contact Us](#)

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

[Building & Construction Home](#)
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Lookup General Contractor License
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License Type	Details	Attachments	Application Confirmation
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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 No file chosen

File Description

#2


Upload

After selecting a file, it will appear next to the CHOOSE FILE button. Click UPLOAD to add it to the grid. Ensure all files are in the grid before clicking SUMMARY.

Uploaded Filename	File Description	Actions
MABCD Form #45A & 45B - Application for Trade Contractors License - revised 4-3-23.pdf	Portal contractor license attachment	Download
CERTIFICATE OF INSURANCEVer_1.pdf	Portal contractor license attachment	Download
EXEMPTION OF WORKMANS COMP REV.docx.pdf	Portal contractor license attachment	Download
EXEMPTION OF AUTO INS REV .pdf	Portal contractor license attachment	Download
CERTIFICATE OF GOOD STANDINGVer_8.pdf	Portal contractor license attachment	Download

[Cancel](#) [Summary](#)

[Contact Us](#)

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

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

[Building & Construction Home](#)
[General Contractor Renewals](#)
My Account
 [Modify Account](#)
General Contractor Renewals
 [License Renewals](#)
Reviews
Fees
 [My Fees](#)
Lookup General Contractor License
 [License Number](#)
 [Applicant](#)

Edit/Modify Application # BUS2025-11899

License Type	Details	Attachments	Application Confirmation
--------------	---------	-------------	--------------------------

Attachments

Renewals: You must attach all completed and required documents to validate your license. You can download documents from the [MABCD website](#). You may also submit the documents via mail (271 W 3rd St N, Suite 101 Wichita, KS 67202), email (mabcd@sedgwick.gov) or in person by [appointment](#). Please include the license number when emailing information to MABCD.

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 No file chosen

File Description

#2

Upload

After selecting a file, it will appear next to the CHOOSE FILE button. Click UPLOAD to add it to the grid. Ensure all files are in the grid before clicking SUMMARY.


Uploaded Filename	File Description	Actions
MABCD Form #45A & 45B - Application for Trade Contractors License - revised 4-3-23.pdf	Portal contractor license attachment	Download
CERTIFICATE OF INSURANCEVer_1.pdf	Portal contractor license attachment	Download
EXEMPTION OF WORKMANS COMP REV.docx.pdf	Portal contractor license attachment	Download
EXEMPTION OF AUTO INS REV .pdf	Portal contractor license attachment	Download
CERTIFICATE OF GOOD STANDINGVer_8.pdf	Portal contractor license attachment	Download

[Cancel](#) [Summary](#)



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[Contact Us](#)


CITY OF WICHITA
 Sedgewick County...
working for you

METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

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

Building & Construction Home

General Contractor Renewals

My Account

- ☐ [Modify Account](#)

General Contractor Renewals

- ☐ [License Renewals](#)

Reviews

Fees

- ☐ [My Fees](#)

Lookup General Contractor License

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

Edit/Modify Application # BUS2025-11899

License Type	Details	Attachments	Application Confirmation
------------------------------	-------------------------	-----------------------------	--

Contractor License Information Confirmation

To submit your license renewal:

- Download, complete, sign, and scan both pages of the Trade Contractor Application <https://www.sedgwickcounty.org/mabcd/contractor-licensing/>.
- Upload your current Certificate(s) of Insurance: General Liability, Workers Compensation, and Commercial Auto.
 - If applicable, upload signed/notarized Workers Compensation or Commercial Auto Waivers instead (found by clicking on the same link above and scrolling down the screen)
- Upload a current Certificate of Good Standing from the Kansas Secretary of State (not required for sole proprietorships).
- Use the red **UPLOAD** link below to attach documents.
- Click "Apply/Save" to submit your renewal.

Contractor License Information To Be Submitted

License Type:	Contractor License
Primary Contact Name:	Company Name
Address:	Company Address
Phone:	Company Phone Number

Upload

Uploaded Filename	File Description
MABCD Form #45A & 45B - Application for Trade Contractors License - revised 4-3-23.pdf	Portal contractor license attachment
CERTIFICATE OF INSURANCEVer_1.pdf	Portal contractor license attachment
EXEMPTION OF WORKMANS COMP REV.docx.pdf	Portal contractor license attachment
EXEMPTION OF AUTO INS REV .pdf	Portal contractor license attachment
CERTIFICATE OF GOOD STANDINGVer_8.pdf	Portal contractor license attachment

Cancel
Save

If you are sure you
have uploaded
everything, click
SAVE



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What Happens Next?

MABCD Staff Reviews Your Submitted Documents

- The Staff may take up to 5 business days to review all the documentation for completeness and accuracy.
- You may receive a call or email requesting corrections or more information.
- You may also call to check on an application (316)660-1840.

You Will Get an Email Confirming Your Application Has Been Approved and Payment Needs to Be Made

- You will receive an email from noreply@sedgwick.gov letting you know that your application has been approved.
- Log into <https://mabcdportal.sedgwickcounty.org> with your license credentials.
- Click on the BUILDING & CONSTRUCTION link.
- Under “Pay Fees”, click MY LICENSE FEES.

Building & Construction

My Account

- ☐ [Modify Account](#)

Applications

- ☐ [Plan Review & Permit](#)
- ☐ [Contractor License](#)
- ☐ [ELV & WAT Application](#)

Pay Fees

- ☐ [My Permit Fees](#)
- ☒ [My License Fees](#)
- ☐ [My ELV & WAT Fees](#)

Look Up

Look up your Plan Review or Permit (Building, 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.

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

Apply

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

Pay Fees

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

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

- Click the SEARCH button to find your license.



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- Click on the ADD TO CART link.
- Click on MY CART.

MABCD Department Portals

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

My Fees

Fees information associated with

Search Criteria **Lookup Result**

License #	Type	Description	Amount	Status	Actions
CER/BUS #	Contractor License	CER/LICENSE TYPE	RENEWAL FEE	Unpaid	Add to Cart

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

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- Click the NEXT button.

MABCD Department Portals

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

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"/>	CER/LICENSE TYPE	RENEWAL FEE

[Remove Selected Fees](#) Subtotal:

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

- Complete the credit card authorization form with the information that is on the credit card.
- Click the PAY button.
- You will get a confirmation that your payment has been approved and accepted. You will also get a confirmation number if you need that for your records.