

# South Jordan City Business Licensing



**NOTE:** Before you can print 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 Print Your Business License

**Step 1:** Website - <http://www.sjc.utah.gov/business-licenses/>

Click on “[CLICK HERE TO GO DIRECTLY TO THE SOUTH JORDAN ONLINE PORTAL](#)”

The screenshot shows a website interface with three main navigation buttons at the top: "BUSINESS LICENSE PROCEDURE", "HOME OCCUPATION", and "BUSINESS LICENSE FAQ". Below these is a large heading "ATTENTION HOME OCCUPATIONS:" followed by a paragraph explaining that not all home occupation businesses require a license. A numbered list follows: 1. In-home child or adult care and preschool businesses; 2. Businesses that have customers/clients coming to the home; and 3. Any business that is required by another government agency to obtain a city business license. Below the list, it states "All other home occupations may operate without a city business license." Another paragraph explains that a home occupation business license is available to any business otherwise exempt from licensing. At the bottom of the main content area, there is a prominent link: "CLICK HERE TO GO DIRECTLY TO THE SOUTH JORDAN ONLINE PORTAL". A red arrow points to this link. At the very bottom, a small note states: "\*All applications and renewals are processed through the South Jordan Online Portal system".

**Step 2:** Sign in to South Jordan Online Portal using the same email and password you previously registered with.

The screenshot shows the "SOUTH JORDAN ONLINE PORTAL" header in a large, bold, green font. Below the header, there are four navigation links: "Sign In / Register", "Portal Home", and "Property Search". A red arrow points to the "Sign In / Register" link.



# 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

**Step 3:** Click:  
[My Items](#)  
**My Business License Items**  
Reference Number (**your license number**)

# SOUTH JORDAN ONLINE PORTAL

Welcome Business Licensing

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

## My Items

Expand All / Collapse All

— † My Business License Items —

Show Active ▾

Reference Number †	Name †	Address †	Status †	Date Created ▾
<a href="#">LCB3483</a>	CITY OF SOUTH JORDAN	692 W South Jordan Pkwy South Jordan, UT 84095	Active	11/03/2016

[Apply for a Business License](#)

— † My Code Enforcement Complaints —

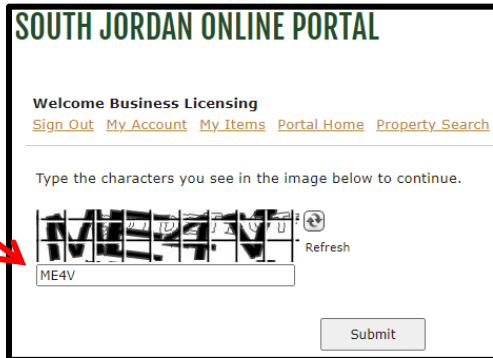
— † My Permit Applications —

— † My Engineering Permit Applications —

— † My Planning Applications —

— † My Upcoming Inspections —

**Step 4:** Type the characters you see in the image

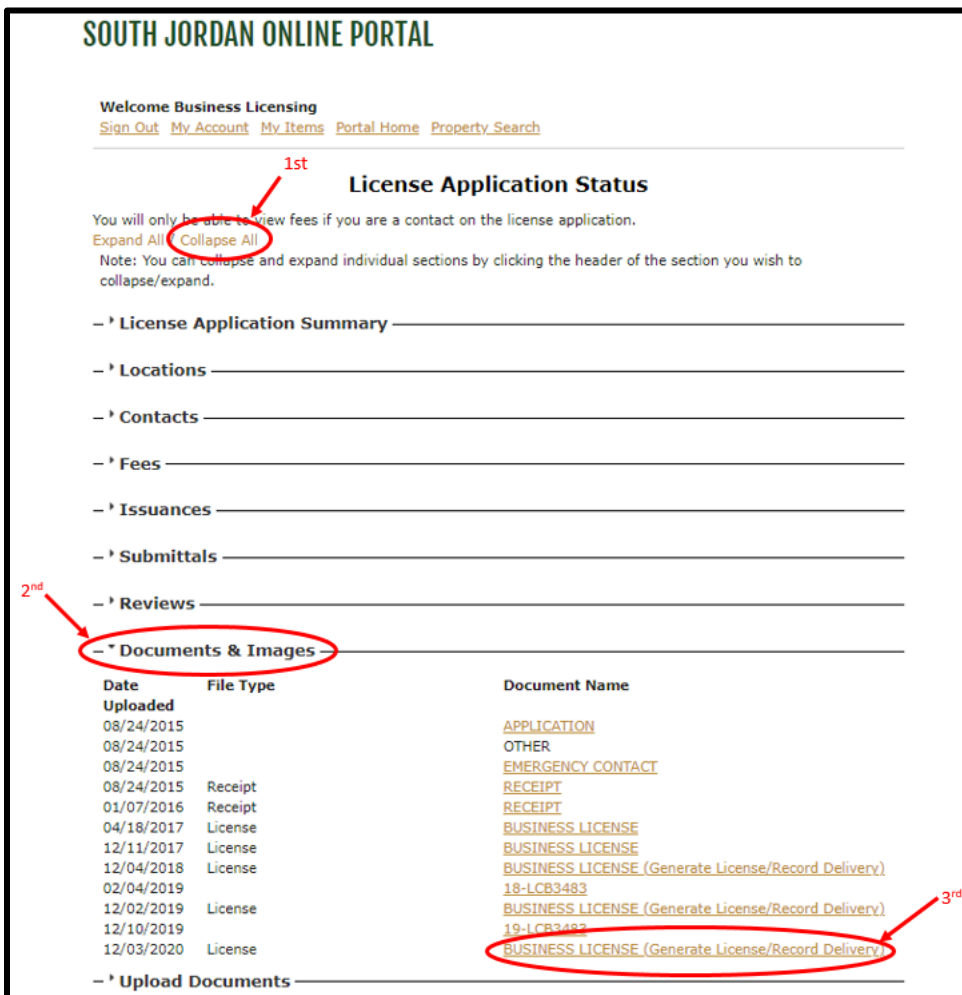


**Step 5:** Click:

**Collapse All**

**Documents & Images**

**BUSINESS LICENSE** (this will generate a .pdf document of your license that you can print)



**SOUTH JORDAN ONLINE PORTAL**

Welcome Business Licensing  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

**License Application Status**

You will only be able to view fees if you are a contact on the license application.  
 Expand All **Collapse All** (1st)  
 Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

- > License Application Summary
- > Locations
- > Contacts
- > Fees
- > Issuances
- > Submittals
- > Reviews
- > **Documents & Images** (2nd)
- > Upload Documents

Date	File Type	Document Name
Uploaded		
08/24/2015		<a href="#">APPLICATION</a>
08/24/2015		<a href="#">OTHER</a>
08/24/2015		<a href="#">EMERGENCY CONTACT</a>
08/24/2015	Receipt	<a href="#">RECEIPT</a>
01/07/2016	Receipt	<a href="#">RECEIPT</a>
04/18/2017	License	<a href="#">BUSINESS LICENSE</a>
12/11/2017	License	<a href="#">BUSINESS LICENSE</a>
12/04/2018	License	<a href="#">BUSINESS LICENSE (Generate License/Record Delivery)</a>
02/04/2019		<a href="#">18-LCB3483</a>
12/02/2019	License	<a href="#">BUSINESS LICENSE (Generate License/Record Delivery)</a>
12/10/2019		<a href="#">19-LCB3483</a>
12/03/2020	License	<a href="#">BUSINESS LICENSE (Generate License/Record Delivery)</a> (3rd)