



# Online Permitting Garage Sales

## Permitting Process

- *Note: Garage Sale Permits can also be applied for in person at 151 W Church St, 2<sup>nd</sup> Floor, West Wing (City Hall Hours are Mon-Thurs 7:30am-5:30pm / Fri 7:30am-11:30am)*
- There is NO FEE for a Garage Sale permit however a permit is required.
- All online permit applications are processed in the order in which they are received.
- For weekend permit requests, you must submit your online application no later than 10 a.m. on the Friday before your weekend sale. **If you wish to obtain a weekend permit after 10 a.m. on the Friday before your weekend sale, you must obtain the permit in person at the **Building Inspection Division** located inside City Hall at 151 West Church Street, 2<sup>nd</sup> Floor, West Wing.**
- Upon confirmation of permit issuance, our Staff will send a PDF copy of your Garage Sale permit to your account.
  - ✦ Go to [www.cityoflewisville.com](http://www.cityoflewisville.com)
  - ✦ Click the drop-down menu on the right side of the Home Page entitled "How Do I"
  - ✦ Click "Apply For"
  - ✦ Click "A Garage Sale Permit"

## Ordinance Guidelines for Garage Sales

### ARTICLE VI. OCCASIONAL SALES

#### Sec. 7-201. Definition.

For the purposes of this article, the term "occasional sales" shall mean sales of tangible personal property at retail out of the home, garage, carport or patio.

(Code 1990, § 4-9-1)

#### Sec. 7-202. Permit required.

A permit shall be obtained from the city hall for such occasional sales and the cost of the permit is set out in section 2-201.

(Code 1990, § 4-9-4)

#### Sec. 7-203. Frequency of sales.

Occasional sales shall not exceed two in number during any 12-month period by a person who does not hold himself out as engaging, or does not habitually engage in the business of selling such personal property at retail.

(Code 1990, § 4-9-2)

#### Sec. 7-204. Location of sale restricted.

The tangible personal property offered at an occasional sale shall be sold only on the premises of the owner or lessee of the property where the sale is conducted and such owner or lessee shall be the legal owner of such tangible property at the time of such sale. Such sales shall be confined to the garage, patio or carport on such premises.

#### Sec. 7-205. Duration.

The duration of an occasional sale shall not exceed three consecutive calendar days. (Code 1990, § 4-9-2(C))

#### Sec. 7-206. Advertisement.

Only one sign is permitted, not to exceed two square feet, upon the property where the sale is taking place. Any other signs at any location remote from the sale site are illegal. (Code 1990, § 4-9-3)

#### Sec. 7-207. Restriction on merchandise.

No new merchandise (i.e., merchandise acquired solely for the purpose of resale) shall be sold at occasional sales.

(Code 1990, § 4-9-2(B))

Secs. 7-208--7-225. Reserved.



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## FILL OUT AN APPLICATION

1. Go to [mygovernmentonline.org](http://mygovernmentonline.org)
2. Go to Permits & Licensing then Apply Online



3. Create an account **OR** Enter your email address and password to login to your account. Then, click “Login”.
4. Input jurisdiction information below with Project Type of “Permit”

Apply Online

Jurisdiction and Request Type \*

Some jurisdictions do not accept online applications.  
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction.

Country: \* United States State: \* Texas

Jurisdiction: \* Lewisville

Project Type: \* Permit

Next

5. Create a new application and select “Garage Sale Permit Application”

Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type

Select an Application Type: \*

Garage Sale Permit Application

Garage Sale Permit Application

Click here if you would like to preview the application questions prior asked once you begin the online application. Please do not submit th

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6. Enter garage sale information
7. Click “Submit” to submit your application.

Review

To save your current progress and complete your application another time, please press save before exiting.

Your application is ready to submit to the jurisdiction.

Back Save Submit

If you have questions or need assistance, please call **Customer Support** at **866.957.3764**.