

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 Portal homepage **Login** 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**

Step 5: **Location**

Step 6: **Upload Files**

- 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 www.sjc.utah.gov/business-licensing. You can upload completed 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 and Health Department inspection. 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 e-check. 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 https://corporations.utah.gov/online_bus_reg.html. The only exception to this would be if you are simply using your own name as the business name.