

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/>

- First click register in the top right corner of the page.
- 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.
- Next you will want to click on Nursery Licensing.
- Find the forms and applications tab at the top of the page.
- Select new nursery applications.
- Fill out the form, including your SSN or EIN.
- Once submitted and saved, two blue bubbles will appear at the top of your screen.
- Click on New or Renew License.
- Select your license type. Regular (whole year) or Temporary (7 days)
- Click "Take me to Invoice".
- Follow the steps to create your invoice and pay online.

By using the online pay portal

(<https://onlinepay.isda.idaho.gov/>) You can view the 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 top right corner.
2. "My Licenses" should appear with your information.
3. Click on your company ID number, verify that your company's information is correct.
4. Make sure your EIN or SSN is saved.
5. Proceed to the invoice by selecting "New or Renew License" at the top in a blue bubble.
6. Select your license type. Regular (whole year) or Temporary (7 days)
7. Click "Take me to Invoice".
8. Then you can "Create Invoice & Pay Online with Credit Card" (Best if used with Google Chrome or Firefox browsers.)