



**Metropolitan  
Area Building  
& Construction  
Department**

271 W. 3rd St. N., Suite 101 - Wichita, KS 67202 - [www.sedgwickcounty.org](http://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..**



Sedgewick 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.**



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**

- 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 header with the City of Wichita logo and navigation links. The main content area is titled "METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)". On the left, a sidebar menu includes "Building & Construction Home", "General Contractor Renewals", "My Account", "General Contractor Renewals", "License Renewals" (highlighted with a red box), "Reviews", "Fees", and "Lookup General Contractor License". The main content area displays a "Welcome" message, a "License #" search field, and a "Search" button. Below the search field, there are links for "General Contractor License Renewal", "Pay Fees", and "Modify Account".

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

The screenshot shows the "My License Applications" section of the MABCD website. It includes a "Search Criteria" tab and a "My Applications Information" section. The "My Applications Information" section contains a list of application types, a "Select application status" dropdown, and a "Select the dates" dropdown. Below these, there are radio buttons for "In Progress", "Closed", and "All" (selected). The "Application Between Dates" section has "From" and "To" date fields, both set to 4/22/2025. 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 down box - click on the SEARCH button".



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

The screenshot shows the MABCD website interface. At the top, there's a header with the City of Wichita logo and the department name. Below the header, a navigation bar includes a shopping cart icon with '0 items in My Cart \$0.00', and 'Check Out' and 'Sign Out' buttons. The main content area is divided into two columns. The left column contains a sidebar with links: 'Building & Construction Home', 'General Contractor Renewals', 'My Account' (with a sub-link 'Modify Account'), 'General Contractor Renewals' (with a sub-link 'License Renewals'), 'Reviews', 'Fees' (with a sub-link 'My Fees'), and 'Lookup General Contractor License' (with sub-links 'License Number' and 'Applicant'). The right column is titled 'My License Applications' and shows 'Licenses information associated with John Doe'. It features a 'Summary' tab and a 'Fees - 10' tab. The 'Summary' tab displays the following information: License Type: Trade Certificate Application, License Number: John Doe, Primary Applicant: CER2025-01234, Issue Date: 1/11/2024, Lifetime Fees: \$230.00, and Milestone: Renewal. Below this information, there is a red box containing the text 'Renewal' with a red arrow pointing to it. At the bottom of the right column, there is a 'Back to Search Results' button.

## 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.*

[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 # CER2025-01234](#)

[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:**

- Download, print, complete, sign and scan the Trade Certificate Application. Which can be found here:  
<https://www.sedgwickcounty.org/mabcd/master-journeyman-trade-certificates>
- Upload the completed and signed Trade Certificate application.
- Upload the Certificates of Completion for the required number of CEUs.
- Use the red **UPLOAD** link at the bottom of these instructions to attach your documents.
- Click the "Apply/Save" button to submit your renewal.

**Contractor License Information To Be Submitted**  
License Type: Trade Certificate Application  
Primary Contact Name: Certificate Holder name & Contact Information  
Address:  
Phone:

**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...  
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 # CER2025-01234

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), 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

Choose File

No file chosen

File Description

Upload

Cancel

Summary

6 | Page



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[Contact Us](#)
**CITY OF WICHITA**
METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

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[Check Out](#)
[Sign Out](#)

[Building & Construction Home](#)

[General Contractor Renewals](#)

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**My Account**

- [Modify Account](#)

**General Contractor Renewals**

- [License Renewals](#)

**Reviews**

**Fees**

- [My Fees](#)

**Lookup General Contractor License**

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

Edit/Modify Application # CER2025-01234

License Type	Details	<a href="#">Attachments</a>	Application Confirmation
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**Attachments**

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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      Choose File No file chosen

File Description     


Upload

Uploaded Filename	File Description	Actions
MABCD Form #19A- Trade Certificate Application - revised 4-3-23Ver_1.pdf	Portal contractor license attachment	<a href="#" style="color: blue; text-decoration: underline;">Download</a>
CERTIFICATE OF COMPLETION.pdf	Portal contractor license attachment	<a href="#" style="color: blue; text-decoration: underline;">Download</a>


Cancel
Summary

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[Contact Us](#)



# METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)



Sedgewick County...  
working for you

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

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[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 # CER2025-01234

License Type	Details	<a href="#">Attachments</a>	Application Confirmation
--------------	---------	-----------------------------	--------------------------

**Attachments**

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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      Choose File No file chosen

File Description

Upload

Uploaded Filename	File Description	Actions
MABCD Form #19A- Trade Certificate Application - revised 4-3-23Ver_1.pdf	Portal contractor license attachment	<a href="#" style="color: blue; text-decoration: underline;">Download</a>
CERTIFICATE OF COMPLETION.pdf	Portal contractor license attachment	<a href="#" style="color: blue; text-decoration: underline;">Download</a>

Cancel
**Summary**


Once the Trade Certificate application and all required CEU Certificates of Completion are uploaded and visible in the grid, click the SUMMARY button



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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 #CER2025-01234

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

Contractor License Information Confirmation

To submit your license renewal:

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- Upload the completed and signed Trade Certificate application.
- Upload the Certificates of Completion for the required number of CEUs.
- Use the red **UPLOAD** link at the bottom of these instructions to attach your documents.
- Click the "Apply/Save" button to submit your renewal.

Contractor License Information To Be Submitted

License Type: Trade Certificate Application

Primary Contact Name: Certificate Holder name & Contact Information

Upload

Uploaded Filename	File Description
MABCD Form #19A- Trade Certificate Application - revised 4-3-23Ver_2.pdf	Portal contractor license attachment
CERTIFICATE OF COMPLETIONVer_1.pdf	Portal contractor license attachment

Cancel

Save

Successfully uploaded documents will be listed here

If you are sure you have everything uploaded, 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](mailto:noreply@sedgwick.gov) letting you know that your application has been approved.
- Log into <https://mabcpportal.sedgwickcounty.org> with your login 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**

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- ☐ [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	<a href="#">Add to Cart</a>

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.