Purpose

This guide is to assist external customers in submitting, and self-issuing a garage sale permit.

General Information

*
* Must be a registered portal user. [Registration Process](file:///C%3A%5CUsers%5Cdiannadperryman%5CDesktop%5CPortal%20Instructions%5CEPermittingRegistrationGui.pdf)
* For garage sale permit details refer to LDC 04-41 as amended, 5.06.06 Signs.
* The permit must be posted on the property where the garage sale is held

Procedure

* 1. Applying for A Garage Sale Permit

*Make sure you are a registered user with our GMD Public Portal*

1. **Sign In**
	1. Click Sign In
		* Enter email address
		* Enter password
	2. Click Login



1. **Under Special Events, Zoning Certificates, Temporary Use, and RV & Garage Sale Permits**
	1. Click Apply for Permit



1. **Permit or Certificate – Project Description**
	1. Choose the project type
		* *Garage Sale Permit*
	2. Project Descriptive Name and Project Description autoloads, enter additional comments about the project if necessary
	3. Name on Permit
		* This name will show on the permit
	4. Enter Contact Phone number
	5. Click Next Step: Permit Type



1. **Permit or Certificate – Permit Type Settings**
	1. Enter Start Date
		* Click Calendar and select a date
	2. Select Number of days
		* Choose 1 or 2 days from the drop-down list
	3. Where is the Garage Sale
		* Select Residential from the drop-down list

Note: If you select *Commercial* your application will be cancelled and you will receive an error message providing instructions. If this is a garage sale in a district other than residential, you must a apply for a Special event Permit.

* 1. I have not held a garage sale in the last six months
		+ Select **True**

Note: If you select *False* your application will be cancelled and you will receive this error message providing instructions

* 1. Click Next Step: Location



1. **Permit or Certificate – Location of Project**
	1. Search for address
		* Select address from the list
		* Make sure address loads in The location you have selected box
	2. Click Next Step: Contacts



***Note:*** if the address does not populate in the list you must click Can’t find address and enter the address manually.

1. **Permit or Certificate – Review & Submit**
	1. Review the information entered, If changes are required, use the Previous button to go back and make the correction



* 1. Scroll down to ***Acknowledgement***
		+ Select Agree
		+ If you select *Disagree* you can not move forward to submit your application
	2. Type in the capture characters you see in the image in the box below it
	3. Click Submit Application



1. **Permit or Certificate – Submitted**
	1. Application Number is assigned
	2. Review the information, If changes are required, use the Previous button to go back and make the correction
		* Scroll down to the bottom of the page, Under Document Name
			1. Click on Garage Sale
			2. Download and Print



1. **Post Garage sale permit on property**

