

Nursery Licensing Procedure

For questions, contact Plant Industries at: (208) 332-8620

New Nursery License Application

Access the ISDA website below:

<https://licensing.isda.idaho.gov/>

- Click “Register” in the top right corner of the page. If you don’t see this, click the 3 horizontal lines first.
- Create your account with an email and password.
- Check your email for the confirmation link.
- Now you have successfully set up an account in the [ISDA Online Services](#) portal.
- To get your company set up in the program, call (208) 332-8621 or email alice.parham@isda.idaho.gov.

By using the online pay portal (<https://onlinepay.isda.idaho.gov/>) you can view a paid invoice receipt. Show this receipt to the on-site staff at the retail establishment as proof of payment.

Online payments can take 7 - 10 business days to process, which means it can take 10 - 12 business days for your new license number to be issued.

Your license will then be printed and mailed to the address on file.

Check to see if you have an active license:

Access the ISDA website or scan the QR code below:

<https://agri.idaho.gov/plant-industries/nursery-florist-landscaping/>



Follow the steps below to renew an existing license:

1. Visit <https://licensing.isda.idaho.gov/> and click “Log In” in the upper right corner.
2. Navigate to “My Licenses and Registrations.”
3. Under “My Nursery Locations”, click “New or Renew License.”
4. Click the check box next to “[Regular License Payment](#)”; if your organization is a nonprofit, click “[Temporary License Payment](#)”.
5. Select “Take Me to Invoice.”
6. Finally, click “Create Invoice and Pay Online with Credit Card.” **Important:** Do not click the back button during the payment process or allow the page to close or time out; the system will temporarily block payment. (Best if used with Google Chrome or Firefox browsers.)

To pay a preexisting invoice:

1. If you are unable to pay right after creating the invoice and need to revisit it later, log in at <https://licensing.isda.idaho.gov/>.
2. Then, navigate to “My Licenses and Registrations.”
3. Under “My Nursery Locations”, click your invoice number on the right side of the screen.
4. Proceed with payment as normal.