

**CITY OF CHICAGO  
DEPARTMENT OF STREETS AND SANITATION**

# **GARAGE, YARD AND APARTMENT SALES**

## **THE PERMIT PROCESS**

As of October 1, 1996, a permit is needed for all garage sales, yard sales, apartment sales and similar occasional sales of household goods that are conducted on residential property within the City of Chicago.

The action was taken by the Chicago City Council to eliminate the many sales operating week after week after week that actually were unlicensed retail operations, issued by the Department of Streets and Sanitation, these permits are free and must be displayed during the sale period. Each household is entitled to two permits each year, with a third sale authorized only if the occupants are moving permanently from their residence.

If more than one household is joining in a single sale, each household needs its own permit even if the sale is at the address of only one participating household.

The ordinance also prohibits any signs advertising these sales on light poles or other property except at the site of the sale itself.

These sales are limited to three consecutive days between the hours of 9:00 a.m. and sunset. In case of rain, the sale can be held during the next three days after the permit period, but is still limited to three total days.

Violators face fines ranging from \$50 to \$500, with each day representing a separate offense.

Charitable organizations, churches and schools are exempt from the ordinance.

To get your permit complete the attached application form and mail it at least two weeks prior to the starting date.

**For more information, call 311.**



**M<sup>Greg</sup> MITCHELL**  
7th Ward Alderman

# OCCASIONAL SALES PERMIT APPLICATION

FOR OFFICIAL USE ONLY

PLEASE PRINT

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

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

*You must show proof of residency (i.e. a current bill, tax record, etc.)*

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

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

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 \_\_\_\_\_

Date \_\_\_\_\_

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 \_\_\_\_\_, 20 \_\_\_\_\_

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 Alderman's office.**

**To obtain your ward  
aldermanic office address or  
fax number, call 311**

Application available online at:  
[www.chicago.gov/dss](http://www.chicago.gov/dss)



**Greg  
MITCHELL**  
7th Ward Alderman