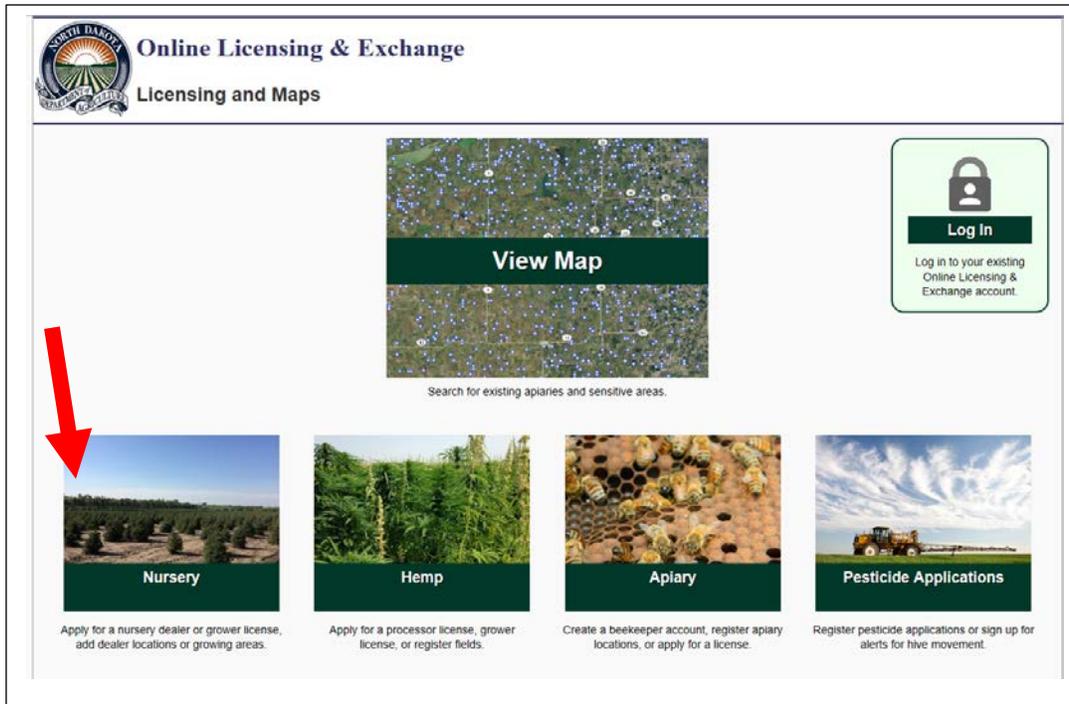
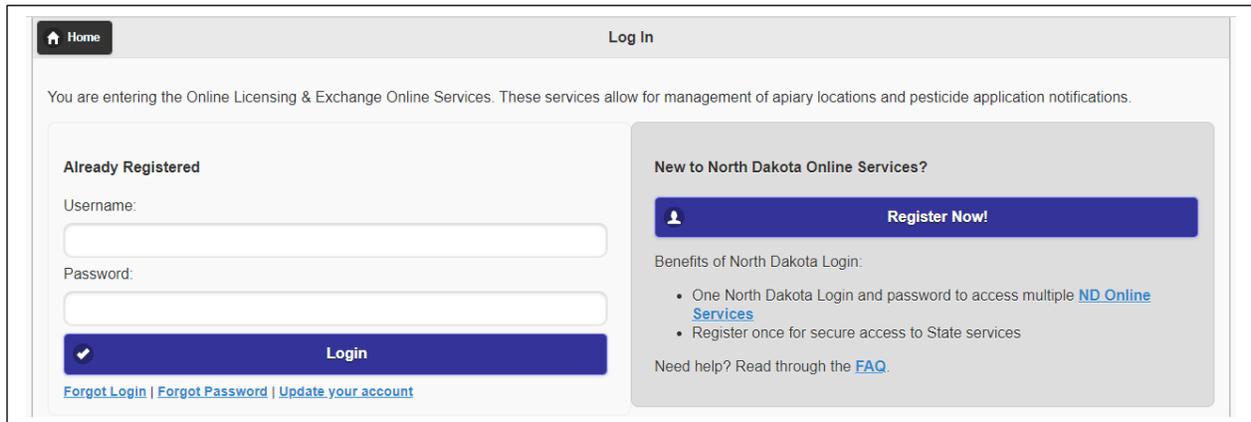


How to apply for a nursery license online:

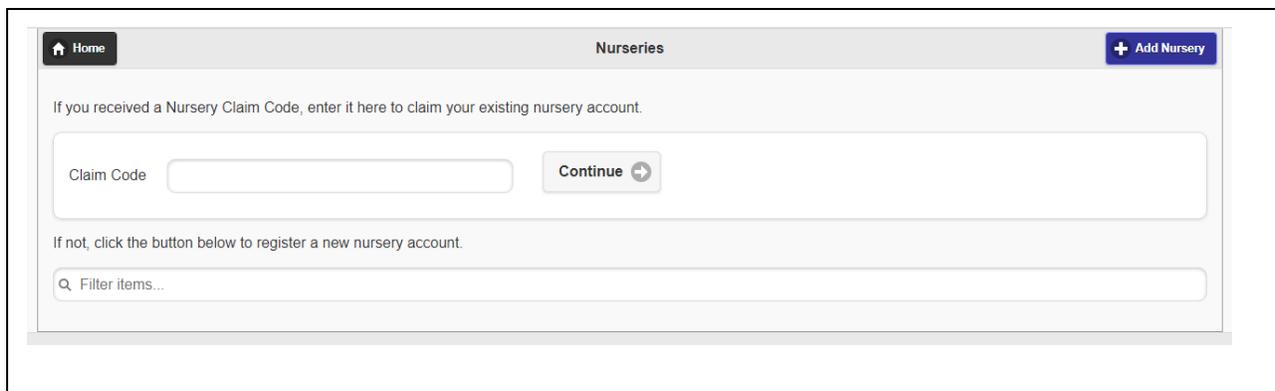
1. Go to <https://ole.ndda.nd.gov/>. Select "Nursery".



2. Create a log-in by clicking register now. (if you already have a state of North Dakota log-in, that may work here too). Once account is created, go back here and log-in.



3. If you received a Nursery Claim Code, enter it here to claim your nursery account. If you do not have a claim code, you will need to "Add Nursery". Once you've claimed your account, you will now be able to add "Nursery Dealer" information, "Nursery Grower" information, if applicable as well as edit your information.



4. If you claimed an account, your contact information should populate. Click “Claim this Account”.

Home

Please confirm that the following nursery information is yours.

You will have an opportunity to update your information in the next screen.

Name [Redacted]
Project Number [Redacted]
Owner
Name [Redacted]
Address [Redacted]
Phone [Redacted]
Email [Redacted]

Claim this Account

5. To add a nursery, fill out the add nursery page and click ‘submit’:

Home Edit nursery

Business Name Charlie's Gardens

Contact Information

Owner: Charles Elhard

Name* Charles Elhard

Phone* 701-220-0485 Alt. 999-999-9999

Alt./Cell 999-999-9999 Email celhard@nd.gov

Mailing Address* PO Box 6050, Dept 7650 NDSU

City, State, Zip* Fargo ND 58108

Back Submit

6. Now you will add “nursery dealer” or “nursery grower” locations. If you have multiple locations, you will only need to add multiple dealers or growers from this page, you will not need separate log-ins for each location. Click “nursery dealer” to add a dealer location. If you are only a grower, skip to step 10.

Home (New): Charlie's Gardens Edit

Nursery Info Dealers Growers License

(New): Charlie's Gardens

Number
Business Name Charlie's Gardens
Owner
Name Charles Elhard
Address PO Box 6050, Dept 7650 NDSU
Fargo ND 58108
Phone 701-220-0485
Email celhard@nd.gov

Nursery Dealer
Complete this section if you intend to sell nursery stock.

Nursery Grower
Complete this section if you are a grower (in production of nursery stock).

Edit Information

7. On the next screen with the map, click the blue “add dealer” box. Fill out all requested information. You will only need to fill out the “manager” tab if the location is different than the nursery that you added initially. You will need to fill this out if you have multiple locations and you want them all under the same log in.

Complete this section if you intend to sell nursery stock.

Add Dealer +

Nursery (New): Charlie's Gardens

Store Name or Number

Contact Information

+ Manager

Source Nurseries

Nursery stock offered for sale within ND must be from officially inspected sources. A copy of a certificate of inspection from the state of origin must accompany each commercial lot of nursery stock transported into or offered for sale within ND (NDCC 4.1-22-05).

Source Nursery Name State

Add Another Source

8. Add your nursery dealer location using the map feature. You can do this by clicking current location, entering the latitude/longitude or entering the address. You can then click the highlighted icon in the picture below and click to place on your location on the map. Then hit submit.

Location

Zoom To

Current Location

County

County...

Latitude/Longitude

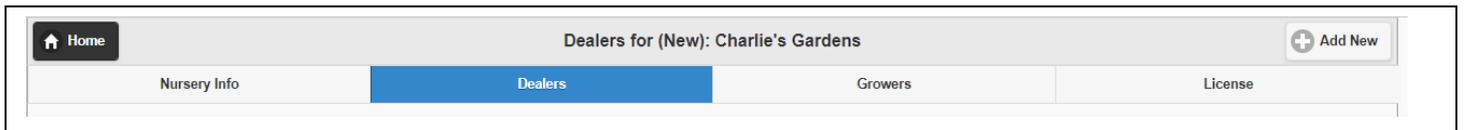
48.23 -101.29 Go

Address

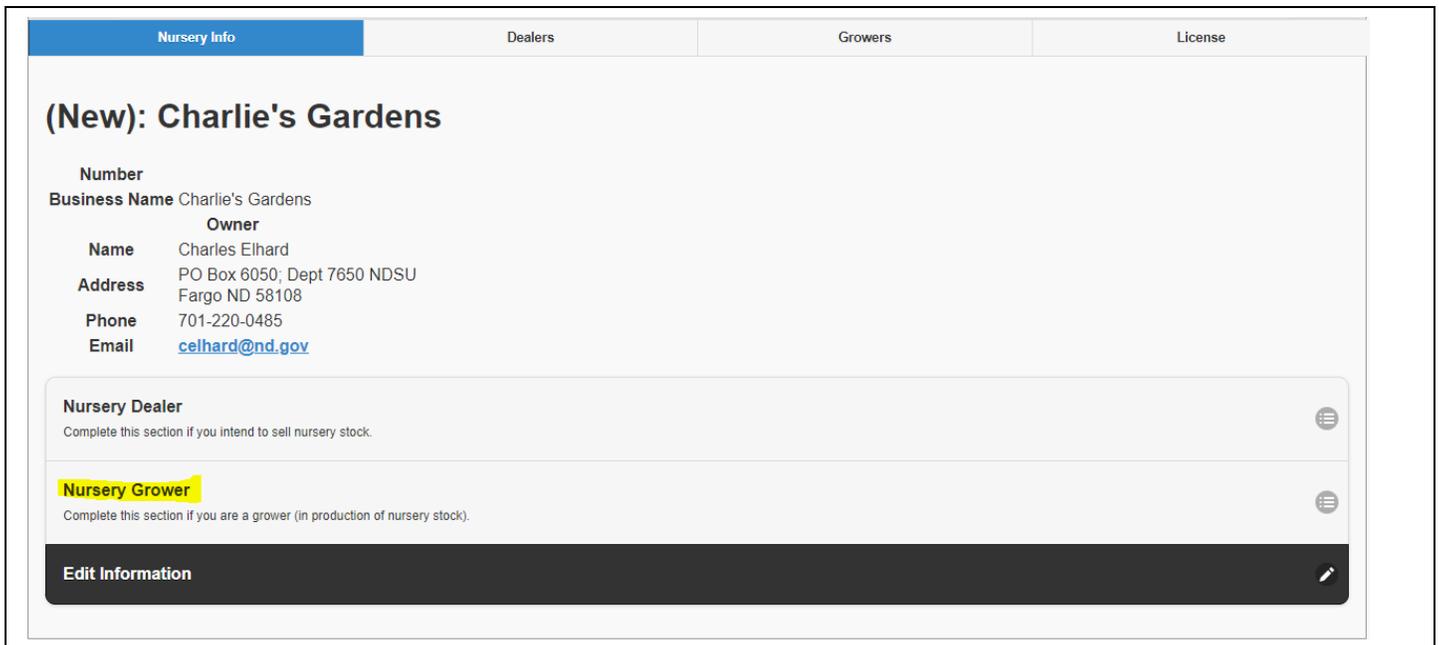
Go

Back Submit

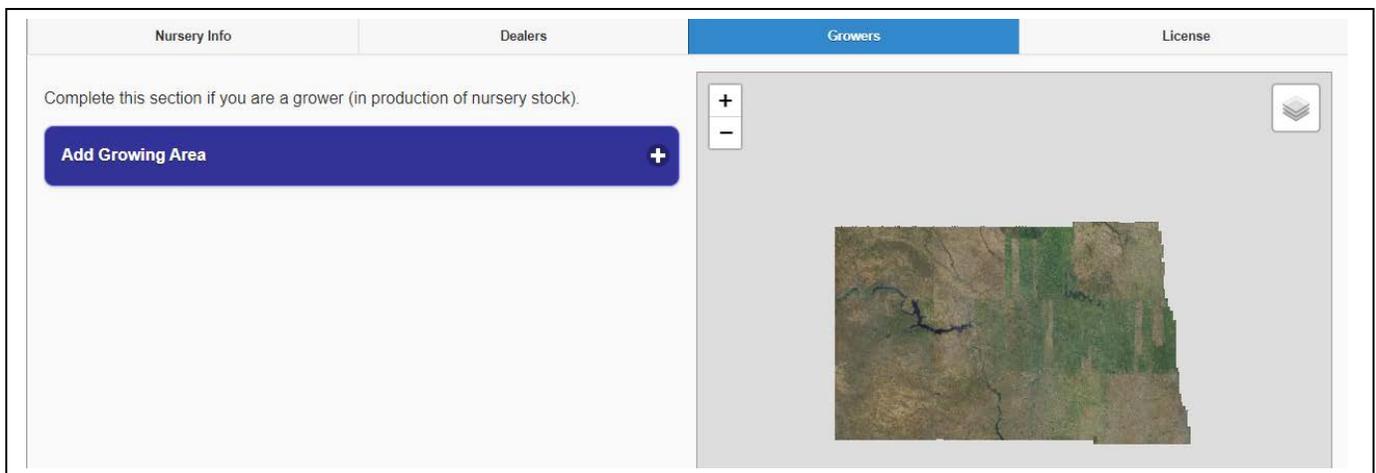
9. To add another dealer location, just click the +Add New in the top right corner or navigate through the different tabs across the top of the page. You can use these to edit “Nursery Info”, add “Dealers”, add “Growers” (growing locations, described in next step), or request “License(s)”.



10. To add a growing location, click on the “Growers” tab and click “+Add New” or in Nursery Info tab click “Nursery Grower” highlighted below:



11. On the Growers page, click the blue box for “Add Growing Area”:



12. On the “Add Growing Area” page, fill out the requested information, including growing area name, species and numbers grown, and source nurseries.

The screenshot shows a web form titled "Add Growing Area". At the top left is a "Home" button. The form includes a "Nursery" dropdown menu with "(New): Charlie's Gardens" selected. Below it is a "Growing Area Name" text input field. A section titled "Plant Species Grown" contains a table with two columns: "Species" and "Count". There are three rows of input fields for species and count, each with a delete icon (X) to its right. Below the table is a button labeled "Add Another Species". Another section titled "Source Nurseries" has a sub-header "Source Nurseries" and a note: "If you are planting new stock in this area this year, list the sources for that stock." This section also has a table with "Source Nursery Name" and "State" columns, with three rows of input fields and delete icons. A button labeled "Add Another Source" is at the bottom.

13. On the location section with the map, zoom to your growing location by choosing the county, adding the Township/Range/Section, entering the Latitude/Longitude, or the address. Then click on the highlighted polygon or square highlighted below to map your location. **This is the location that will be inspected each growing season. This section is absolutely required for ALL growers.** Once you have mapped your location, click submit. Repeat steps 11-13 for each additional growing location.

The screenshot shows the "Location" section of the web form. On the left is a "Zoom To" sidebar with several input options: "Current Location" (with a location pin icon), "County" (a dropdown menu showing "Foster"), "Township/Range/Section" (three input fields followed by a "Go" button), "Latitude/Longitude" (two input fields with "48.23" and "-101.29" and a "Go" button), and "Address" (an input field with "Fargo, ND" and a "Go" button). The main area is a map showing a satellite view of a rural area with a blue polygon highlighting a specific location. The map includes road labels for "Mapleton", "West Fargo", and "Fargo", and highway shields for 10, 94, 29, and 81. A legend icon is in the top right corner of the map. At the bottom of the map, it says "Leaflet | Powered by Esri | North Dakota state agencies and the ND GIS Hub".

14. Once you have added all your dealer and/or grower locations, click the “License” tab to collect your license. Click “Request License”. From here you can check which dealer locations you want to request a license for, select how you would like to pay for your license (pay online with a credit card (2.5% fee added), electronically with a check (\$1 fee added), or mail in a check), let us know if you will be selling barberry or related plants (free permit if you are), and certify only inspected and certified nursery stock will be offered for sale. Then click submit.

[Home](#) Add License

Nursery (New): Charlie's Gardens

Dealers

Which dealers would you like to include in this application? A separate license fee is required for each dealer.

Store 1

License Fee per Dealer	\$50.00
Total	\$50.00

How would you like to pay for this permit?

Pay Online

Send Check via Mail

Barberry Permit Application

A permit is required to move Barberry, Mahoberberis and Mahonia into North Dakota. Plants must be rust-resistant varieties recognized in the Federal Black Stem Rust Quarantine (7 CFR301.38-2).

Do you intend to import or sell Barberry, Mahoberberis or Mahonia?

No

Yes

Certification

Reminder: Keep all documents that are sent with shipments of nursery stock. These may be requested by an inspector.

I certify that only officially inspected and certified nursery stock will be offered for sale.

Cancel Submit

15. Your license application is now submitted. You may now either mail in a check or click “Pay Online” to be taken to a secure online payment portal. (Note: NDDA will review your application and issue or deny your license.)

[Home](#) Pending [Edit](#)

[Nursery Info](#) [Dealers](#) [Growers](#) **License**

Pending

Nursery [\(New\): Charlie's Gardens](#)

Dealers Covered 1

License Number(s) Pending

Barberry License No

License Fee \$50.00

Amount Due \$50.00

Important credit card information for North Dakota Department of Agriculture:

As of July 1, 2019, the Department of Agriculture (NDDA) will no longer pay the convenience fees associated with processing credit cards. Credit cards will still be accepted, but a convenience fee of 2.5% of the charge on the credit card will be assessed per transaction. We are now accepting E-check (ACH). A convenience fee of \$1.00 per transaction will be assessed. These fees will go directly to the credit card processing vendor, NDDA will not profit from any of these fees. The percentage amount of the fees is set by the credit card processor and not NDDA.

Thank you for your understanding.

[Edit License](#) [Mail in Payment](#) [Pay Online \(Credit Card or eCheck\)](#)