



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 Certificate Renewal Instructions

Certificate Renewal is available online (<https://mabcpportal.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://mabcpportal.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.

Click on “Forgot my password.”

CONTRACTORS

- Call 316-660-1840 to get a User ID. DO NOT Register for an account. Sign in with your license number.
- 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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Enter User Name.

[Contact Us](#)



METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

To reset your password:

- ☐ Specify your Online Account Information
- ☐ Click "Continue"

* = Required Information

Online Account Information

Specify your email address.

Email Address:*

Or your user name

User Name:*

Enter user name.

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Answer Secret Question – Do not enter mother's birthplace *it is a trick question* enter the user name again.

[Contact Us](#)



METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

To verify the secret answer:

- ☐ Provide the correct secret answer to the secret question
- ☐ Click "Continue"
- ☐ If your account has an email address, a confirmation will be sent to your email

* = Required Information

Validate Secret Answer

Secret Question:* Mothers birthplace ← This is a trick question.

Secret Answer:* ← Enter the User Name again.

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Create & enter password.

[Contact Us](#)



METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

To reset the password:

- ☐ Enter new password (Minimum 5 characters, with at least one upper case, one lower case, and one numeric)
- ☐ Retype new password for confirmation
- ☐ Click "Submit"

* = Required Information

Reset Password

Type your new password:*

Retype new password:*

← Create password and enter password.
*see requirements above.

← Re-enter to confirm password.

Cancel

Submit

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Return to login page and enter user name and password.

[Contact Us](#)



METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

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

- CONTRACTORS**
 - Call 316-660-1840 to get a User ID. DO NOT Register for an account. Sign in with your license number.
 - 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.

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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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Metropolitan Area Building & Construction Department

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

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 with the following elements:

- Header:** City of Wichita logo, Sedgwick County logo, and the department name "METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)".
- Navigation:** "Contact Us" link, "0 items in My Cart \$0.00", "Check Out", and "Sign Out" buttons.
- Left Sidebar:**
 - Building & Construction Home**
 - General Contractor Renewals**
 - My Account**
 - [Modify Account](#)
 - General Contractor Renewals**
 - License Renewals** (highlighted with a red box)
 - Reviews**
 - Fees**
 - [My Fees](#)
 - Lookup General Contractor License**
 - [License Number](#)
 - [Applicant](#)
- Main Content Area:**
 - Welcome **Certificate Holder Name/Company Name**
 - Online General Contractor License Renewals**
 - Welcome to online general contractor license renewals. Here you may choose to view license information by searching with a license number, or applicant name. You may renew your license online.
 - General Contractor License Renewal** (with a magnifying glass icon): View your contractor license or search for other license by number, applicant name
 - Pay Fees** (with a dollar sign icon): View fees related to your applications.
 - Modify Account** (with a document icon): Modify your contact information and password or customize your welcome page.
- Search Bar:** License #: **Search**

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

The screenshot shows the "My License Applications" section with the following elements:

- Header:** Same as the previous screenshot.
- Left Sidebar:** Same as the previous screenshot, with "License Renewals" highlighted.
- Main Content Area:**
 - My License Applications**
 - Licenses information associated with **Certificate Holder Name/Company Name**
 - Search Criteria** (highlighted with a red box)
 - 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* 4/22/2025
 - To* 8/22/2025
 - Search** button (highlighted with a red box)
- Annotation:** A red box with the text "Do not click on the drop down box - click on the SEARCH button" with an arrow pointing to 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
--------------	---------	-------------	--------------------------

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

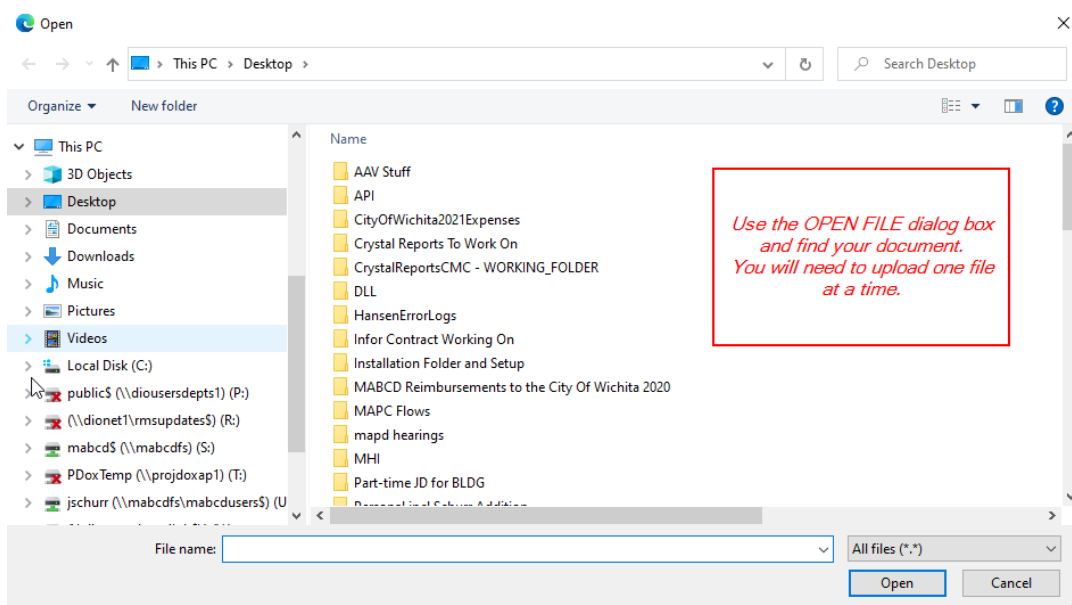
- [My Fees](#)

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 #1 Choose File No file chosen File Description Upload Cancel Summary			





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[Contact Us](#)
CITY OF WICHITA

METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

Sedgewick County...
working for you

[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									
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 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: black; color: white;"> <th style="padding: 5px;">Uploaded Filename</th> <th style="padding: 5px;">File Description</th> <th style="padding: 5px;">Actions</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">MABCD Form #19A- Trade Certificate Application - revised 4-3-23Ver_1.pdf</td> <td style="padding: 5px;">Portal contractor license attachment</td> <td style="padding: 5px; text-align: center;">Download</td> </tr> <tr> <td style="padding: 5px;">CERTIFICATE OF COMPLETION.pdf</td> <td style="padding: 5px;">Portal contractor license attachment</td> <td style="padding: 5px; text-align: center;">Download</td> </tr> </tbody> </table>				Uploaded Filename	File Description	Actions	MABCD Form #19A- Trade Certificate Application - revised 4-3-23Ver_1.pdf	Portal contractor license attachment	Download	CERTIFICATE OF COMPLETION.pdf	Portal contractor license attachment	Download
Uploaded Filename	File Description	Actions										
MABCD Form #19A- Trade Certificate Application - revised 4-3-23Ver_1.pdf	Portal contractor license attachment	Download										
CERTIFICATE OF COMPLETION.pdf	Portal contractor license attachment	Download										

Cancel
Summary



CITY OF

WICHITA



Sedgewick County...

working for you

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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

General Contractor Renewals

License Renewals

Reviews

Fees

Lookup General Contractor License

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

Uploaded Filename	File Description	Actions
MABCD Form #19A- Trade Certificate Application - revised 4-3-23Ver_1.pdf	Portal contractor license attachment	Download
CERTIFICATE OF COMPLETION.pdf	Portal contractor license attachment	Download

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

Cancel

Summary



Metropolitan Area Building & Construction Department

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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

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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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& Construction
Department**

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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://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 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
☐	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.