

# OCCASIONAL SALES PERMIT APPLICATION

PLEASE PRINT

FOR OFFICIAL USE ONLY

Name \_\_\_\_\_ Ward \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
*You must show proof of residency (i.e. a current bill, tax record, etc.)*

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Date of application \_\_\_\_\_

Date(s) of sale (up to 3 consecutive days) \_\_\_\_\_

Number of sales, if any, at the above address within this calendar year \_\_\_\_\_

If you have held two Occasional Sales within this calendar year, you may have a third sale at the same property only if you are moving within six months of the date of the sale. (See affidavit below)

**According to ordinance 10-8-320, you may not advertise your sale by posting signs or any other material (flags, banners, etc.) on any city property (i.e. light poles, traffic signals, bus stops, etc.) including string banners between light poles. You are entitled to post signs on your own property only.**

**By signing this application, I affirm that the above information is correct, and that the items to be sold at the sale consist only of pre-used personal items and not new or stolen goods.**

Signature \_\_\_\_\_

Please indicate how you wish to receive your permit:

- fax to Aldermanic office\*     fax to applicant (fax # \_\_\_\_\_)  
 hold at my ward sanitation office for me to pick up\*

\*Aldermanic and Sanitation office hours vary; call for schedule.

NOTE: For multi-family sales, each participating household/occupant must submit an application.

NOTE: A determination on applications received with less than 48 hours notice cannot be guaranteed.

NOTE: If you are moving within six months of the date of the sale, you must either provide proof of your impending move (e.g., executed sales contract or lease on a new property; eviction notice) or complete the affidavit below. If completing this affidavit, you must have your signature notarized.

## Affidavit for Third Sale

I, \_\_\_\_\_, owner/resident (circle one) of the  
print your name

property located at: \_\_\_\_\_  
print your address

Chicago, Illinois, do swear under oath that I am moving from this property to another location within six months of the date of the occasional sale applied for herein.

\_\_\_\_\_  
signature

Notary Public:

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
signature

Permit Number \_\_\_\_\_

Proof of residency on file

Proof/affidavit of move on file

Date permit approved: \_\_\_\_\_

Date permit issued: \_\_\_\_\_

Faxed to applicant

Held for pick-up

Faxed to Aldermanic office

Date permit denied: \_\_\_\_\_

Reason:

No proof of residency

Two sales in one year/no move

No proof/affidavit of move

Other: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_  
(permit expires at sunset)

Authorized by: \_\_\_\_\_

**Complete fully, sign, enclose proof of residency (photocopies are acceptable), and mail or fax to your ward sanitation office or your Alderman's office.**

**To obtain your ward sanitation or aldermanic office address or fax number, call**

# 311

Garage Sale application available on-line at: [www.cityofchicago.org/StreetsAndSan](http://www.cityofchicago.org/StreetsAndSan)

