



HOW TO REGISTER:

STEP 1

- Go to <https://www.nslcity.org/110/Business-Licensing> and click **“Apply/Renew Business License”**.
- Type your Email, Name, Phone Number and verify you are not a robot. (This email will be used as your login).
- Click **Register**, this will send you an email.



STEP 2

- Open the registration email and click **“Get Started”**. This will open the login window.
- Use the temporary password from your email to login. *(If you copy and paste, make sure there is no space on the end.)*
- Once logged in, change the temporary password to whatever password you want. You will need to input it twice.

password

Enter password

Confirm password

change

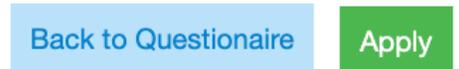
HOW TO APPLY:

STEP 1

- Login to the portal and select the **“Business License”** module.

STEP 2

- Click the **“Apply for a New License”** button on the top right of the screen.
- Answer the questions that apply to the type of business license you need.
- Click **“Submit”** when you’ve answered all necessary questions.
- Review your Questionnaire.
 - If you have changes, click **“Back to Questionnaire”**.
 - If there are no changes, click **“Apply”**.
- Fill out the application and click **“Continue”** at the bottom.
- Next, attach all required documents and check each box green on the attachments page.
- Once all checkboxes are green and all attachments attached, click **“submit license”**.
- Type your name and click **“Submit”**.



Commercial - Apartments license files
Application #: PREPBL24-0194 /

Professional License + upload Professional License ← upload documents here (sample) ⓘ

I understand it is unlawful to directly or indirectly conduct or operate any business or nonprofit enterprise without obtaining a license and without keeping such license active at all times

****All check boxes must be checked before you can submit, even if the item does not apply****
all items with an asterisk (*) must be attached

check all boxes

edit license save & close submit license → click to submit



PLAN REVIEW:

ALL STEPS

- Once your application has been accepted by the City, your license will go into plan review.
- To access your plan review, login and click your license number to open it.

business license review

date	license details	Business Name	Business Address	License Type	Last Inspection
06/05/2024	APPL24-234	City Inspect	1988 S 2940 St. George UT 84790	Commercial Business	-

- Click the “**business license review**” button in the top right corner. This will open the review.
- Across the top of your screen you will see the departments assigned to your license for review.

City Inspect

Application #: APPL24-234

planreview

Planning	Last Update	Due Date	Status (Click to view comments)
Land Use Classification / Use Permitted in the Zone (Permitted / Conditional Use / Conditional Use w/ Limitations / Not Permitted)	09/19/24	06/25/2024	Approved
Outdoor Storage Compliance	09/19/24	06/25/2024	Not Applicable
Parking Ordinance Compliance (LMC 19.12)	09/19/24	06/25/2024	Needs Corrections
Landscape Ordinance Compliance (LMC 19.16)		06/25/2024	Pending

- You can click on each department to see the items they are reviewing.
- On the right side you will see the status of the checklist item. As the review gets completed, those will update according to the reviewer’s approvals/corrections.
- To view a correction, for example, click on “**Needs Corrections**”.
- This will open a window for you to make any necessary comments and/or attach a document.

*Description: Parking Ordinance Compliance (LMC 19.12)

*Date: 09/19/24

*Status: rejected

notes ← leave a comment

add additional notes
 attach file
 update other departments (Check this box to update every department with this item.)

← attach a file

Comment History:

Planning
 09/19/2024 - Weston Applonie - Rejected - Here are your corrections. ← view reviewer comments

Attachment History:



PAY FOR NEW LICENSE:

STEP 1

- You will receive an e-mail when your plan review has been approved.
- Login to the portal. Click on the license number listed under your pending payment section.

STEP 2

- Sign the license by clicking **“sign license”** in the top right corner. Type your name to digitally sign your license.
- Once signed, the button will change to **“pay fees”**, click it to access the fees page.
- Review the fees and follow the steps below for online payments or payments at the City.

STEP 3 – (Online Payments)

- To pay the fees online, click the “pay all fees” button at the top of the page.
- This will ask you to be redirected to the City’s payment processing system.
- Follow the steps to make your payment.
- Once the payment is successful, you’ll be redirected back to your portal to print/save/email your issued license.

pay all fees

STEP 3 – (In-Office Payments)

- Check with the City on how to pay for your license. You can call, email or come in to the office for questions.

LICENSE CERTIFICATE:

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 CONSPICIOUS PLACE.

Documents			
09/20/24	Business License Review		
-	Printable License		
-	Summary		