

# 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 10-8-3290, 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 ward sanitation office  
or your Alderman's office.**

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

Application available online at:  
[www.cityofchicago.org/StreetsAndSan](http://www.cityofchicago.org/StreetsAndSan)



City of Chicago