



Dear Business Owner,

We're excited to share that the City of Ukiah has transitioned to a new, user-friendly online portal for all business license services. This upgraded system is designed to streamline the application and renewal process, making it faster and easier for you to manage your business license needs.

When it's time to renew your license, simply follow the step-by-step instructions provided below. The new portal will guide you through the process with clear prompts and convenient tools.

1. Go to the City of Ukiah Business Licenses website to view the "[Apply for License](https://cityofukiah.com/business-licenses/)" portal <https://cityofukiah.com/business-licenses/>
2. Click the License/Registration button.
3. Create an account using the "Register now" link.
 - a. If you forget your login information, use the "Forgot..." options to recover your account information.
4. From there you can submit your business license application. Submit as if new.
5. To check in on the progress made on your license application, click "View My Submissions"

Thank you for being a valued part of the Ukiah business community. If you have any questions, we're here to help. Please feel free to reach out via email to BLdivision@cityofukiah.com or call our general line at (707) 467-5786

Sincerely,

City of Ukiah, Business License Division.