

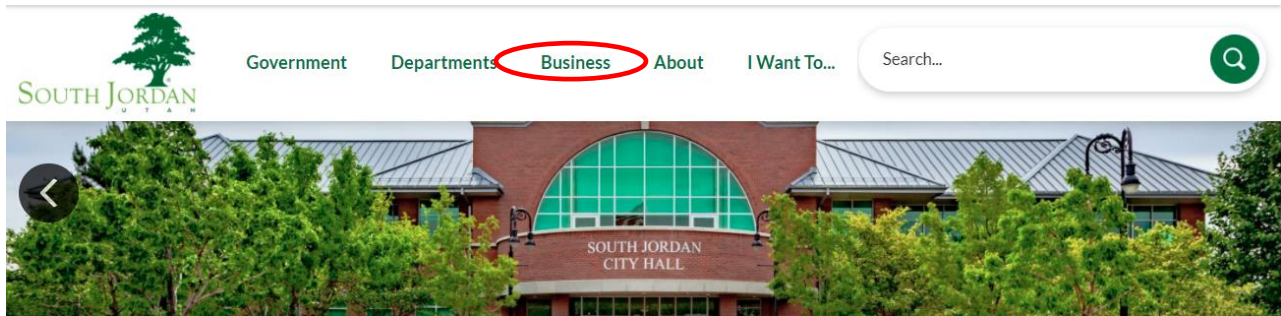
# South Jordan City Business Licensing



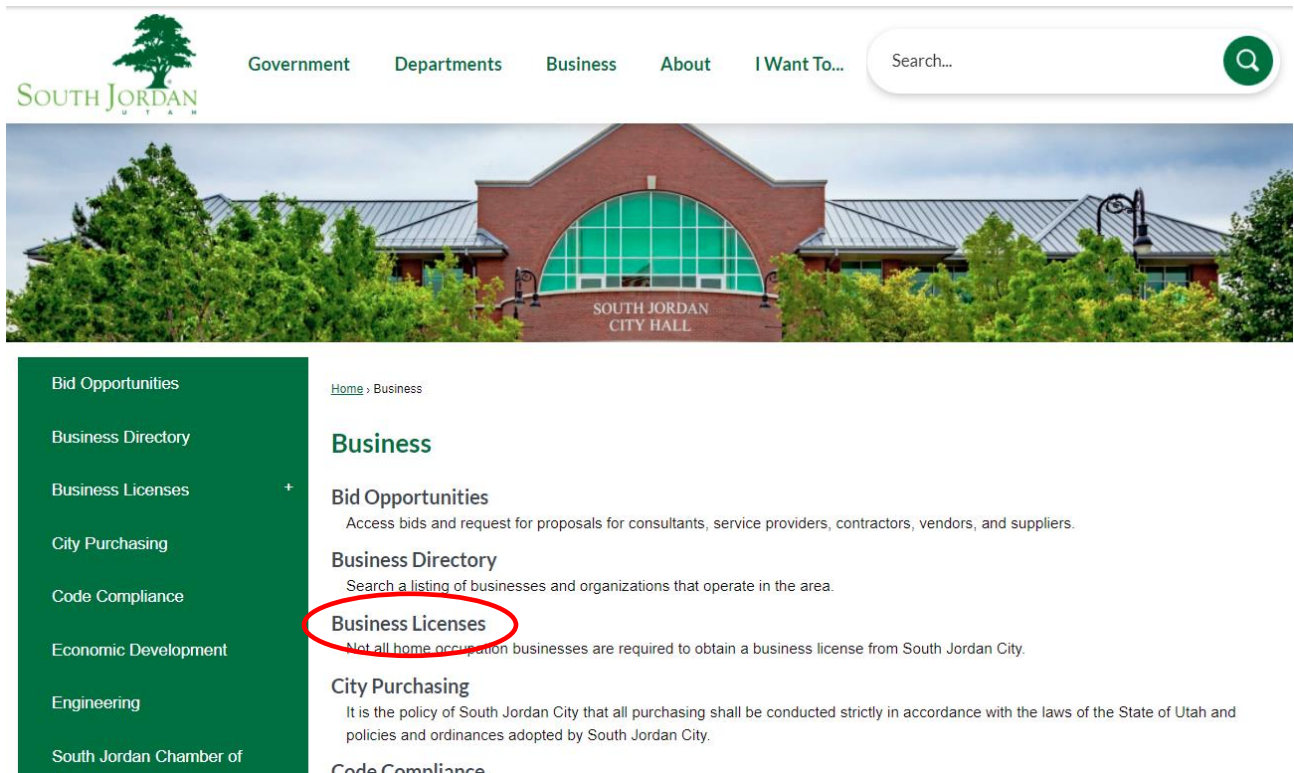
**NOTE:** Before you can renew a business license you must register to create a Portal account. See the website instructions for “How to Register for a South Jordan Online Portal Account”.

## How to Renew Your 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

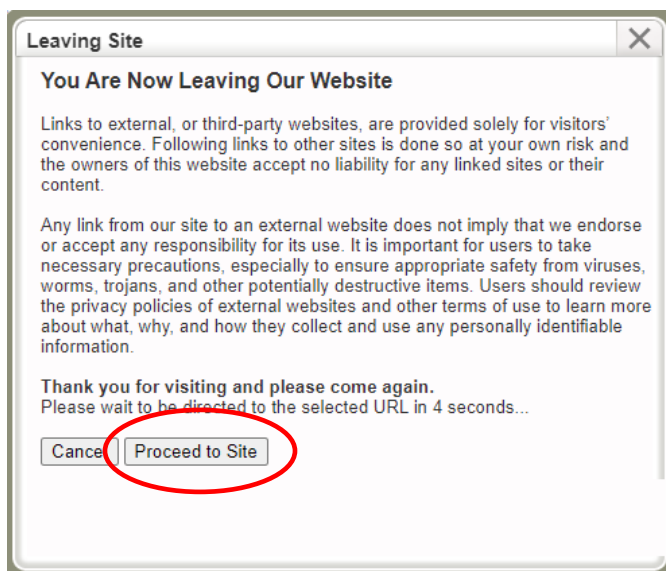
## Business Licenses

### 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**



Click **Sign In**



**South Jordan City Web Portal**  
**Sign In** Portal Home Search for a Property

Click:  
**My Items**  
**My Business License Items**  
**Pay Fees**

**South Jordan City Web Portal**  
Welcome **Business Licensing** *1st*  
Sign Out My Account **My Items** Portal Home Search for a Property

### My Items

Expand All | Collapse All *2nd*

**My Business License Items**

Show Active

Reference Number	Name	Address	Status	Date Created
LCB3483	CITY OF SOUTH JORDAN	692 W South Jordan Pkwy South Jordan, UT 84095	Active	11/03/2016

3rd

Select which fees you'd like to pay, add the number of employees, and click **Make Payment**

Renewal Base Fee - Commercial Business or MFV	\$105.00	\$0.00	<input checked="" type="checkbox"/>
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Total Number of Employees:\*

Number of Full Time Employees:\*

Number of Part Time Employees:\*

Totals:	\$1,565.90	\$1,460.90
Total Selected:	\$105.00	



Click on the type of payment you wish to use and proceed with payment.

Note: If you click Cancel or the back button on your browser, or the system times out before a payment has been made, the fee will be locked in process and will be unavailable for payment. If this happens, you can wait overnight for the system to reset or call Business Licensing at 801-254-3742 to reset the payment.

<input checked="" type="radio"/> <b>Credit Card</b>	<input type="radio"/> <b>Bank Account</b> (USA Only)
<input type="text"/> Card Number *	
<input type="text"/> Exp. Date *	<input type="text"/> Card Code
<b>Billing Address</b>	
<input type="text"/> First Name	<input type="text"/> Last Name
<small>Billing Country</small> <input type="text"/> USA ▼	<input type="text"/> Zip
<input type="text"/> Street Address	<input type="text"/> City
<input type="text"/> State	<input type="text"/> Phone Number
<input type="button" value="Pay"/>	<input type="button" value="Cancel"/>

You will be notified via email when the new license has been issued. The new license will be available to print in the Portal under **My Items > My Business License Items > Documents & Images**

**NOTE:** A copy of your business license will NOT be mailed to you. You are responsible for printing the license yourself from the Portal. See website instructions for “How to Print a Business License”.

If you need assistance please contact Business Licensing via email at [businesslicensing@sjc.utah.gov](mailto:businesslicensing@sjc.utah.gov) or by phone at (801)254-3742.