Instructions for Applying for a Garage Sale Permit

Requirements to Apply for a Garage Sale Permit

You will need:

- Driver's License or Identification Card
- Water Bill
- Valid Email Address
- **Church:** Letter of Approval from Church Owner
- **School:** Letter of Approval from DISD Administration Office
- **Estate Sale:** Contract you have with the Owner
- **For 2nd Permits Only:** Debit/Visa/Mastercard for $25 payment (NO CASH, NO CHECKS, NO MONEY ORDERS ACCEPTED)

Registration / Signing In

- Go to: **www.dallascityhall.gov**
- First time user, Click **Sign-Up** to register and enter your information.
- **Already registered** then enter your Username and Password.

Step by Step Instructions

1. Click **GARAGE SALE**
2. Click **New Application**
3. Under **Find address or place;** enter the Garage Sale address and select it by clicking on the address
4. To **VALIDATE** the address, Click on the **DOT**
5. To Accept the address, Click on the **TAG** sign
6. Click **SAVE & NEXT**
7. Your name and address will come up automatically as well it will let you know if it's your 1st or 2nd permit in the last 12 months (**GS Permits are NOT by Calendar Year**)
8. Select your **Application Type**
9. If **Church** or **School**: Enter the name
10. Click on the **Calendar** and select the date of when the sale will begin
11. Select the number of days you will be holding the sale between **1, 2, or 3 days**
12. Click the time clock and select the time your sale will Begin and End.
13. Enter the water account number from your water bill
14. Enter your phone number with **NO DASHES**
15. **READ THE ALL INFORMATION PROVIDED**
16. Click **SAVE & NEXT**
17. Take a **photo** of your DL/ID and **upload it** under **Driver's License**
18. Take a **photo** of your **WATER BILL** and **upload it** under **Water Bill**
19. **If Church / School / Estate Sale Scan** the **Letter / Contract** and **upload it to the corresponding folder (These types of permits may take 2-3 business days to be Approved)**
20. **READ ACKNOWLEDGEMENT** and check mark **I AGREE**
21. Click **SAVE & NEXT**
22. Click **FINISH** (**Check your email for more information**)

FOR 2ND PERMITS CONTINUE TO #23

23. Fill out all required information to **Make Payment (NO REFUNDs after Permit has been Paid)**
24. Click **PAY $25**
25. **Review** your payment details
26. Click **SUBMIT**
27. You will receive a message that your permit was **Submitted Successfully**
28. Click **FINISH** (**Check your email for more information**)