How to apply for a nursery license online:

1. Go to https://ole.ndda.nd.gov/. Select “Nursery”. Then click “Log In”.

2. Enter your log-in credentials or 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 are an existing nursery, but haven’t applied online yet please contact NDDA for your claim code to link your account. 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 so go to step 4. If you do not have a claim code, you will need to click “+ New Nursery” and go to step 5.
4. If you claimed an account, your contact information should populate. Click “Claim this Account”. Go to step 6.

5. To add a new nursery, fill out the add nursery page and click ‘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.

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.

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.
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. A grower will grow stock for one or more growing seasons before selling and is required to be inspected annually.
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.

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. It may easier to toggle on Satellite imagery, by clicking “Satellite”. Then click on the polygon drawing tool circled below to map your location. **This is the location that will be inspected each growing season. This section is absolutely required for ALL growers.** Click points around the growing area, and when complete, click the first point to complete the polygon. Once you have mapped your location, click submit. Repeat steps 11-13 for each additional growing location.
14. Once you have added all your dealer and/or grower locations, click the “License” tab to collect your license. Click “+ Add License”. From here you can check the box for 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 ($1.25 processing 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 (no cost required permit), and certify only inspected and certified nursery stock will be offered for sale. Then click 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.)

16. From the Nursery Info tab, you will also be able to review inspection documents from past inspections or pay any penalties that were assessed during the year. Once your license is approved, you’ll be able to print a copy of your nursery license and barberry permit, if applicable, from the License tab.