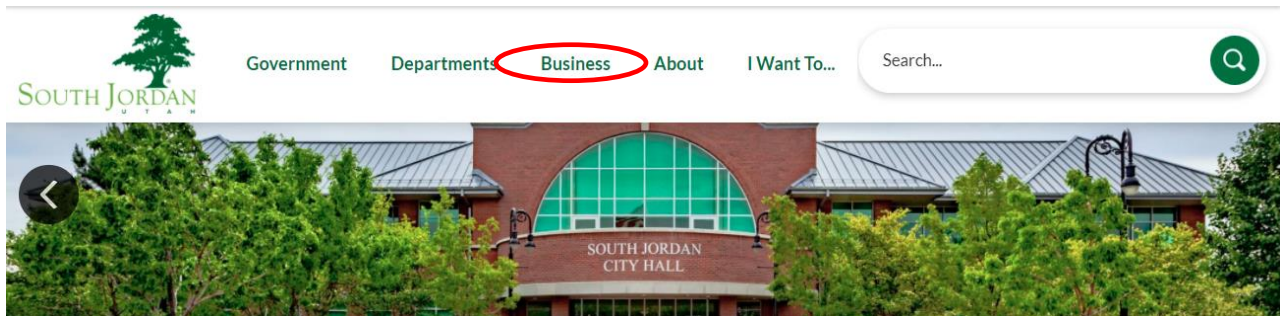


## South Jordan City Business Licensing

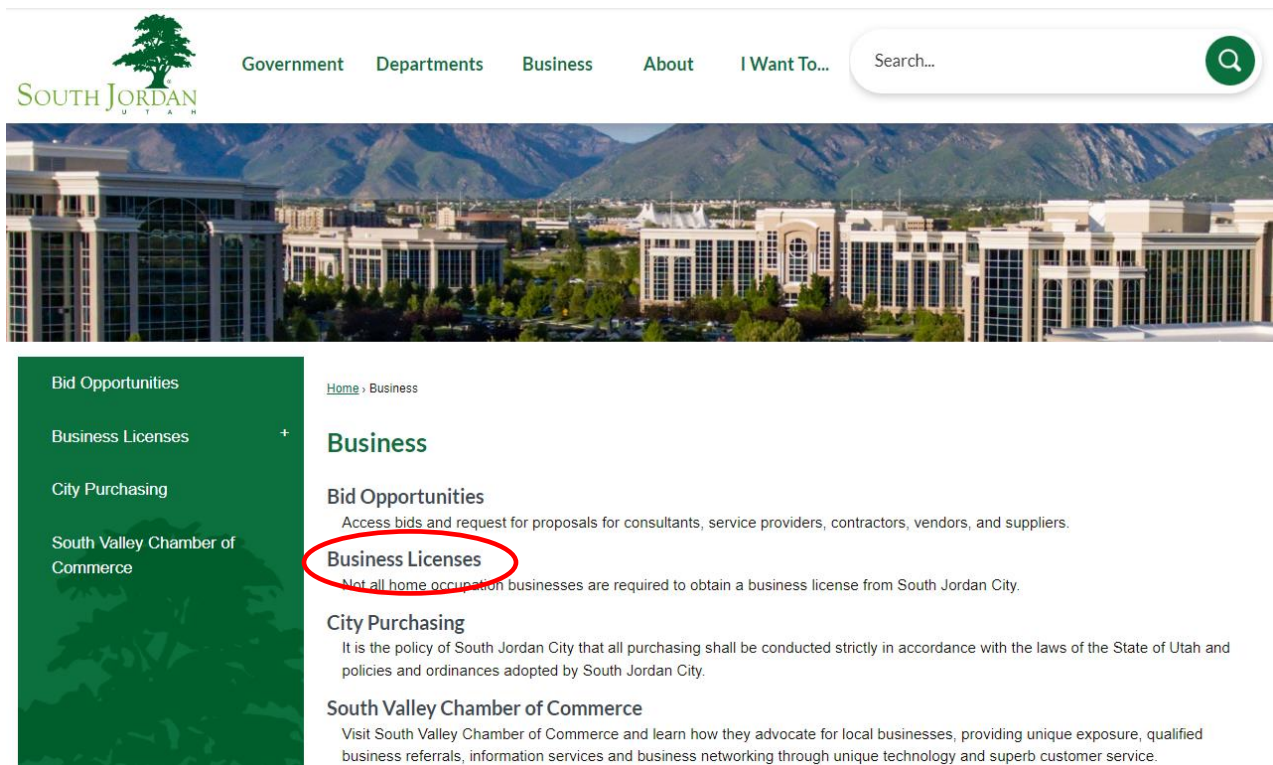
**NOTE:** Before you can apply for a new business license you must register to create a Portal account. See the website instructions for “How to Register for a South Jordan Online Portal Account”.

### How to Apply for a New Business License

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



Click **Business Licenses**





Click [Visit the South Jordan City Web Portal](#)



Business License  
Procedure

Home Occupation

[Home](#) > [Business](#) > Business Licenses

## Business Licenses

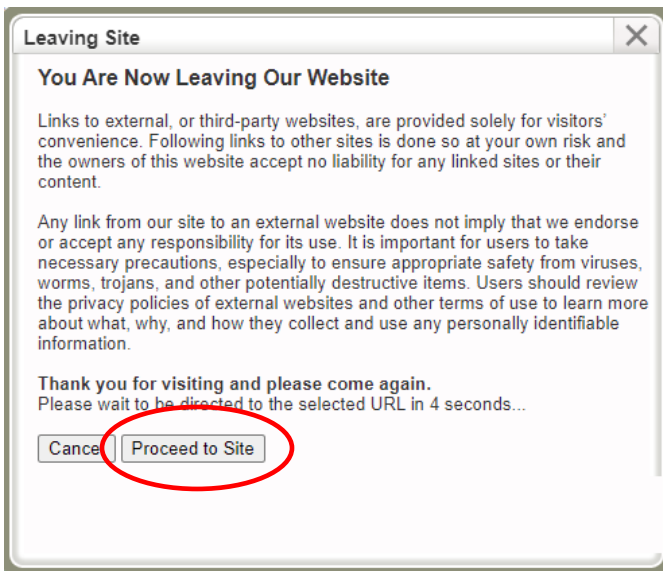
### License Applications & Renewals

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

To Renew, Print, or Apply for a Business License click

[Visit the South Jordan City Web Portal](#)

You will be redirected to the **SOUTH JORDAN CITY WEB PORTAL**



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



## South Jordan City Web Portal

[Sign In](#) [Portal Home](#) [Search for a Property](#)

### South Jordan City Web Portal

[Sign In](#) [Portal Home](#) [Search for a Property](#)

#### Welcome to the South Jordan City Web Portal

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

#### Sign In ☺

Email Address:\*

Password:\*

[Forgot your password?](#)

Login

Click **Apply for a Business License**

### South Jordan City Web Portal

#### Welcome Business Licensing

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

**\*\*Note: The preferred browser for CityView is Google Chrome.\*\***

If you receive an error while making a payment or are unsure if your payment processed, please call us at 801-446-HELP and ask for the Building Department.

Any building permit applications submitted on or after July 1st are required to be designed under the 2021 Building Codes

To cancel an inspection please email: [sjcinspections@sjc.utah.gov](mailto:sjcinspections@sjc.utah.gov)



#### Code Enforcement

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



#### Building Department

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



#### Engineering Department

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



#### Planning Department

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



#### Business Licensing

[Apply for a Business License](#)  
[Pay Fees](#)  
[Upload Submittals](#)  
[Renew a Business License](#)



#### Property Information

[Search for a Property](#)



## 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.