

# South Jordan City Business Licensing



**NOTE:** Before you can renew a business license you must register to create a Portal account. See the website instructions for “How to Register for a South Jordan Online Portal Account”.

## How to Apply for a New Alcohol License

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

### SOUTH JORDAN ONLINE PORTAL

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

#### Welcome to the South Jordan City web portal.

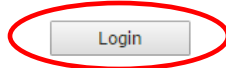
With an account you will be able to do more with CityView Portal. This includes faster entry of information, and access to options not available to anonymous users.

— **Login** —

Email Address \*

Password \*

[Forgot your password?](#)



## Complete steps 1 thru 7

Step 1: **Business Name**

- Choose the license type - **Alcohol**
- **Alcohol License Details** – Choose which type of alcohol license you are applying for (same as DABC license/permit type)

Step 2: **Owner**

Step 3: **Contact Information**

Step 4: **Location**

Step 5: **Upload Files**

- Evidence of Proximity
- Certificate of Liability Insurance and/or Dramshop Insurance
- Floorplan (Storage of alcohol)

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 or E-check. Once the fees are paid, your application will be forwarded to the required City departments and/or external agencies for approval. An alcohol license cannot be issued until the UDABC license/permit is approved.

For more information please refer to South Jordan City [Municipal Code](#): Alcoholic Beverage Licenses, Title 5, Chapter 5.12