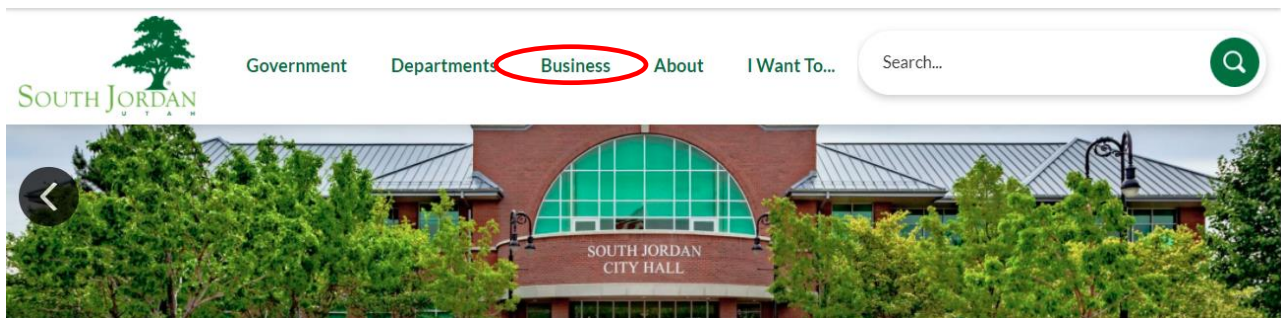


South Jordan City Business Licensing

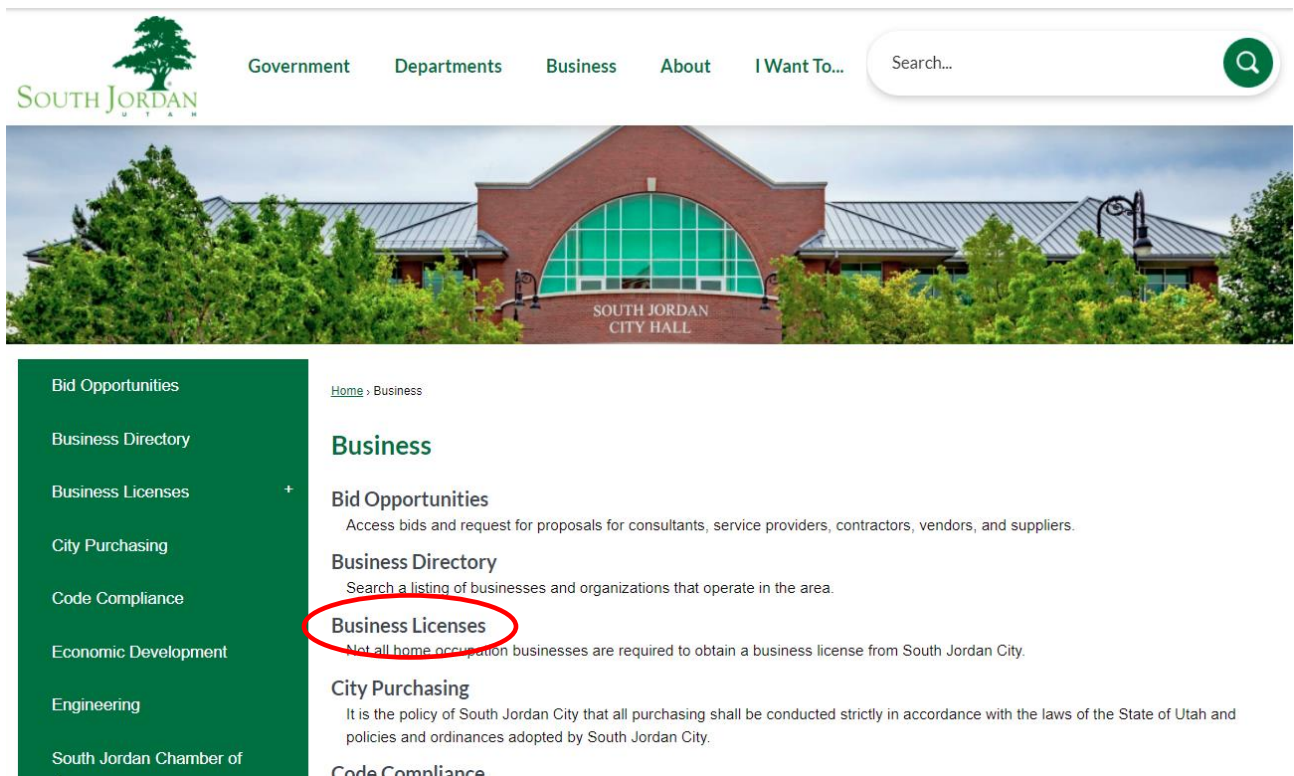
NOTE: Before you can apply for a new business license you must register to create a Portal account. See the website instructions for “How to Register for a South Jordan Online Portal Account”.

How to Apply for a New Business License

On the [South Jordan City website](#), in the top ribbon, click **Business**



Click **Business Licenses**





Under **Apply** click [Apply for a new business license](#)

Business License Procedure

Home Occupation

Home > Business > Business Licenses

Business Licenses

View more information on [Home Occupation Licenses](#).

License Applications & Renewals

[Visit the South Jordan Online Portal](#)

*All applications and renewals are processed through the South Jordan Online Portal system

Register

[Create a portal account](#)

- [How To Register for a South Jordan Online Portal Account \(PDF\)](#)

Apply

[Apply for a new business license](#)

- [How to Apply for a New Business License \(PDF\)](#)
- Additional Home Occupation Documents:

You will be redirected to the **SOUTH JORDAN ONLINE PORTAL**

Leaving Site

You Are Now Leaving Our Website

Links to external, or third-party websites, are provided solely for visitors' convenience. Following links to other sites is done so at your own risk and the owners of this website accept no liability for any linked sites or their content.

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Thank you for visiting and please come again.
Please wait to be directed to the selected URL in 4 seconds...

Cancel Proceed to Site

On the Portal homepage **Sign In** to your account using the email and password you registered with.

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.

Complete steps 1 thru 8

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: **Additional Contacts** (if there are no additional contacts, you can continue to the next step)

Step 5: Location

Step 6: Upload Files (if required)

- Home occupation business license applications require a signed Ordinance Agreement and a completed Floorplan worksheet to be submitted before the application can be reviewed. Documents can be downloaded from the website. You can upload completed documents at this point in the process, or you can [email them to Business Licensing](#).
- Mobile Food Vendors require a copy of the vehicle registration and [Salt Lake County Health Department](#) permit. A fire inspection will be completed by the City's Fire Marshall.



Step 7: **Review & Submit**

Step 8: **Submitted**

Once submitted, 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 bank account. Once the fees are paid, your application will be forwarded to the required City departments for review. If approval is required from an external agency (ex: health department, child care licensing, Department of Agriculture, etc.) you must contact that agency to obtain their required permit/license. Please note that your business name must be registered with the [Utah Department of Commerce Division of Corporations and Commercial Code](#). The only exception to this would be if you are simply using your own name as the business name.