

South Jordan City Business Licensing

How to Register and Apply for a New Business License



Go to the South Jordan City website at <http://www.sjc.utah.gov/>

Scroll to the bottom of the page and under the header **BUSINESS RESOURCES** click **Business Licenses**

RESIDENT RESOURCES	BUSINESS RESOURCES	ABOUT SOJO	GOVERNMENT RESOURCES
Cemetery	Building Department	City Life	City Departments
Fire Department	Business Licenses	Contact	City Manager
Garbage & Recycling	City Purchasing	Gale Center Museum	Contact
Parks & Recreation	Code Compliance	Get Involved	Courts & Fines
Pay Utility Bills	Economic Development	Job Opportunities	Elections
Police Department	Engineering	Latest News	Finance Department
Public Works	Planning & Zoning	Moving to Sojo	Mayor & City Council
Residential Permits	South Jordan Chamber of Commerce	Our Story & Vision	Meeting Agenda & Minutes/Archive Center
Report a Problem		Press Releases	Municipal Code
Streets & Lighting		Sojo Summerfest	Public Notices
Upcoming Events			Public Records
Water			South Jordan Strategic Priorities

Under the header **BUSINESS LICENSE APPLICATIONS** select **Click here to apply online**

BUSINESS LICENSE APPLICATIONS

All applications are now available through our new online process.

[Click here to apply online](#)

RENEWAL

All renewals are now processed through our online portal

[Online Business License Renewal](#)

[Find out who has a business license in your area](#)

[Re-Link Account Instructions](#)

NEW BUSINESS LICENSES ISSUED

- [January 2017](#)
- [December 2016](#)
- [October 2016](#)
- [September 2016](#)
- [August 2016](#)
- [July 2016](#)
- [June 2016](#)
- [May 2016](#)
- [April 2016](#)
- [March 2016](#)
- [February 2016](#)
- [January 2016](#)

[Municipal Code](#)

Title 5 - Business Licenses and Regulations

Title 17.98 - Home Occupations

Fee Schedule for all types of businesses:

[Business License Fees](#)

You will now be on the Portal homepage. Under the header **Business Licensing** select **Apply for a Business License**

SOUTH JORDAN ONLINE PORTAL

[Sign In](#) / [Register](#) [Portal Home](#) [Property Search](#)

The City's new online portal is now online. Apply for permits, check the status of applications and inspections, submit code complaints, apply and check on planning applications and apply for and renew business licenses - all from the comfort of your home or office. No more lineups.

The online portal is the first step in the City's plan to improve its service offerings for citizens and businesses. Watch for more updates coming soon.



Code Enforcement

[Submit a New Complaint](#)
[Case Search](#)



Building Department

[Apply for a Building Permit](#)
[Application Search](#)
[Upload Submittals](#)



Engineering Department

[Apply for an Engineering Permit](#)
[Application Search](#)
[Upload Submittals](#)



Planning Department

[Apply for a Planning Permit](#)
[Request a Meeting](#)
[Application Search](#)
[Upload Submittals](#)



Business Licensing

[Apply for a Business License](#)
[Business Search](#)
[Upload Submittals](#)



Property Information

[Search for a Property](#)

REGISTER FOR AN ACCOUNT

You will now create your Portal account. Under **Create an Account** click **Create Account**

SOUTH JORDAN ONLINE PORTAL

[Sign In / Register](#) [Portal Home](#) [Property Search](#)

Welcome to the South Jordan City web portal.

With an account you will be able to do more with CityView Portal. This includes faster entry of information, and access to options not available to anonymous users.

– ▾ Login

Email Address *
Password *
[Forgot your password?](#)

Login

– ▾ Create an Account

If you do not have an account, please click on [Create Account](#) to create one.

STEP 1: Create Account

Enter your email address (this will be your Login ID) and a password of your choosing and confirm password. Click **Next Step: Contact Information**

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Step 1:
Create Account

Step 2:
Contact Information

Step 3:
Registration Complete

Welcome to South Jordan City Portal Registration

– ▾ Please enter your email address and choose a password _____

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login*

ID) It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account. We will never sell or disclose your email address to anyone.

Password (min. 8 characters)*

Confirm Password*

Cancel

Next Step: Contact Information

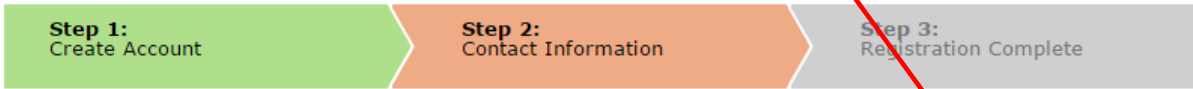


STEP 2: Contact Information

Are you trying to register as a contractor? Click NO

SOUTH JORDAN ONLINE PORTAL

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Contact Information

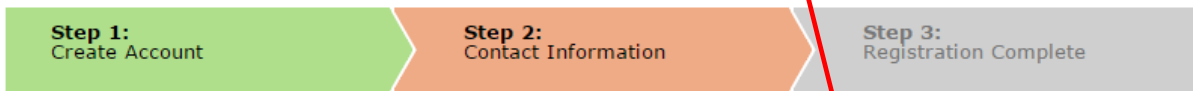
Are you trying to register as a contractor?

Previous Step: Create Account

Are you trying to register as a business owner? Click YES

SOUTH JORDAN ONLINE PORTAL

[Sign In / Register](#) [Portal Home](#) [Property Search](#)



Contact Information

Are you trying to register as a contractor? No

Are you trying to register as a business owner?

Previous Step: Create Account

Enter your license or issuance number? Leave blank and click **Search**. Click **Register as New Contact**

SOUTH JORDAN ONLINE PORTAL

[Sign In](#) / [Register](#) [Portal Home](#) [Property Search](#)

Step 1:
Create Account

Step 2:
Contact Information

Step 3:
Registration Complete

Contact Information

Are you trying to register as a contractor?

No

Are you trying to register as a business owner?

Yes

Enter your license or issuance number:

Search

There are no active license records matching this license or issuance number.

To create new contact information to link to your CityView Portal account, click the 'Register as New Contact' button.

Cancel

Register as New Contact

Previous Step: Create Account

STEP 3: Enter Contact Information

Enter information as requested on form and click **Next Step: Complete Registration**

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New Contact Information

Required information is indicated with an asterisk (*).

Name*

Preferred Contact Method*

– ▾ Address

Search for address

Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you can not find your address, you can enter it manually in the fields below.

– ▾ Mailing Address

Same as Location Address:

Street Address*

Additional Address Information

City/State/Zip* UT

– ▾ Contact Numbers

Contact Number(s)	Type	Contact Number	Ext.
	Primary	<input type="text"/>	<input type="text"/>

(*Please note: at least one contact number is required)

Previous Step: Contact Information | **Next Step: Complete Registration**

STEP 4: Registration Complete

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Registration Complete

Your new account was created successfully.

A confirmation email has been sent to sample@sjc.utah.gov. Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account.

You will now need to **confirm your registration** via the confirmation email that will be sent to you. Click on the hyperlink in that email to **activate your account**.

Apply for a new business license

On the Portal homepage you will need to **Login to your account** using your email and password.



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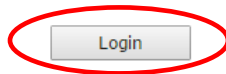
With an account you will be able to do more with CityView Portal. This includes faster entry of information, and access to options not available to anonymous users.

– Login –

Email Address *

Password *

[Forgot your password?](#)



– Create an Account –

If you do not have an account, please click on [Create Account](#) to create one.

Complete steps 1 thru 7

Step 1: Business Name

- Please note when you choose the license type:
Business – Commercial/Retail = any business that **IS NOT** run from a residential address
Business – Home Occupation = any business that **IS** run from a residential address
- When asked for number of employees please include the owner(s) as employees

Step 2: Owner

Step 3: Contact Information

Step 4: Location

Step 5: Upload Files

- Home occupation business license applications require a signed Ordinance Agreement and a floorplan to be submitted before the application can be issued. You can upload these documents at this point in the process, or you can email them to businesslicensing@sjc.utah.gov.
- Mobile Food Vendors require a copy of the vehicle registration, Health Department inspection

Step 6: Review & Submit

Step 7: Complete

Once complete, your application will be reviewed by the Business Licensing staff and fees will be assigned. An email will be sent to you notifying you of the fees, at which time you can log back into the Portal to pay with a credit/debit card. Once the fees are paid, your application will be forwarded to the required City departments and/or external agencies for approval. Please note that your business name must be registered with the State of Utah Department of Commerce. This can be completed online at www.osbr.utah.gov. The only exception to this would be if you are simply using your own name as the business name.