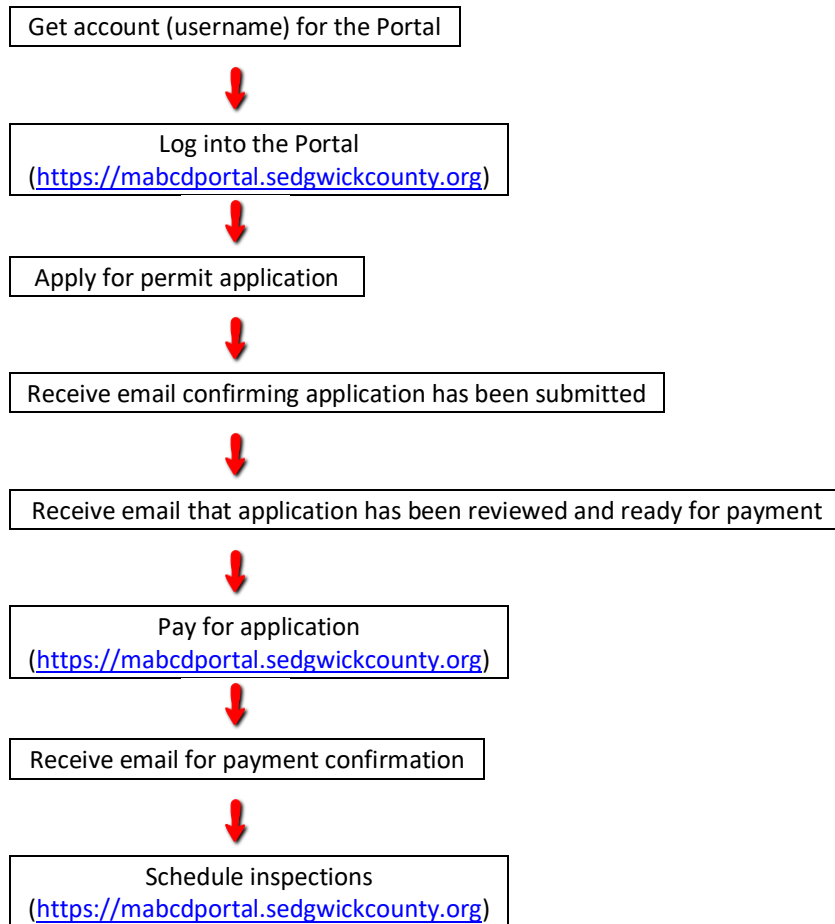




*Sedgwick County...*  
*working for you*

## Sedgwick County MABCD Permit Submission Guide

### *Flow Overview:*



# Sedgwick County MABCD Permit Submission Guide

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## Document History

<b>Date</b>	<b>Type of Change</b>	<b>Completed By</b>
6/19/2020	Document created	June Schurr

# Permitting Process

The Permit Process steps:

1. **ONLY ONCE – Register for an account:** register on-line or call 316-660-1840 for an account.
2. **Submit an application:** submit an application using the MABCD portal webpage.
3. **Submit application payment:** after the application is reviewed, the MABCD staff sends email notification that the application is ready for payment. Submit payment using the MABCD's portal webpage.
4. **Schedule Inspections:** after payment is complete, the contractor or homeowner can schedule inspections as the project progresses.

If there are questions about the following instructions, or if assistance is needed, please contact the Metropolitan Area Building and Construction department at [MABCD@Sedgwick.gov](mailto:MABCD@Sedgwick.gov) or 316-660-1840.

# Register for an Account

## Contractors:

When you applied for your license, your Portal account was set up. On the portal, this is your username. MABCD uses the last 5 digits of your contractor's license as your username. You must use this username to tie all of your permits with your license. Your license will start with BUS.

- The last 5 digits – example: 00001
- If there are not 5 digits at the end of your license, left pad with zeros. Example: 457. Please use 00457 as your username.
- If you have any issues, please call 316-660-1840 for assistance.

## Homeowners

Homeowners can create their own accounts or homeowners can call MABCD at 316-660-1840 to get an account created.

1. Open an internet browser window and go to: <https://mabcdportal.sedgwickcounty.org/>.
2. If you already have an MABCD portal user name, sign in by entering your username and password and then selecting "Sign In."

If you do not yet have a username:

- Select "Register for an online account."
- Enter information into the required fields and then select "Next."
- **NOTE:** For your username, please add HOM- to the front of your username. If you neglect to do this, your permit will take longer to approve and process.
- Review the information entered and then select "Submit."
- Select "Click Here" to return to the MABCD portal sign in screen.
- Sign in by entering your username and password and then selecting "Sign In."

## Forgot my password

If you can't remember your password, click the "Forgot my password" link on the front page of the Portal (<https://mabcdportal.sedgwickcounty.org/>).

If you have never set up your Secret Question, it is most likely your username. You will need this on the second screen of the "Forgot my password" link.

# Submit an Application

Please note: After the application is submitted, it is reviewed for approval. You may receive an email or call from MABCD staff requesting more information to approve your application. Please make sure that your email and phone are correct on the Portal (<https://mabcdportal.sedgwickcounty.org>). You can update that information after clicking Building & Construction link and then click "Modify Account."

## Homeowners

Homeowners can only submit the following permit types:

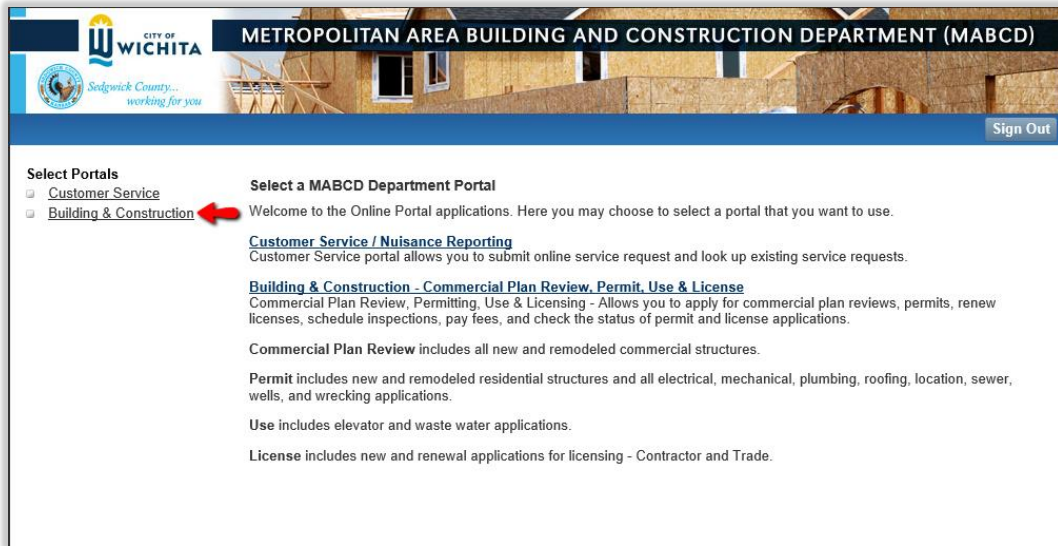
- Residential Building Permit Applications
- Roofing or Siding Permit Applications
- Location Applications
- Meter Resets – please fill out a meter reset form. Click the link on the MABCD homepage. (<https://www.sedgwickcounty.org/mabcd/>) – Electric Meter Inspection/Meter Reset. A Meter Reset is needed when the electricity has been turned off at the meter of your home by Evergy and you have met the requirements to have your meter turned back on.

To submit an application:

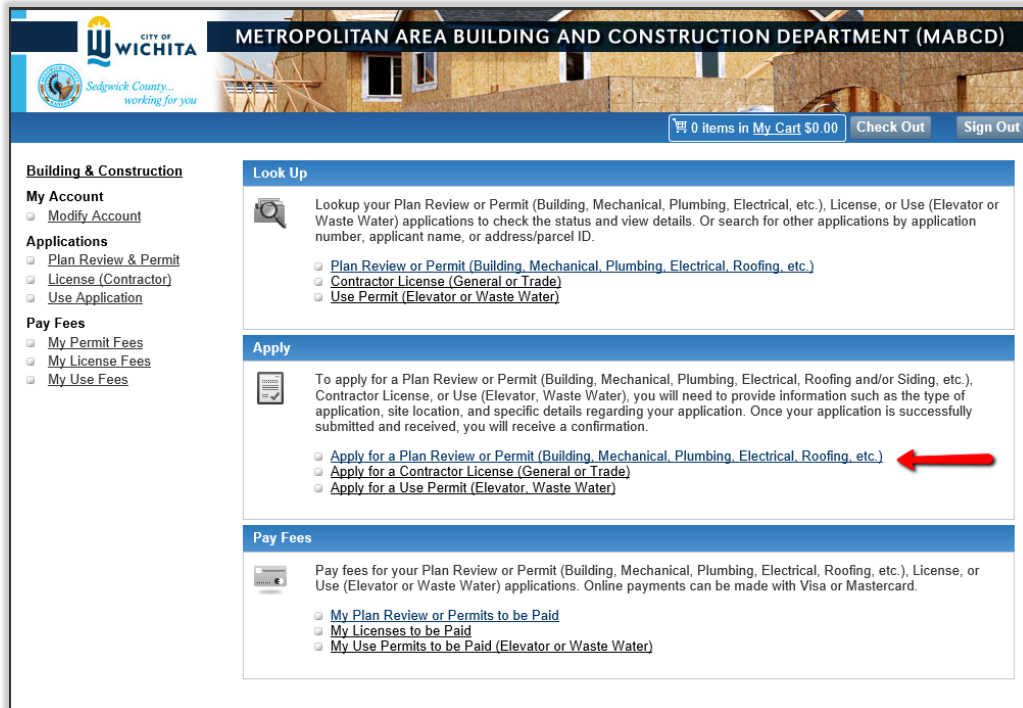
1. Open an internet browser window and go to: <https://mabcdportal.sedgwickcounty.org/>.
2. Enter your username. If you followed the directions under [Register for an Account](#), then your username will start with HOM-. Enter your password and click "Sign In."

The screenshot shows the MABCD portal homepage. At the top, there is a banner for the City of Wichita and Sedgwick County, with the text "METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)". Below the banner, there is a navigation bar with the text "Welcome to MABCD's Portal (Building & Construction and Neighborhood Code Violation Reporting)". The main content area is divided into two columns. The left column contains several sections: "CONTRACTORS" with sub-points about getting a User ID, jurisdiction, and application status; "Plan Upload and Review" with a sub-point about ePlans; and "Nuisance Reporting" with a sub-point about submitting reports. At the bottom of the left column, there is a section titled "Doing construction work on your own home?" with sub-points about contacting MABCD and finding requirements. The right column contains a "Sign In" form with 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, a "Forgot my password" link, and a "First time here?" section with a "Register for an online account" button. The "Sign In" button and the "Register for an online account" button are highlighted with red boxes in the original image.

- On the MABCD portal selection page, click on “Building & Construction” on the left side of the screen.



- In the next window, select “Apply for a Plan Review or Permit (Building, Mechanical, Plumbing, Electrical, Roofing, etc.)” located in the middle of the screen.



## Applicant Information

5. In the Applicant Information window, select the appropriate Applicant Type and then click "Next."

The screenshot shows a web application window with a navigation bar at the top containing tabs: Applicant Information, Additional Contacts, Permit Type, Address Location, Job Description, Details, Attachments, and Application Confirmation. The 'Applicant Information' tab is active. Below the navigation bar is a blue header for the 'Applicant Information' section. The main content area contains two checkboxes: 'Select the applicant' and 'Click "Next"'. Below these is a section titled 'Applicant Type' with three radio button options: 'I am the property owner completing this work.' (which is selected), 'The contractor will complete this work.', and 'Other contact.'. At the bottom of the window are 'Cancel' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

## Additional Contacts

6. In the Additional Contacts window, add any additional contacts by selecting "Add Contact." If there are no additional contacts, select "Next." NOTE: Homeowners will likely not have any additional contacts. By adding additional contacts, this will allow others to view, and add and schedule inspections to your project.

The screenshot shows a web application window with a navigation bar at the top containing tabs: Applicant Information, Additional Contacts, Permit Type, Address Location, Job Description, Details, Attachments, and Application Confirmation. The 'Additional Contacts' tab is active. Below the navigation bar is a blue header for the 'Additional Contacts' section. The main content area contains the text: 'If you do not wish to add additional contacts, click "Next" to proceed to next step. To add additional contacts to this permit:'. Below this text are three checkboxes: 'Click "Add Contact"', 'Enter required contact information', and 'Click "Search"'. Below the checkboxes is an 'Add Contact' button, which is highlighted with a red box. At the bottom of the window are 'Cancel', 'Previous', and 'Next' buttons, with a red arrow pointing to the 'Next' button.

## Permit Type

7. In the Permit Type window, select one of the allowable permit applications for homeowners from the PermitType dropdown list.

Permit Type

- Please select the permit type
- Click "Next"

Permit Type: \*

-- Select One --

- Commercial Plan Review Application - start here
- Electrical Permit Application
- Fire Alarm System Permit Application
- Fire Sprinkler Permit
- Location Application (Easement check for shed/gazebo/etc.)
- Manufactured Home Permit Application
- Mechanical Permit Application
- Plumbing Permit Application
- Residential Building Permit Application
- Roofing or Siding Permit Application
- Sedgwick County Fire Plan Review
- Sewer Permit Application
- Well Water Permit
- Wrecking Permit Application

These types of permit applications are only allowed for homeowners

## Contractors

To submit an application:

1. Open an internet browser window and go to: <https://mabcdportal.sedgwickcounty.org/>.
2. Enter your username. Enter your password and click "Sign In."

WICHITA CITY OF  
Sedgwick County... working for you

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. 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.
- 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.

**Doing construction work on your own home?**

- Please contact MABCD at 316-660-1840 to be issued a valid username for this portal.
- 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

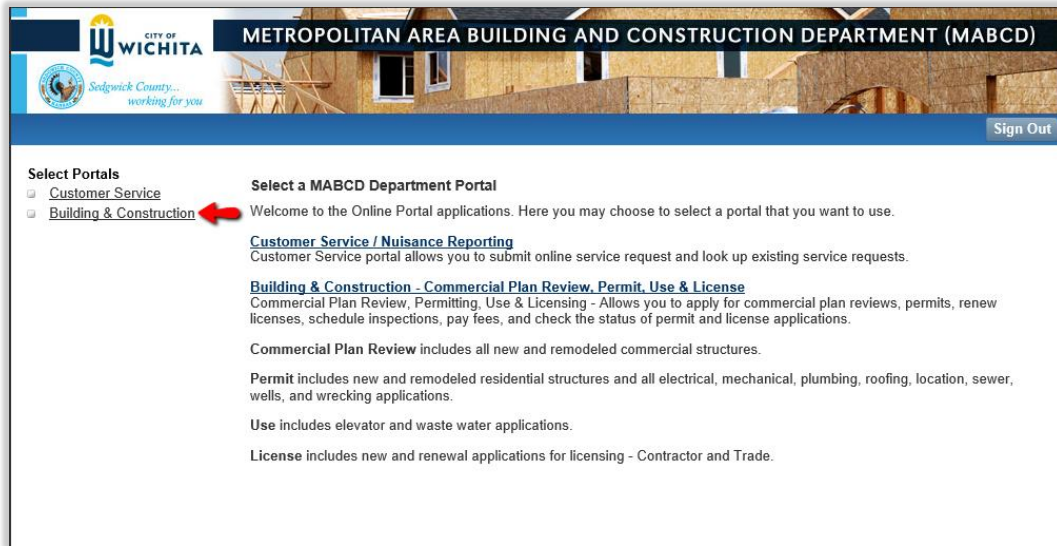
[Forgot my password](#)

First time here?

(Not for Contractors)

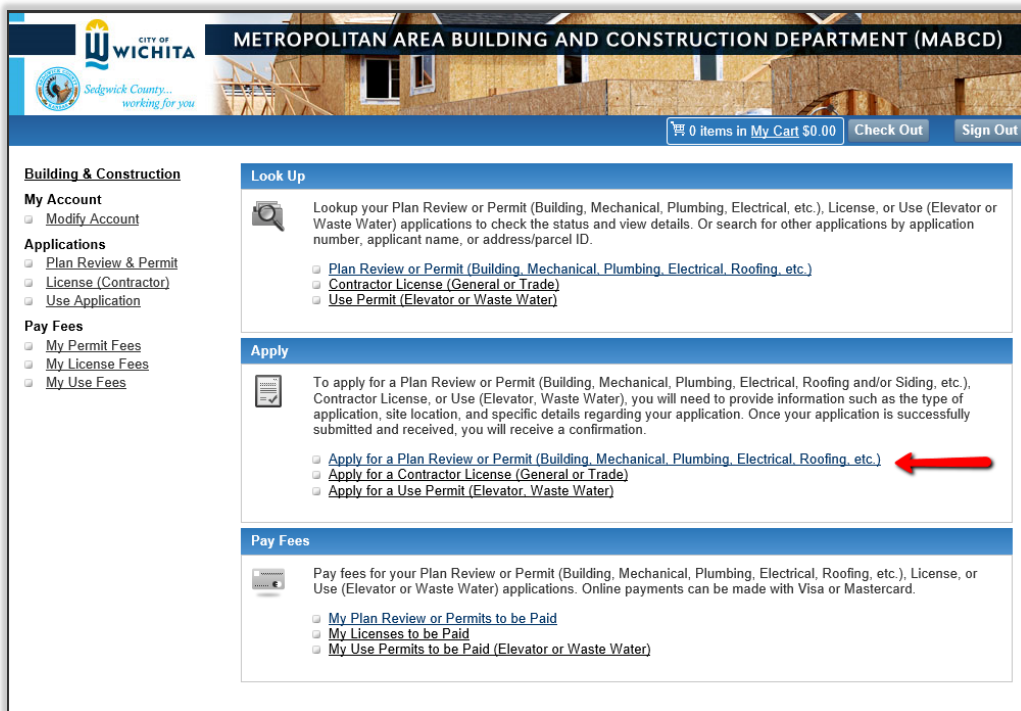
Register for an online account

- On the MABCD portal selection page, click on “Building & Construction” on the left side of the screen.



- In the next window, select “Apply for a Plan Review or Permit (Building, Mechanical, Plumbing, Electrical, Roofing, etc.)” located in the middle of the screen.

**NOTE:** To apply for an Electrical or Wastewater permit application, choose “Apply for a Use Permit (Elevator, Waste Water).”



### Applicant Information

5. In the Applicant Information window, select the appropriate Applicant Type and then click "Next."

**Applicant Information**

- Select the applicant
- Click "Next"

**Applicant Type**

- I am the property owner completing this work.
- The contractor will complete this work.
- Other contact.

Cancel Next

### Additional Contacts

6. In the Additional Contacts window, add any additional contacts by selecting "Add Contact." If there are no additional contacts, select "Next." **NOTE:** Sub contractors are added here. If you do not know who your sub-contractors will be when applying for this application, do not add them. Call the office 316-660-1840 to have MABCD staff add them to your permit.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	-------------	--------------------------

**Additional Contacts**

If you do not wish to add additional contacts, click "Next" to proceed to next step.  
To add additional contacts to this permit:

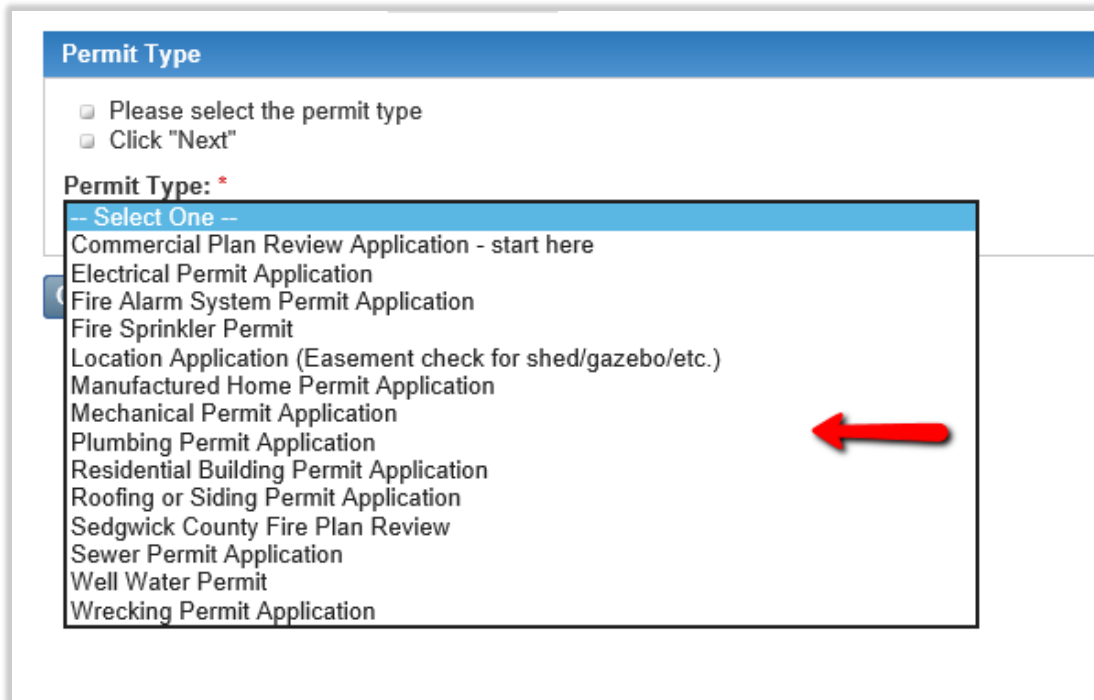
- Click "Add Contact"
- Enter required contact information
- Click "Search"

Add Contact

Cancel Previous Next

## Permit Type

7. In the Permit Type window, select one of the permit applications appropriate for the job you are doing and for the license you carry from the PermitType dropdown list.



The screenshot shows a software window titled "Permit Type". At the top, there is a blue header bar with the text "Permit Type". Below the header, there are two instructions: "Please select the permit type" and "Click 'Next'", each preceded by a small square icon. Below these instructions is a dropdown menu labeled "Permit Type: \*". The dropdown menu is open, showing a list of permit application types. The first item is "-- Select One --". The other items are: "Commercial Plan Review Application - start here", "Electrical Permit Application", "Fire Alarm System Permit Application", "Fire Sprinkler Permit", "Location Application (Easement check for shed/gazebo/etc.)", "Manufactured Home Permit Application", "Mechanical Permit Application", "Plumbing Permit Application", "Residential Building Permit Application", "Roofing or Siding Permit Application", "Sedgwick County Fire Plan Review", "Sewer Permit Application", "Well Water Permit", and "Wrecking Permit Application". A red arrow points to the "Plumbing Permit Application" option.

## Homeowners & Contractors

### Address Location

8. Enter the address of the new building and then select "Search." Select the correct address in the "Matches Found" list to move to the next screen.


If the correct address is not found, try searching again using the least amount of information necessary to get more results. For example, only input the street numbers and street name (e.g. 271 – Third). You may use a "%" sign as a wildcard character (e.g. 271 – 3%).

**\*\*\*Note:** If the address is not yet known, enter "Address Needs%" in the "Street Name" field and then select the record that displays.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation																																
<b>Permit Location</b>																																							
<p><b>Address Search:</b> Search application address</p> <ul style="list-style-type: none"> <li>Enter the Address - For best results enter only the street number and street name. Example: 271 Third or 271 3rd? Enter the Number and a partial Street Name for best results. Do not enter the Suffix or Unit/Apt.</li> <li>Select the correct location by clicking on the appropriate address</li> <li>If you do not see the correct location, make changes to your search and try again</li> <li>Click "Search"</li> </ul>																																							
<table border="1"> <tr> <td>Number</td> <td>Dir</td> <td>Street Name*</td> <td>Suffix</td> <td>Unit/Apt.</td> <td colspan="3"></td> </tr> <tr> <td>271</td> <td>--</td> <td>3rd</td> <td>--</td> <td></td> <td colspan="3"></td> </tr> <tr> <td colspan="2">City</td> <td>State</td> <td colspan="2">Zip</td> <td colspan="3"></td> </tr> <tr> <td colspan="2"></td> <td>Kansas</td> <td colspan="2"></td> <td colspan="3"></td> </tr> </table>								Number	Dir	Street Name*	Suffix	Unit/Apt.				271	--	3rd	--					City		State	Zip							Kansas					
Number	Dir	Street Name*	Suffix	Unit/Apt.																																			
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City		State	Zip																																				
		Kansas																																					
<p>1 Matches Found</p> <table border="1"> <thead> <tr> <th>Street #</th> <th>Dir</th> <th>Street Name</th> <th>Suffix</th> <th>Apt</th> <th>City</th> <th>State</th> <th>Zip</th> </tr> </thead> <tbody> <tr> <td>271</td> <td>W</td> <td>3RD</td> <td>ST</td> <td></td> <td>WICHITA</td> <td>KS</td> <td>67202</td> </tr> </tbody> </table>								Street #	Dir	Street Name	Suffix	Apt	City	State	Zip	271	W	3RD	ST		WICHITA	KS	67202																
Street #	Dir	Street Name	Suffix	Apt	City	State	Zip																																
271	W	3RD	ST		WICHITA	KS	67202																																
<p>Search <b>2</b> <b>3 Click to select this line</b></p> <p>Cancel Previous</p>																																							

### Job Description

- Fill out the Work Type, Com/Res, Occupancy Type, and description of the construction. Click on the "Next" button. Please be sure to put what kind of business or project in the Memo/Project field.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
<b>Job Description</b>							
<ul style="list-style-type: none"> <li>Enter the required field(s)</li> <li>Click "Next"</li> </ul>							
<p><b>Work Type*</b> NEW-New primary structure where people live, work or occupy</p> <p><b>Occupancy Type*</b> Business</p> <p><b>Declared Valuation*</b> 500000</p> <p><b>Building Area</b> (square footage) 0</p> <p><b>Com/Res*</b> Commercial</p> <p><b>Memo/Project*</b> New Applebees</p>							
<p><b>Description of the construction/proposed job*</b></p> <p>Review plans for 5000 sq ft restaurant chain in New Market Square</p>							
<p>Cancel Previous <b>Next</b>  Save for Later</p>							

## Details

- Each permit application will have a details page. Complete all the fields on the page making sure you complete all the required fields. You cannot move forward in your application until all required fields are completed. Call the office 316-660-1840 if you need assistance.

## Attachments

- The attachment page is required for site plans on a Residential Building Permit Application. Attaching any other documentation is optional. When attaching a document, first browse for the file on your device and then click "Upload."

You must click "Upload" after each document otherwise the attachment will not be added to the application. Once you have successfully attached a document, you can check to see if you have attached the correct file. If you have not attached the correct file, click "Remove" on the line of the file that is incorrect and go through the browse and upload steps to attach the correct file.

For a list of supported file type, please see [Supported File Types for Attachments](#).

**Attachments**

The required documents must be submitted or attached to your application. You may also submit the documents via mail or in person. Please include the Primary permit number.

To Upload Documents:

- DO NOT UPLOAD COMMERCIAL PLANS HERE.**  
PLR – PLAN REVIEW PROCESS WILL RECEIVE AN EMAIL INVITATION WITH INSTRUCTIONS FOR PLAN UPLOADS.
- 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

File Description

2


Uploaded Filename	File Description	
2020-04-28_1308.png	DP permit attachment	<input type="button" value="Remove"/>
Front #1 - Back Gable.pdf	DP permit attachment	<input type="button" value="Remove"/>

3

Files in this grid shows that you have successfully attached them to the application

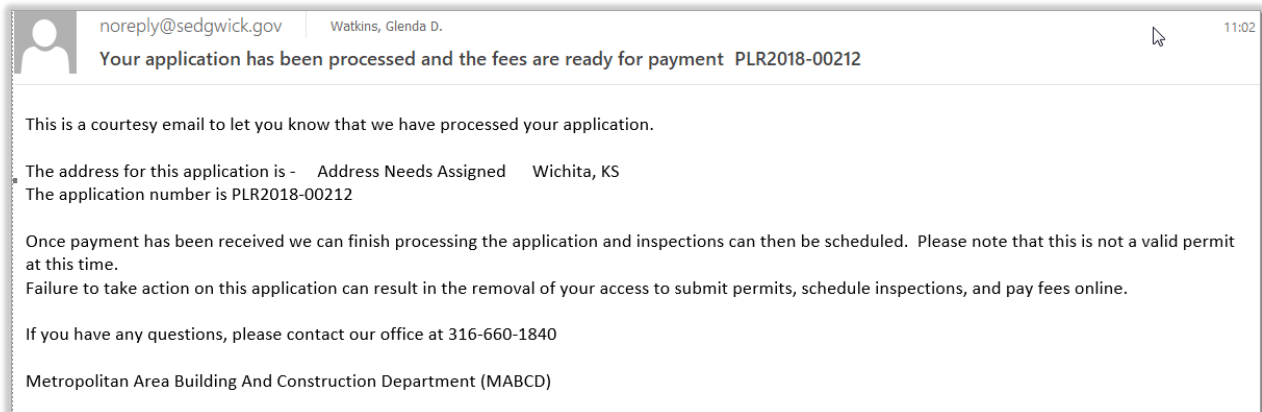
## Application Confirmation

12. A summary of the information entered will be displayed and you may correct any information before submitting the application. If everything looks correct then you should click on the "Apply" button. If not, then use the "Previous" button to return and fix any incorrect information.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
<b>Application Information Confirmation</b>							
<b>To submit your application:</b>							
<input type="checkbox"/> Confirm the permit information is correct. If changes need to be made click the appropriate "Edit" button.							
<input type="checkbox"/> Click the "Apply/Save" button to submit your permit.							
<b>Application Information To Be Submitted</b>							
	Permit Type:	Commercial Plan Review - start here					
<a href="#">Edit</a>	Applicant Type:	Other contact					
	Primary Contact Name:	Electric Meter					
	Address:	271 W 3rd St North Wichita KS 67202					
	Phone:	(316)660-1840					
<a href="#">Edit</a>	No contact added.						
<a href="#">Edit</a>	Site Location:	271 W 3RD ST WICHITA KS 67202					
<a href="#">Edit</a>	Occupancy Type:	Business					
	Work Type:	NEW-New primary structure where people live, work or occupy					
	Declared Valuation:	\$500,000.00					
	Priority:	Commercial					
	Memo/Project	New Applebees					
	Description:	Review plans for 5000 sq ft restaurant chain in New Market Square					
<a href="#">Edit</a>	Detail page information.						
<a href="#">Edit</a>	No attachment uploaded.						
<a href="#">Cancel</a>	<a href="#">Previous</a>	<a href="#">Apply</a>		<a href="#">Save For Later</a>			

# Submit Application Payment

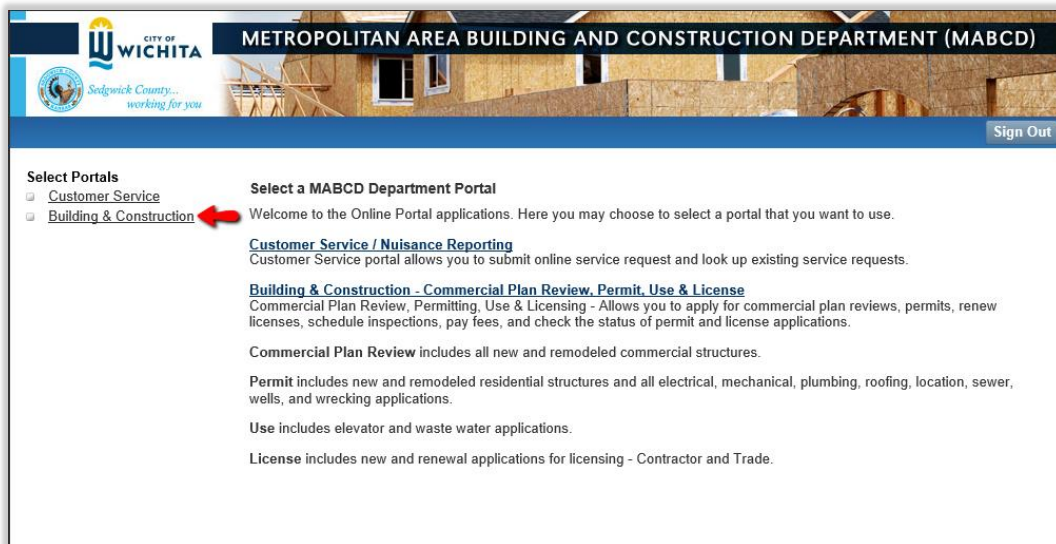
After the application is submitted, it is reviewed by MABCD personnel. After the review, an update email is sent to the applicant. If the application is approved, the email will state that the application is ready for payment. The email will contain the project address and application number. If an expected email has not arrived, please check the email junk or spam folder.



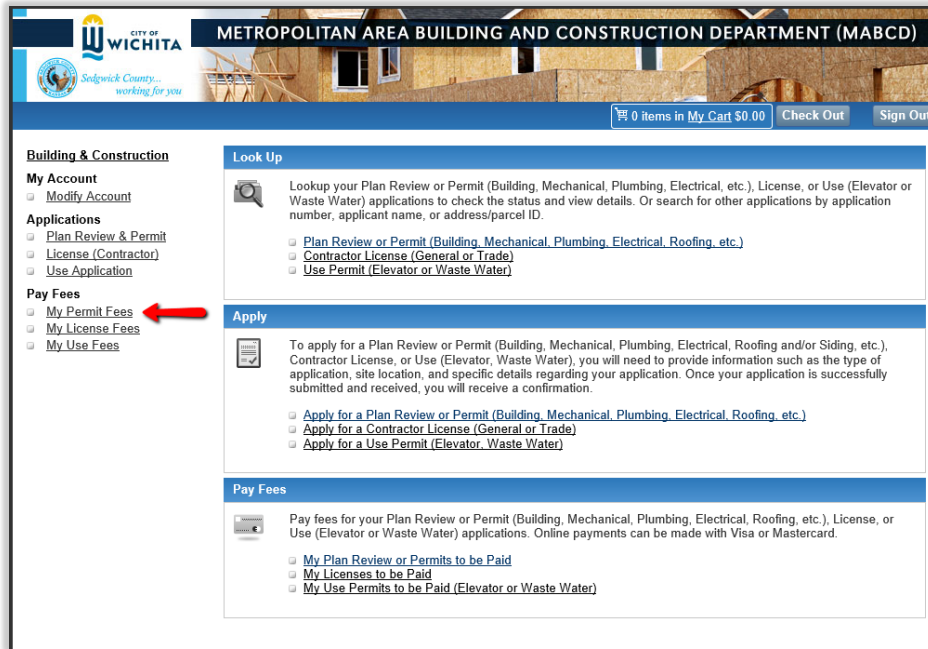
## Example Email

To enter the payment electronically using a credit card:

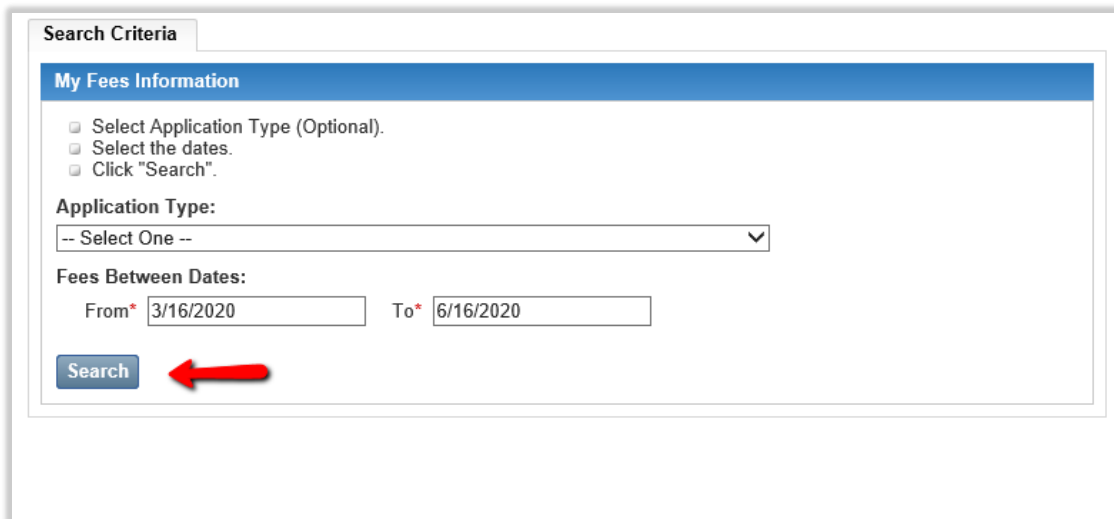
1. Open an internet browser and go to: <https://mabcpportal.sedgwickcounty.org/>. Enter your username and password (as in the previous step) and then select "Sign In."
2. On the MABCD portal selection page, click on "Building & Construction" on the left side of the screen.



3. In the next window, select “My Permit Fees” located on the left side of the screen.



4. In the “My Fees” window, enter date criteria if necessary and then select “Search.” NOTE: You do not need to select criteria for the application type unless you want to restrict the results.



- Click on the application link for which to pay fees. A summary of the application will display. Select the “Fees” tab, select the application fee line, and then select “Add to Cart.” If there are multiple fees associated with the application, select “Add All To Cart.”

Summary   Inspections - 3   **Fees - 2**

Description	Total	UnPaid	Status	Paid Date	Actions
Meter Reset (power off 6 months or more)	\$11.00	\$11.00	Unpaid		<a href="#">Add to Cart</a>
Permit Issuance Fee	\$25.00	\$25.00	Unpaid		<a href="#">Add to Cart</a>

[Add All To Cart](#)

[Back to Search Results](#)

- When the cart displays, select “Check Out.”

2 items in My Cart \$36.00   [Check Out](#)   [Sign Out](#)

Total	UnPaid	Status	Paid Date	Actions
-------	--------	--------	-----------	---------

- Review the fees and then select “Next.” Select if you will pay by credit/debit card or eCheck then select “Make Payment.”

**Sedgwick County...**  
*working for you*

Metropolitan Area Building & Construction Department - Online Payment Portal

Invoice Details

Reference: 20200616ZBXI

Amount: \$36.00

Payment Method:  CREDIT / DEBIT CARD    eCHECK

[Make Payment](#)

8. On the Payment screen, enter the credit card details and enter or review the cardholder first and last name and address to make certain it matches the information on the card. When all of the information is complete and verified, select “Submit Payment.”

The screenshot displays the 'Credit-Card Payment Details' form on the Sedgwick County Online Payment Portal. The form includes the following fields:

- Amount: \$36.00
- Convenience Fee: Displayed after Card entered.
- Total Amount: Displayed after Card entered.
- Card Type\*: Displayed after Card entered.
- Card Number\* (highlighted with a red box)
- Name on Card\* (Name on Card)
- Expiration Date\* (Expiration Date (MM/YY))
- CVV Number\* (CVV Number)
- Billing Address\* (Billing Address)
- Billing City\* (Billing City)
- Billing State\* (Select State)
- Billing Zip Code\* (Billing Zip Code)
- Billing Phone Number (Phone Number)
- Billing Email Address\* (Email Address, highlighted with a red box)

At the bottom of the form, there are two buttons: 'Previous' and 'Submit Payment'. A red arrow points to the 'Submit Payment' button.

The screen will display a printable receipt for the credit card payment. You will also receive an email confirmation that the payment has been completed.

After the payment is completed, your application becomes a valid permit. From here, you can schedule inspections on the permit.

#### *Paper Checks*

To mail a check for payment, follow instructions 1 through 4 above to find the application fee amount and then mail the payment to:

MABCD  
271 W 3rd, Suite 101  
Wichita KS 67202

Keep in mind, mailing a check will delay processing the application. No inspections can be scheduled until payments have been processed.

# Scheduling Inspections

1. Open an internet browser window and go to: <https://mabcdportal.sedgwickcounty.org/>.
2. Enter your username. Enter your password and click "Sign In."

**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.

**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.

**Doing construction work on your own home?**

- Please contact MABCD at 316-660-1840 to be issued a valid username for this portal.
- 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?**

(Not for Contractors)

**Register for an online account**

3. On the MABCD portal selection page, click on "Building & Construction" on the left side of the screen.

**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, Use & License**

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 permit and license applications.

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.

Use includes elevator and waste water applications.

License includes new and renewal applications for licensing - Contractor and Trade.

4. In the next window, select “My Permits.”

**Building & Construction Home**

**Plan Review or Permit**

**My Account**

- [Modify Account](#)

**Apply**

- [My Saved Applications](#)
- [Apply - Plan Review/Permit](#)

**Permits**

- [My Permits](#)

**Reviews**

- [My Reviews](#)

**Inspections**

- [My Inspections](#)

**Fees**

- [My Fees](#)

**Lookup Permit**

- [Permit Number](#)
- [Applicant](#)
- [Address](#)

5. You can accept the defaults and click “Search” or you can refine your search to In Progress or enter a different date for the search criteria. If you cannot find a permit in your search results, expand the date range. The date search is when the application was first submitted. Please call the office if your permit is not included in the search results. 316-660-1840

**Search Criteria**

**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\* 3/19/2020 To\* 6/19/2020

**Search**

6. Find the permit for which you want to schedule inspections. Verify the permit number and the address then click “Inspections” to schedule an inspection or view inspection results. NOTE: While in this screen, you can see a summary of the permit, permit fees or make a copy of the permit if you have a similar job that you will be doing work on.

Search Criteria		Search Result - 10	
Permit #	Type	Address	Actions
LOC2020-00003	Location Application (Easement check for shed/gazebo/etc.)	271 W 3RD ST N WICHITA KS 67202	<a href="#">Summary</a>   <a href="#">Clone</a>   <a href="#">Inspections</a>   <a href="#">Fees</a>

7. Click on “Request Inspection.”

Summary **Inspection** Fee

Insp #	Inspection Type	Scheduled Date	Status	Actions
2991152	Initial Inspections			<a href="#">Request Inspection</a>

[Back to Search Results](#)

Back to Search Results will take you back to your permit list.

8. Choose a requested date, a time preference (if applicable), and add any communication to the inspector in the location box. Please include your cell phone number so that the inspector can reach you if needed. Click "Request Inspection."

The screenshot shows the 'Request Inspection' form with the following details:

- Request Inspection Details**
- Today's Date/Time: 6/19/2020 10:39:42 AM
- To modify this inspection, follow the instructions below. You may schedule an inspection within the next 30 business days. You may not request an inspection for the same day after 6:00 AM today.
- Instructions:
  - Select the 'Requested Date' desired
  - Select the preference value
  - Enter the location information
  - Click the "Request" button
- Inspection Information:**
  - Permit Number: LOC2020-00003
  - Inspection Number: 2991152
  - Inspection Type: Initial Inspections
- Requested Date:** A calendar for June 2020 is shown. A red box highlights the date 24 (Wednesday) with the text: "1. Pick a date for the inspection."
- Preference:** A dropdown menu is set to "No Preference". A red box highlights this with the text: "2. Choose a preference. Preferences are not guaranteed."
- Location:** A text input field is highlighted with a red box and the text: "3. Add information for the inspector. Include your cell number so the inspector can reach you."
- A red arrow points to the "Request Inspection" button.
- A "Back to Search Results" button is at the bottom.

9. You will see an inspection confirmation screen after scheduling your inspection. "Back to Search Results" will allow you to schedule more inspections on the same permit or other permits.

The screenshot shows the 'Inspection Request Confirmation' screen with the following details:

- Inspection Request Confirmation:**
- Inspection for Permit #: LOC2020-00003
- This is a confirmation that your inspection has been requested.
- Inspection Summary**
  - Inspection Number: 2991152
  - Inspection Type: Initial Inspections
  - Requested Date: Wednesday, June 24, 2020
  - Location: test only
- A "Printer-Friendly" icon is in the bottom right.
- A red arrow points to the "Back to Search Results" button at the bottom.

## Cancelling Inspections

To cancel an inspection, please cancel as soon as possible by calling the office at 316-660-1840. Cancelling an inspection within less than two hours of scheduled times can result in penalty fees.

## Supported File Types for Attachments

Files with the following extensions can be uploaded into the Portal:

jpg	gif	bmp	png	doc
docx	xls	xlsx	txt	Pdf

[Back to Attachments](#)