



# 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.

Click on “Forgot my password.”

Enter User Name.



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.

Cancel Continue

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



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.

Cancel Continue

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Create & enter password.

**CONTACT US**

**CITY OF WICHITA**  
Sedgwick County... working for you

**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.

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Return to login page and enter user name and password.

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**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.

**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

Or

[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.sedgwickcounty.org - TEL: 316-660-1840 - FAX: 316-660-1810

## 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.

#### 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.

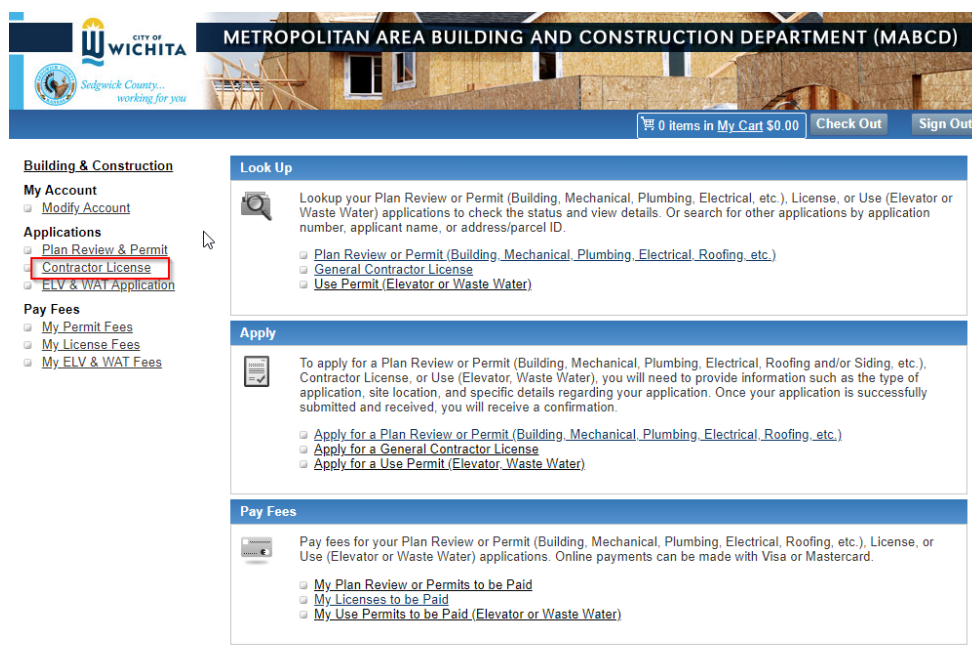
Commercial Plan Review includes all new and remodeled commercial structures.

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.*





Step Five: Click LICENSE RENEWALS.

**Building & Construction Home** License #:

**General Contractor Renewals**

**My Account**

- [Modify Account](#)

**General Contractor Renewals**

- [License Renewals](#)

**Reviews**

**Fees**

- [My Fees](#)

**Lookup General Contractor License**

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

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**  
View your contractor license or search for other license by number, applicant name
- Pay Fees**  
View fees related to your applications.
- Modify Account**  
Modify your contact information and password or customize your welcome page.

0 items in My Cart \$0.00

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

**Building & Construction Home** My License Applications

**General Contractor Renewals** Licenses information associated with *Certificate Holder Name/Company Name*

**My Account**

- [Modify Account](#)

**General Contractor Renewals**

- [License Renewals](#)

**Reviews**

**Fees**

- [My Fees](#)

**Lookup General Contractor License**

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

**Search Criteria**

**My Applications Information**

- Select application type (Optional).
- Select application status.
- Select the dates.
- Click "Search".

**Application Type:**

**Application Status:**

In Progress  Closed  All

**Application Between Dates:**

From\*  To\*

Do not click on the drop down box - click on the SEARCH button

0 items in My Cart \$0.00

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

**Building & Construction Home** | **My License Applications**

**General Contractor Renewals** | Licenses information associated with John Doe

**My Account**

- Modify Account

**General Contractor Renewals**

- License Renewals

**Reviews**

**Fees**

- My Fees

**Lookup General Contractor License**

- License Number
- Applicant

Summary	Fees - 10
License Type:	Trade Certificate Application
License Number:	John Doe
Primary Applicant:	CER2025-01234
Issue Date:	1/11/2024
Lifetime Fees:	\$230.00
Milestone:	Renewal

[Renewal](#) ←

[Back to Search Results](#)

### 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>



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

[Contact Us](#)

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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** Edit/Modify Application # CER2025-01234

**General Contractor Renewals**

License Type	Details	Attachments	Application Confirmation
<p><b>Contractor License Information Confirmation</b></p> <p>To submit your license renewal:</p> <ul style="list-style-type: none"> <li>Download, print, complete, sign and scan the Trade Certificate Application. Which can be found here: <a href="https://www.sedgwickcounty.org/mabcd/master-journeyman-trade-certificates">https://www.sedgwickcounty.org/mabcd/master-journeyman-trade-certificates</a></li> <li>Upload the completed and signed Trade Certificate application.</li> <li>Upload the Certificates of Completion for the required number of CEUs.</li> <li>Use the red <b>UPLOAD</b> link at the bottom of these instructions to attach your documents.</li> <li>Click the "Apply/Save" button to submit your renewal.</li> </ul> <p><b>Contractor License Information To Be Submitted</b></p> <p>License Type: Trade Certificate Application            Primary Contact Name: Certificate Holder name &amp; Contact Information            Address:            Phone:</p> <p><b>Upload</b> No attachment uploaded. Please add renewal documentation here.</p> <p><a href="#">Cancel</a> <a href="#">Save</a></p> <p style="text-align: center;"><b>DO NOT click the SAVE button unless you have uploaded all documents</b>  <b>Click CANCEL is your paperwork if not attached.</b></p>			

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# Metropolitan Area Building & Construction Department

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**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

**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:  No file chosen

File Description:

Open

This PC > Desktop >

Organize New folder

This PC

- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Local Disk (C:)
- public\$ (\\dionusersdepts1) (P:)
- \\dionet1\rmsupdates\$ (R:)
- mabcd\$ (\\mabcdfs) (S:)
- PDox Temp (\\prejdoxap1) (T:)
- jschurr (\\mabcdfs\mabcdusers\$) (U)

Name

- AAV Stuff
- API
- CityOfWichita2021Expenses
- Crystal Reports To Work On
- CrystalReportsCMC - WORKING\_FOLDER
- DLL
- HansenErrorLogs
- Infor Contract Working On
- Installation Folder and Setup
- MABCD Reimbursements to the City of Wichita 2020
- MAPC Flows
- mapd hearings
- MHI
- Part-time JD for BLDG
- Operational Status Addition

File name:  All files (\*.\*)

*Use the OPEN FILE dialog box and find your document. You will need to upload one file at a time.*



# Metropolitan Area Building & Construction Department

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**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

<a href="#">License Type</a>	<a href="#">Details</a>	<a href="#">Attachments</a>	<a href="#">Application Confirmation</a>
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- Enter the description
- Click "Upload" to add files
- Click "Next"

File Path  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="#">Download</a>
CERTIFICATE OF COMPLETION.pdf	Portal contractor license attachment	<a href="#">Download</a>

[Cancel](#) [Summary](#)

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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

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- Enter the description
- Click "Upload" to add files
- Click "Next"

File Path  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="#">Download</a>
CERTIFICATE OF COMPLETION.pdf	Portal contractor license attachment	<a href="#">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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**METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)**

Contact Us

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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									
<b>Contractor License Information Confirmation</b>												
To submit your license renewal:												
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<p><b>Contractor License Information To Be Submitted</b></p> <p>License Type: Trade Certificate Application</p> <p>Primary Contact Name: Certificate Holder name &amp; Contact Information</p>												
Successfully uploaded documents will be listed here												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"><b>Upload</b></th> <th style="width: 50%;"><b>Uploaded Filename</b></th> <th style="width: 40%;"><b>File Description</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>MABCD Form #19A- Trade Certificate Application - revised 4-3-23Ver_2.pdf</td> <td>Portal contractor license attachment</td> </tr> <tr> <td style="text-align: center;"></td> <td>CERTIFICATE OF COMPLETIONVer_1.pdf</td> <td>Portal contractor license attachment</td> </tr> </tbody> </table>				<b>Upload</b>	<b>Uploaded Filename</b>	<b>File Description</b>		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
<b>Upload</b>	<b>Uploaded Filename</b>	<b>File Description</b>										
	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										
If you are sure you have everything uploaded, click SAVE		<div style="display: flex; justify-content: center; gap: 10px;"> <span>Cancel</span> <span style="border: 1px solid gray; padding: 2px 5px;">Save</span> </div>										



# 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://mabcdportal.sedgwickcounty.org> with your login credentials.
- Click on the BUILDING & CONSTRUCTION link.
- Under “Pay Fees”, click MY LICENSE FEES.

The screenshot shows the Metropolitan Area Building and Construction Department (MABCD) website. At the top, there are logos for Sedgwick County and the City of Wichita. Below the logos is a navigation bar with a shopping cart icon showing '0 items in My Cart \$0.00' and buttons for 'Check Out' and 'Sign Out'. The main content area is divided into three sections: 'Look Up', 'Apply', and 'Pay Fees'. The 'Look Up' section allows users to check the status of their applications. The 'Apply' section provides options to apply for various permits and licenses. The 'Pay Fees' section offers options to pay for plan reviews, permits, and licenses. In the left-hand navigation menu, the 'My License Fees' option is highlighted with a red box.

- Click the SEARCH button to find your license.



# 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

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

**METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)**

0 items in My Cart \$0.00 Check Out Sign Out

**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.

**METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)**

1 items in My Cart \$600.00 Check Out Sign Out

**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.