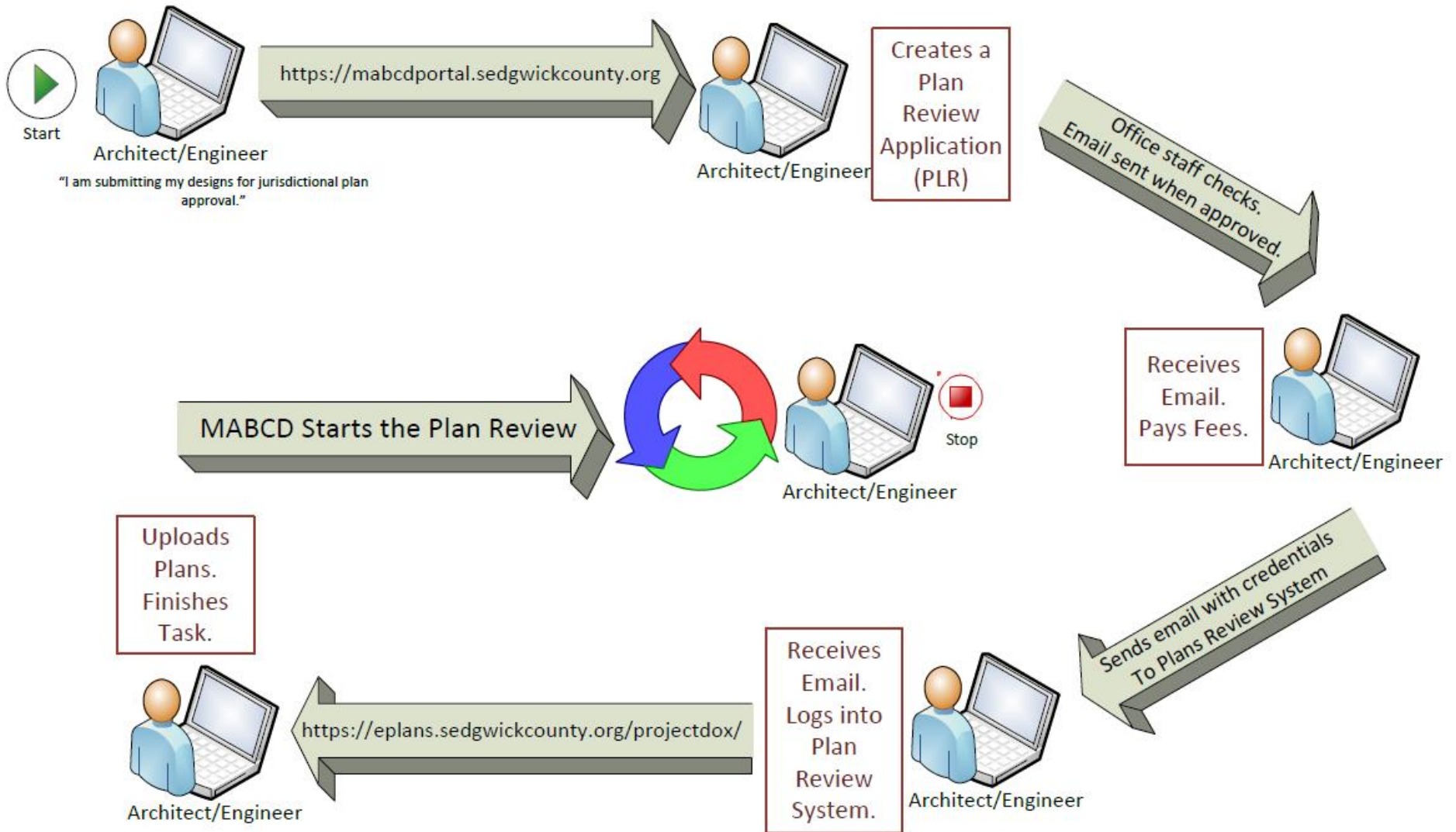


Process Flow for Plan Review Application (PLR)



How to apply for a permit online

Log into the Dynamic Portal Site

1. Bring up a browser and type into the url/address box at the top of the page – <https://mabcdportal.sedgwickcounty.org>

City of Wichita
Sedgwick County...
working for you

METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

Welcome to MABCD's Dynamic Portal (Permits and Neighborhood Code Violation Reporting)

- ❑ **EPLANS - Start the Plan Review with a PLR application under Building Applications. For detailed submission instructions, [Click here.](#)**
- ❑ **ONLY LICENSED CONTRACTORS CAN APPLY FOR PERMITS ON LINE**
- ❑ **CONTRACTORS:** CALL MABCD FOR YOUR USER ID. REGISTERING FOR AN ACCOUNT WILL NOT ALLOW YOU TO SCHEDULE INSPECTIONS, ADD PERMITS, ETC.
- ❑ **This site is for City of Wichita and Sedgwick County unincorporated only.** Contact the small city (Derby, Mulvane, Maize, Valley Center, Haysville, Park City, etc.) if building in a small city jurisdiction.
- ❑ **Contractors: Applications for permits on line are not valid until the application has been approved and paid in full.**
- ❑ **Neighborhood Code Violations:** Please call 316-660-9220 to report neighborhood violations.

Sign In

User Name:

Password:

Remember me on this computer

Sign In

Or

Sign in Anonymously

[Forgot my password](#)

First time here?

(Not for Contractors)

[Register for an online account](#)

2. Enter your username and password and click on the Sign In button. (if you do not currently have an account, please skip to down to #3 otherwise skip down to #8)

Sign In

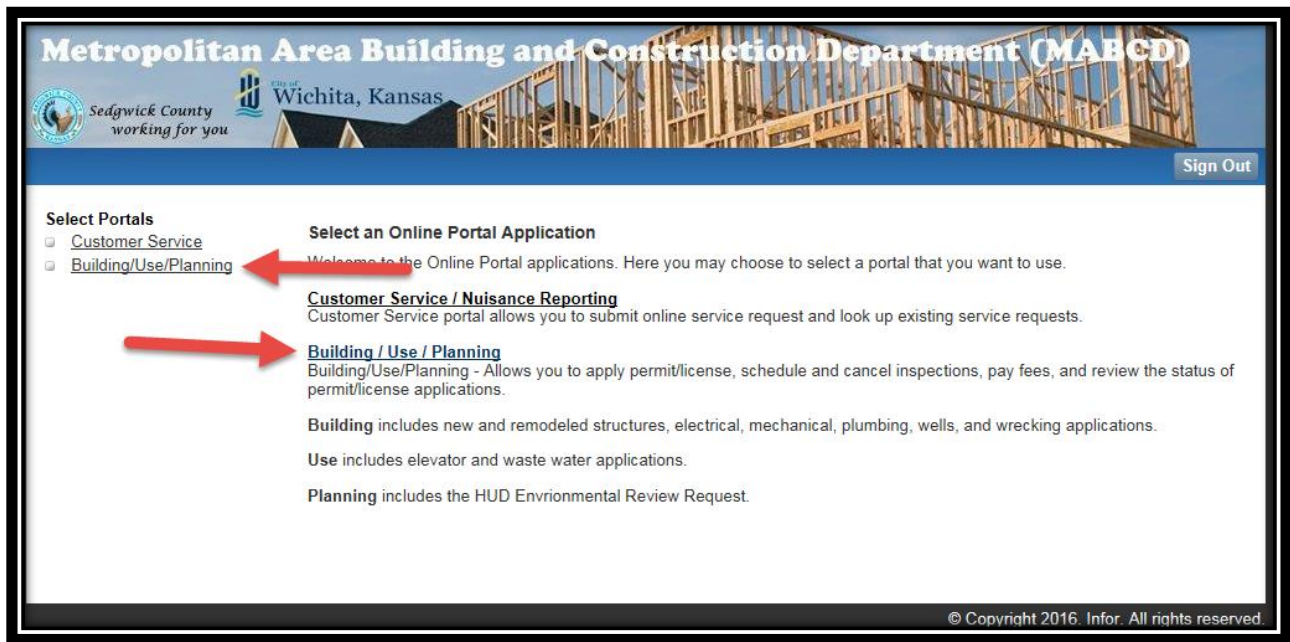
User Name:

Password:

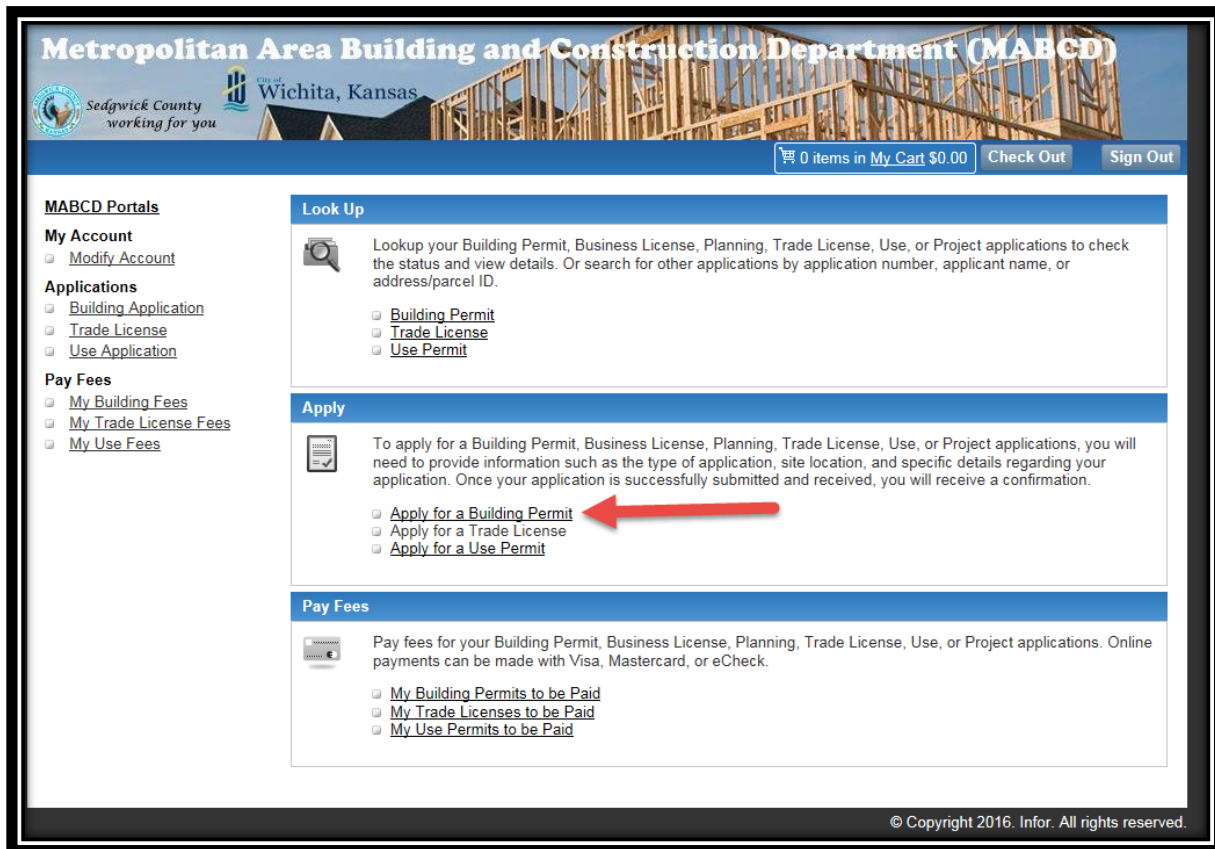
Remember me on this computer

Sign In

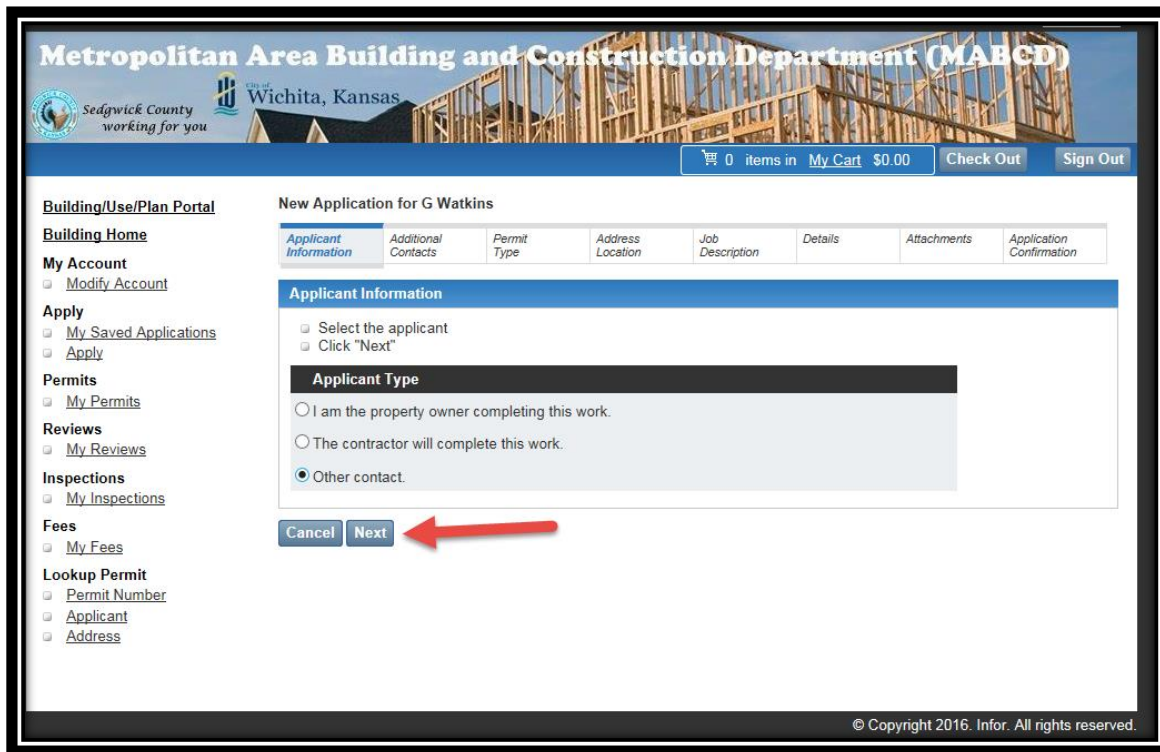
3. Click on link for Building / Use / Planning



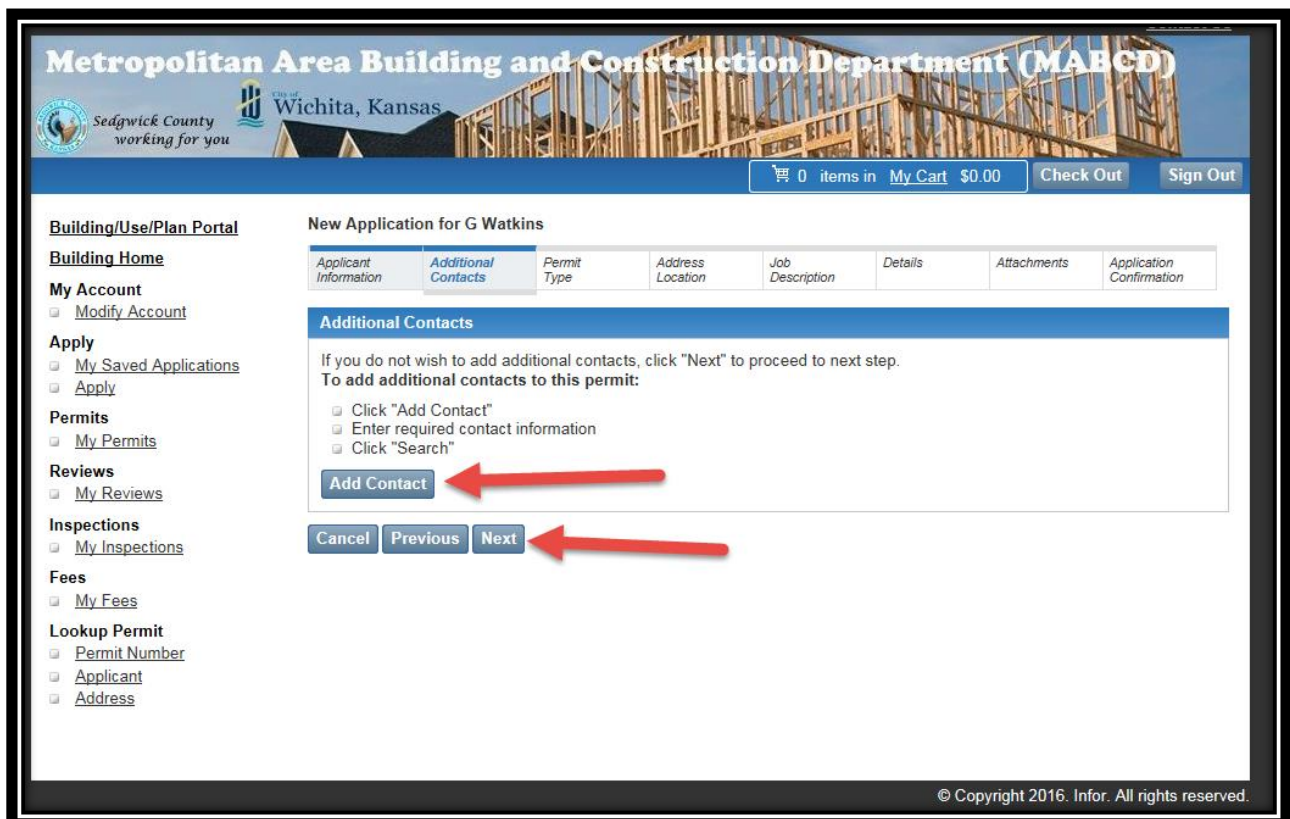
4. Click on the link for “Apply for a Building Permit”



5. Click on the appropriate Applicant Type and click the next button



6. Add any additional contacts who might be working on this permit with you by clicking on the “Add Contact” button. If you do not have any additional contacts then go ahead and just click on the “next” button



7. Choose the correct Permit type from the drop down located on the page and then click the “next” button

CITY OF WICHITA
Sedgwick County... working for you

METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

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Building/Use/Plan Portal

- Building Home**
- My Account**
 - Modify Account
- Apply**
 - My Saved Applications
 - Apply
- Permits**
 - My Permits
- Reviews**
 - My Reviews
- Inspections**
 - My Inspections
- Fees**
 - My Fees
- Lookup Permit**
 - Permit Number
 - Applicant
 - Address

New Application for Electric Meter

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

Permit Type

- Please select the permit type
- Click "Next"

Permit Type: *

- Select One
- Building Permit Application
- Electrical Permit Application
- Fire Alarm System Permit Application
- Manufactured Home Permit Application
- Mechanical Permit Application
- Plan Review Application**
- Plumbing Permit Application
- Roofing or Siding Permit Application
- Sewer Permit Application
- Well Water Permit
- Wrecking Permit Application

This application starts the plan review process that eventually results in a building permit.

Choose Plan Review Application (PLR) for starting the plan review process.

- Enter the address of the location of the permit. If you have a difficult time locating the address, try using the least amount of information necessary to get more results. For example only input the street numbers and street name (271 – Third). You may use a “%” sign as a wildcard character. For example: 271 – 3%.

Click on the correct address in order to move forward to the next screen

Note if the property does not have an address assigned at this time, Please use the address we have created called “Address Needs Assigned” (see screen shot below on how to locate and use this address

New Application for SCHAEFER JOHNSON COX FREY

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

Permit Location

Address Search: Search application address

- Enter the Address
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.
- Select the correct location by clicking on the appropriate address
- If you do not see the correct location, make changes to your search and try again
- Click "Search"

Number: Dir: Street Name*: Suffix: Unit/Apt:

City: State: Zip:

1 Matches Found

Street #	Dir	Street Name	Suffix	Apt	City	State	Zip
		Address Needs Assigned			Wichita	KS	

Double click on the Grey area to select this and move forward to the next screen

Metropolitan Area Building and Construction Department (MABCD)
Sedgewick County working for you | City of Wichita, Kansas

0 items in My Cart \$0.00 |

Building/Use/Plan Portal

New Application for G Watkins

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

Permit Location

Address Search: Search application address

- Enter the Address
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.
- Select the correct location by clicking on the appropriate address
- If you do not see the correct location, make changes to your search and try again
- Click "Search"

Number: Dir: Street Name*: Suffix: Unit/Apt:

City: State: Zip:

Street #	Dir	Street Name	Suffix	Apt	City	State	Zip
271	W	3RD	ST		WICHITA	KS	67202

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9. Fill out the Work Type, Com/Res, Occupancy Type, and description of the construction/proposed job. Click on the “next” button. Please be sure to put what kind of business you are building in the Description of the Construction. For example if you are building a restaurant, be sure to put the name of the restaurant: Build a new Applebee’s

Metropolitan Area Building and Construction Department (MABCD)
City of Wichita, Kansas
Sedgwick County working for you

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Building/Use/Plan Portal

New Application for SCHAEFER JOHNSON COX FREY

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

Job Description

Enter the required field(s)
 Click "Next"

Work Type*

Occupancy Type*

Declared Valuation*

Building Area (square footage)

Com/Res*

A/P Name

Description of the construction/proposed job*
Build a new restaurant - Applebees

Cancel Previous **Next** Save for Later

*** Please note****

This is **not** where you upload electronic plans. You will receive an email invitation to the Eplans software at a later date where you can upload your plans.

Metropolitan Area Building and Construction Department (MABCD)
City of Wichita, Kansas
Sedgwick County working for you

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

Building/Use/Plan Portal

New Application for Electric Meter

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

Attachments

Documents must be submitted or attached to your application. You may also submit the documents via mail or email. Please include the Primary permit number.

Documents:

DO NOT UPLOAD PLANS HERE.
This system starts the Plan Review Process and takes payments only.
You will receive an email to upload plans after all fees have been paid.

UPLOAD COMMERCIAL PLANS HERE.
AN REVIEW PROCESS WILL RECEIVE AN EMAIL INVITATION WITH INSTRUCTIONS FOR PLAN REVIEW.
EACH FILE CAN NOT EXCEED 10MB.

Click "Upload" to add files
Click "Next"

File Path

File Description

Upload

Cancel Previous **Next**

10. A summary of your permit will be displayed and you may correct any information before applying for the permit. 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.

Metropolitan Area Building and Construction Department (MABCD)
Sedgwick County working for you | City of Wichita, Kansas

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

Building/Use/Plan Portal

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 - My Fees
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 - Permit Number
 - Applicant
 - Address

New Application for G Watkins

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

Application Information Confirmation

To submit your application:

- Confirm the permit information is correct. If changes need to be made click the appropriate "Edit" button.
- Click the "Apply/Save" button to submit your permit.

Application Information To Be Submitted

[Edit](#) Permit Type: Electrical Permit Application

[Edit](#) Applicant Type: Owner/Builder

[Edit](#) Primary Contact Name: G Watkins

[Edit](#) Address: 271 W Third Wichita KS 67203

[Edit](#) Phone: (316)660-1840

[Edit](#) No contact added.

[Edit](#) Site Location: 271 W 3RD ST WICHITA KS 67202

[Edit](#) Occupancy Type: Business

[Edit](#) Work Type: New

[Edit](#) Priority: Commercial

[Edit](#) Description: Build a new restuarant

[Edit](#) Detail page information.

[Edit](#) No attachment uploaded.

Cancel Previous **Apply** Save For Later

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