

CONSTRUCTION INDUSTRY NEWSLETTER



Metropolitan
Area Building
& Construction
Department

Issue 65—October 2026

sedgwickcounty.org/mabcd/mabcd-newsletter

General Contractor Licenses expire at midnight on December 31st

ONCE A LICENSE HAS EXPIRED, CONTRACTORS CANNOT SUBMIT PERMIT APPLICATIONS OR REQUEST INSPECTIONS UNTIL THE LICENSE IS RENEWED. TO AVOID INTERRUPTIONS TO PERMITTING AND INSPECTION SERVICES, ALL REQUIRED RENEWAL DOCUMENTATION MUST BE SUBMITTED BEFORE DECEMBER 31ST.

ITEMS TO SUBMIT – BRING OR UPLOAD THE FOLLOWING DOCUMENTS:

1. Application

- Complete the front and back of the contractor license application.
- Make sure everyone signs the application. (Qualified person AND Owner/Sole proprietor / all Partners / Officer of Corporation/LLC)
- NOTE: If you are a sole proprietor, all forms must be filled out "*applicant name dba company name*". Example - Julie Jones dba Best Builder Company.

2. Certificate of Liability insurance (at least \$300,000 in General Liability) showing MABCD as the certificate holder. Certificate Holder MUST read:

MABCD

271 W. 3rd, Suite 101

Wichita, KS 67202

- Insurer must be accepted by the State of Kansas (include valid NAIC number).
- Name of insured MUST MATCH the company name on application. In the case of a sole proprietor, insurance is for "*applicant name dba company name*."
- Address of the insured matches address of applicant's local/business office.

3. Worker's Compensation certificate of insurance or updated waiver.

4. Auto certificate of insurance or updated waiver.

5. Certificate of Good Standing from the Secretary of the State of Kansas. This is *not required* for Sole Proprietors.

6. State of Kansas Roofer Registration Certificate – for Roofing and Roofing and Siding Contractors only.

7. Pay fees.

8. **Waivers must be signed and notarized**

In This Issue

Administration | 1

Building | 2

Electrical | 3

Mechanical | 4-5

Plumbing | 6

October's Important Dates

1st – Mechanical Board Mtg

5th – BCSA Meeting/Cancelled

20th - Electrical Board Mtg

28th – Plumbing Board Mtg



Building Division

2018 Inspection Time Requests

We understand that the inspection portal provides both AM and PM time preferences. However, please be reminded that these selections are **preferences and are not guaranteed appointment times**.

MABCD makes every effort to accommodate AM/PM requests whenever possible. However, scheduling specific time preferences is not always feasible, particularly when requested inspections are located outside of the areas where our inspectors are already scheduled to be working.

To help maximize efficiency and minimize delays, we prioritize inspections based on several factors, including concrete, foundation, special inspections, and homeowner requests. We then backfill the remaining available inspection times with trade rough-ins, framing inspections, Certificates of Occupancy (C of O), and other inspection types.

Both residential and commercial construction activity continues to be very busy. In order for MABCD to provide inspections in a timely manner and avoid unnecessary delays, it is important that inspections are **ready when the inspector arrives**.

This year, we have seen an increase in **NOT READY** inspection results. When an inspection is scheduled but the work is not ready, it may require the inspector to make an additional trip to the property, potentially resulting in a re-inspection fee.

We understand that scheduling and coordinating inspections require cooperation from everyone involved, and MABCD is committed to working with our customers whenever possible. At the same time, it is not feasible for inspectors to make multiple trips through different areas solely to accommodate AM/PM preferences when other inspections are already scheduled in those areas.

We appreciate everyone's cooperation in ensuring that inspections are ready when scheduled. This helps MABCD use our inspectors' time efficiently, reduce unnecessary travel and re-inspections, and ultimately provide better service to everyone.

Electrical Division

The electrical Division of MABCD requires that all work is to be inspected, which means that the contractor is required to choose the proper permit line item when applying for a permit in order to obtain the appropriate inspection. Furthermore, the appropriate inspection is required to be scheduled, or the inspections will be cancelled, and the contractor will need to reschedule the appropriate inspection for the work done.

Using the inspection sub tasks below, it lists what type of inspection will populate depending on what line item was selected.

Example: The contractor wants a panel change only. They must first obtain a permit with line item #17 and include the amperage which is a drop-down menu. Once the permit is issued, these items will drop for inspection choices. The contractor then selects 517 for panel change only. The contractor may also select a final for an inspection but not as the only inspection. The legal description of work shall match what is performed on the jobsite.

Please use these subtasks when deciding what type of permit you need.

Code: 17 – Electrical Service (480 volt or less) per each meter

Inspections Added

- 200 – Service Conduit
- 201 – Grounding
- 510 – New Service
- 515 – Service Change
- **517 – Panel Change**
- 535 – Service Riser
- 537 – Underground Service Lateral Replacement

Mechanical Division

2024 (IMC) International Mechanical Code Section 603.8

IMC 603.8 Underground Ducts

Ducts shall be approved for underground installation. Metallic ducts not having an approved protective coating shall be completely incased in not less than 2 inches (51 mm) of concrete.

Exceptions:

*Ducts installed underground must be able to resist the forces imposed on them by materials that encase them, the forces created by flood waters in and around them and corrosion. Metallic ducts must either have a protective coating to resist corrosion or be completely encased in concrete, a minimum of 2 inches (51mm) thick all around. Concrete-encased ducts may eventually corrode; however, the air passageway will be maintained because of the remaining concrete enclosure. Nonmetallic ducts and metallic ducts with factory-applied protective coatings must be approved and installed to comply with the manufacture's installation instructions. Application of any field-applied protective coating must be approved. Great care must be taken to protect underground ducts from damage prior to placing the concrete or installing the permanent structure above them. Plastic duct and fitting systems designed for underground applications are available that allow corrosion resistant and waterproof installations.



2024 (IMC) International Mechanical Code Section 603.8.1

IMC 603.8.1 Slope

Ducts shall have a minimum slope of 1/8 inch per foot (10.4mm/m) to allow to allow drainage to a point provided with access.

* Underground ducts must be sloped to drain to an accessible point in the event that waters enters the duct through duct openings or from surrounding soil. Water can cause corrosion, deterioration of duct materials and duct blockages. Sloping the duct to drain to a collection point will allow removal of water. Specifying minimum slope provides the inspector with criteria for enforcement.



Plan Review Division

The Plan Review Division would like to remind architects and general contractors that once a building permit is issued for a project, your access to the Drawing Folder in the Plan Review Application in Project Dox (Electronic Plan Review System) is gone. Any revisions to a project after issuance of the building permit must then be uploaded to the Revision Folder in Project Dox.

Additionally, the following tips will ensure success and timely response during the file revision process:

- The person who originally uploaded the project to the Drawing Folder will also need to upload any revisions.
- The revisions need to be uploaded as single files and have the **exact** file name as the original file name.
- As part of the revision process, please e-mail the plan reviewer to notify them that file revisions have been uploaded and include the Plan Review Application Number for the project. This notification will allow a more timely response/review of the uploaded documents.