



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

Trade Certificate Renewal Instructions

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

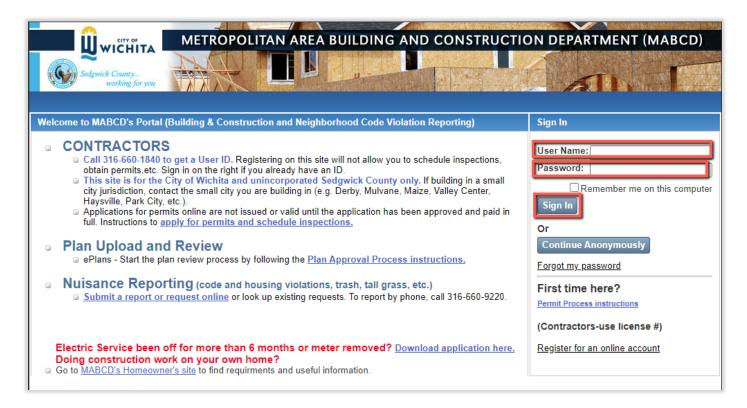
This document is to get you familiar with our online process if you choose this method of renewal.

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 letter "C" and the last 5 digits of your certificate number. If you have only 3 or 4 digits, 'pad' the beginning of the number with zeros. Example: CER-001 – your user name will be C00001. CER2025-01234, your User Name will be C01234.







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Step Three: click building & construction..



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.

<u>Customer Service / Nuisance Reporting</u>
Customer Service portal allows you to submit online service request and look up existing service requests.

<u>Building & Construction - Commercial Plan Review, Permit, ELV/WAT & General Contractor License Renewal</u> 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.

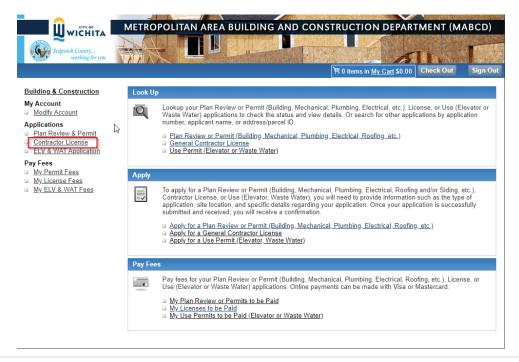
Commercial Plan Review includes all new and remodeled commercial structures.

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.

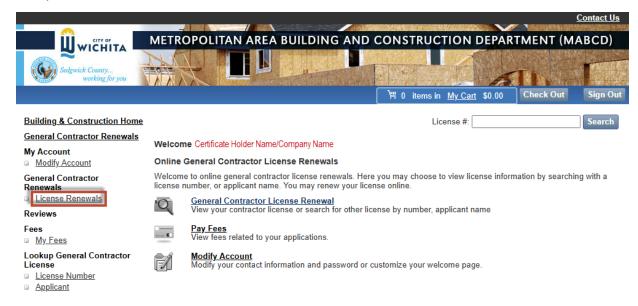






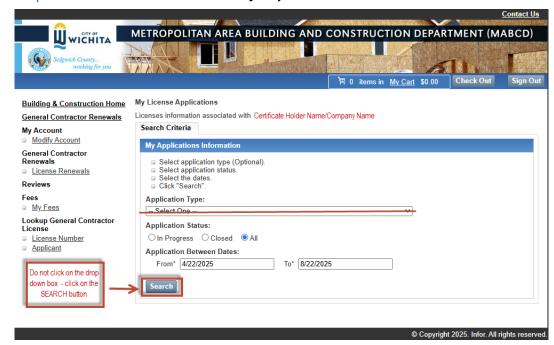
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Step Five: Click LICENSE RENEWALS.



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

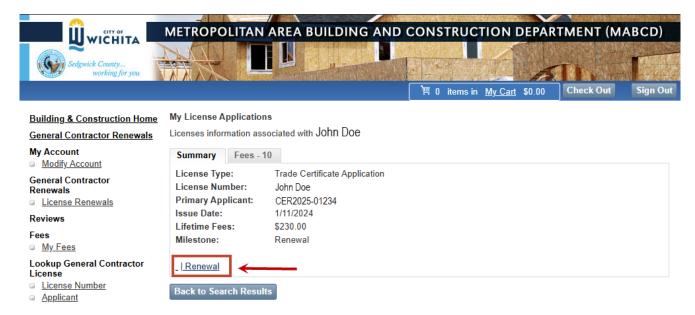






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Step Seven: Click RENEWAL above the "Back to Search Results" button towards the bottom of the screen.



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

All documents can be found here under Renewals - https://www.sedgwickcounty.org/mabcd/master-journeyman-trade-certificates/

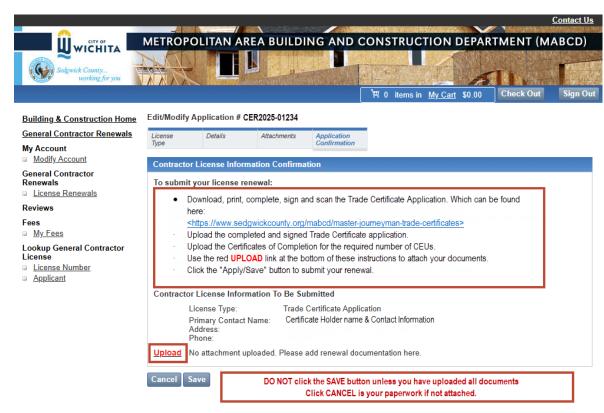
- Completed and signed Trade Certificate Application
- Copies of Certificates of Completion for the required number of CEUs please note all CEUs MUST be on the approved list which can be found here https://scks.sedgwickcounty.org/mabcd/Lists/Continuing%20Education/All.aspx





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

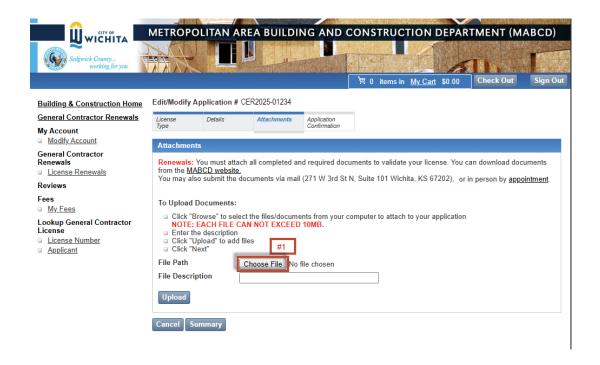


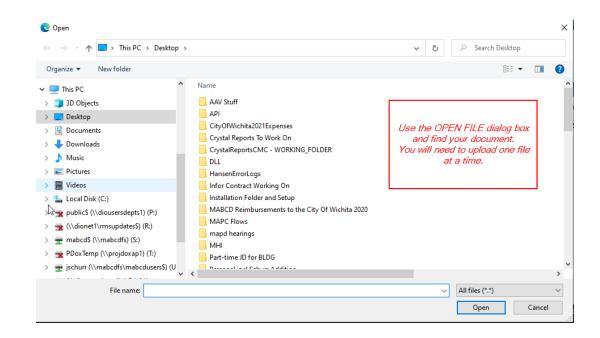
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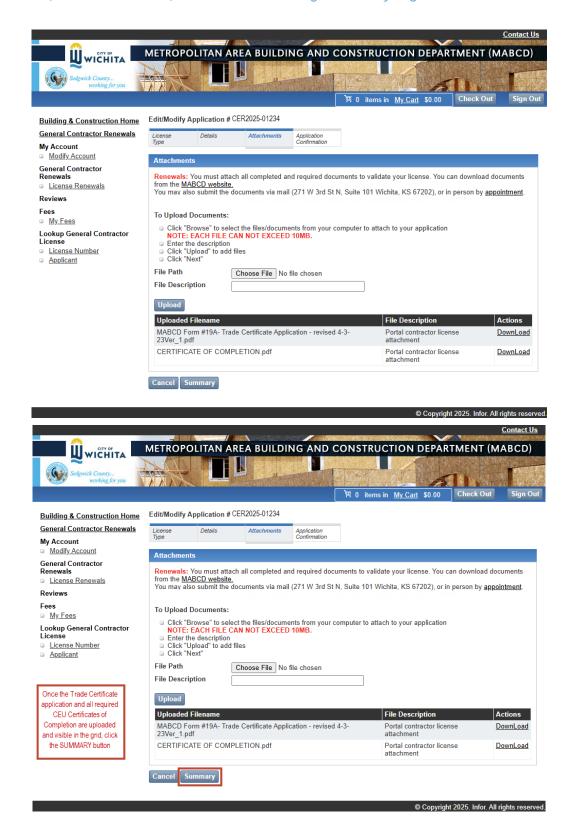








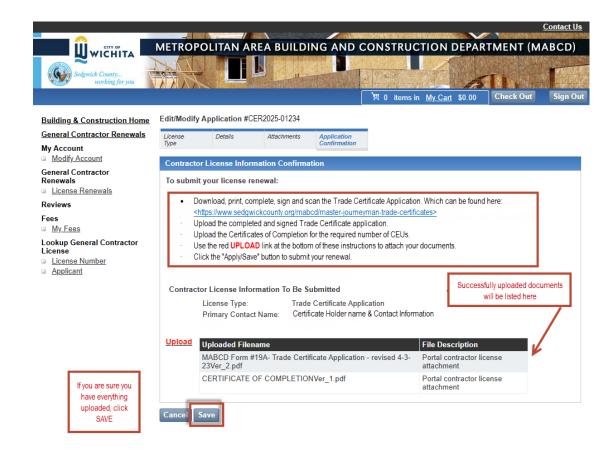
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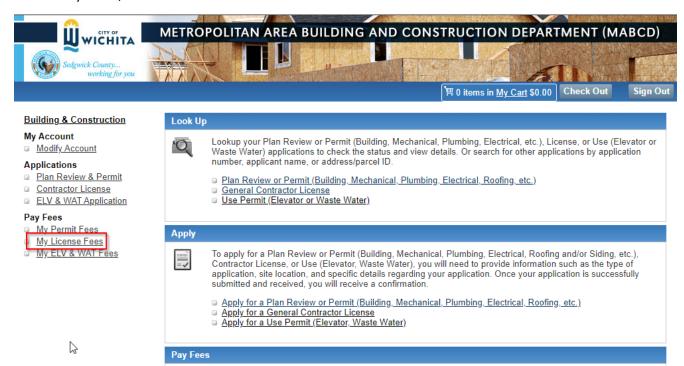
What Happens Next?

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 <u>noreply@sedgwick.gov</u> letting you know that your application has been approved.
- Log into https://mabcdportal.sedgwickcounty.org with your login credentials.
- Click on the BUILDING & CONSTRUCTION link.
- Under "Pay Fees", click MY LICENSE FEES.



My Plan Review or Permits to be Paid

My Use Permits to be Paid (Elevator or Waste Water)

My Licenses to be Paid

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.

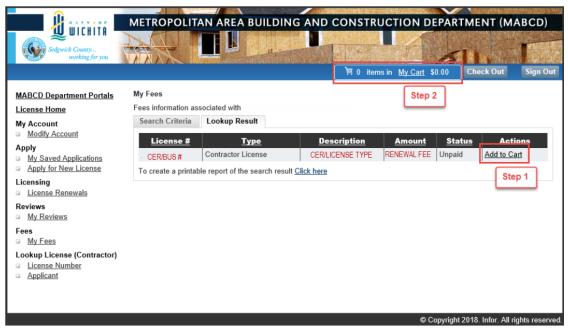
• Click the SEARCH button to find your license.



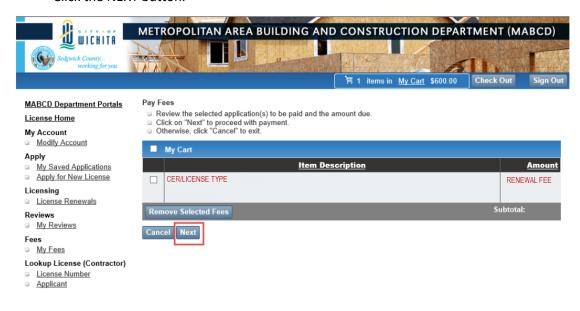


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- Click on the ADD TO CART link.
- Click on MY CART.



Click the NEXT button.



- 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.