



# RENEWALS:

## STEP 1

- You will receive an email when it is time to renew your business license. Click the link in the email to go to the portal and login.
- Scroll down to the “expired license” section and locate your expired license.
- Click “renew” on the line.

### expiring licenses

issue date	license details	business address	expiring in	expiration date	renew license
08/02/2023	BL24-0234	1988 S 2940 St. George UT 84790	52 days expired 8 days left for renewal	08/02/2024	renew

- Review your license for changes and answer the renewal questions.
  - If you HAVE NOT any major changes to your business, the system will guide you through the renewal process.
  - If you HAVE made changes to your business, the questions will tell you what you need to do to renew.
- Click “Submit”.

### License Renewal

Questions

Use the link below to review your business license information. Is the license missing any information, or is there any information that needs to be updated? (Click the link above to view your current business license approval)

[View Your Current Business License Information](#) ← click to view current license

No  
 Yes

Submit

- Review and update any changes to your business such as your website or phone number.
- Click “Proceed with changes” at the bottom of the page.

## STEP 2 – Renew (No Fee Due)

- Follow all steps in STEP 1 above.
- If there are no fees due, a pop up will open where you can accept your renewal.
- Click “Accept”.

License Renewal

There are no major changes to your renewal.  
There are no unpaid fees.  
This license will be automatically renewed.

Accept Cancel



## STEP 2 – Renew (Fee Due)

- Follow all steps in STEP 1 above.
- After clicking **“Proceed with changes”**. You will be taken to the fees page to view the fees due.
- Click **“pay all fees”**. This will redirect you to the payment portal to make your payment.

City Inspect  
Permit #: BL24-0234 /

[pay all fees](#) [back](#)

license fees

				Amount Due	Total Collected
Date:	Police Enforcement Services	Small Commercial	50.00	\$ 50.00	\$ 0.00

## STEP 3 – PRINT/SAVE LICENSE

- To access your license certificate, click on the license number in your list.
- Click on **“Printable License”** to view, download and print.  
PLEASE POST IT IN A CONSPICUOUS PLACE.

Documents				
09/20/24	Business License Review			
-	<b>Printable License</b>			
-	Summary			