



ONLINE PERMITTING Garage Sales

INSTRUCTIONS

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Permitting Process

- *Note: Garage Sale Permits can also be applied for in person at 151 W Church St, 2nd Floor, West Wing (City Hall Hours are Mon-Thurs 7:30am-5:30pm / Fri 7:30am-11:30am)*
- Garage Sale Permits cost \$2.50 (\$1.50 credit card convenience fee if submitted online).
- 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 10:00am on the Friday before your weekend sale. **If you wish to obtain a weekend permit after 10:00am 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, 2nd Floor, West Wing.
- We accept Visa or MasterCard for online permitting payments.
- Upon confirmation of your payment, our Staff will send a PDF copy of your Garage Sale permit to your account.
- Your permitted garage sale will be displayed on the City of Lewisville website! This page updates every four (4) hours with newly permitted sales.
 - Go to www.cityoflewisville.com
 - Click the drop-down menu on the right side of the Home Page entitled “How Do I”
 - Click “Find”
 - Click “Garage Sales”

****Due to occasional technical difficulties, the display of your sale on the City of Lewisville website is not guaranteed.****

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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.

FILL OUT AN APPLICATION

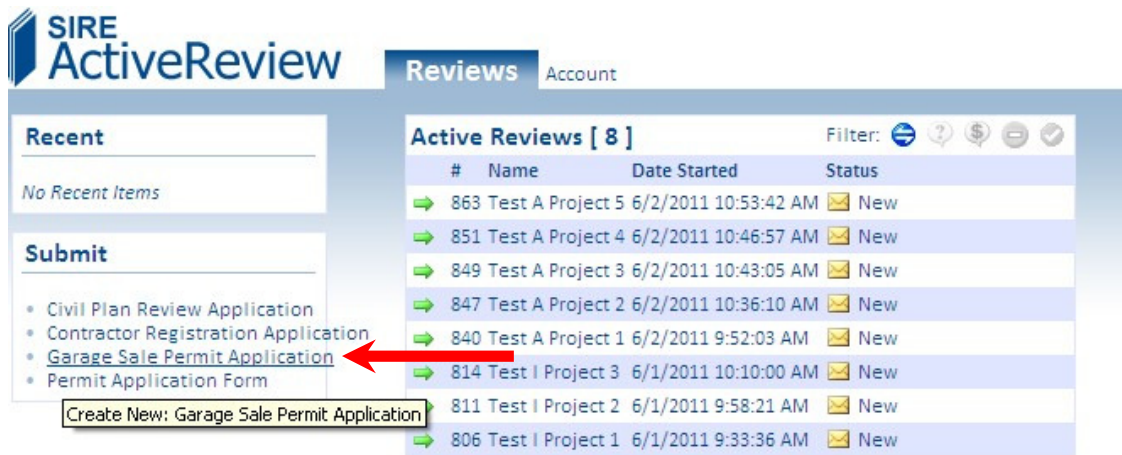
[Note: Internet Explorer required]

1. Go to <http://eservices.cityoflewisville.com/activerewiew/>
2. Create an account **OR** Enter your email address and password to login to your ActiveReview account.



Then, click "Login".

3. Click "Garage Sale Permit Application" under the Submit menu.

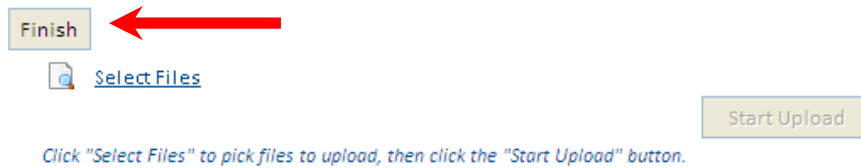


4. Type in the details regarding your Garage Sale:



5. Click **“Finish”** to submit your application.

After Uploading Files Click Finish to Complete this Submittal



Once your application has been processed, you will receive an email notification that payment is due.

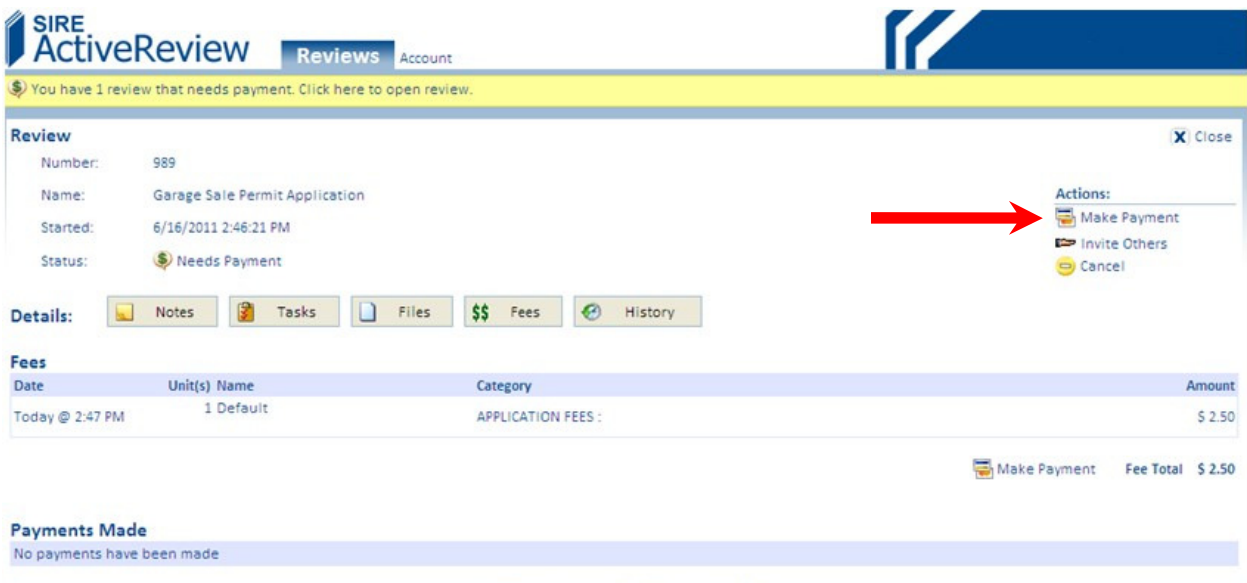
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MAKE A PAYMENT

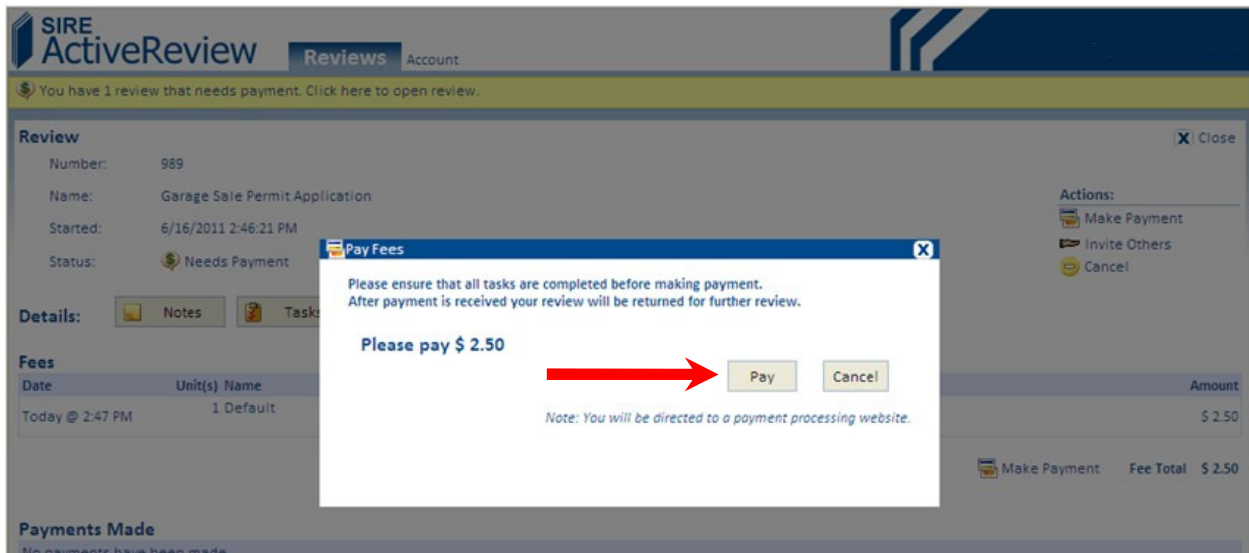
1. To pay for your permit, login to your ActiveReview account and click the **“Garage Sale Permit Application”** in your Active Reviews menu. Notice the status is **“Needs Payment”**.



2. Click **“Make Payment”** under the Actions menu on the right side of the screen.



3. Click **“Pay”** on the Pay Fees dialogue box.



****NOTE:** If you get a “Pop-up Blocked” message at the top of your screen, you must select to either temporarily allow pop-ups from this website or always allow pop-ups from this website:

1. Click on the **message banner**
2. Click either **“Temporarily Allow Pop-ups”** or **“Always Allow Pop-ups from This Site”**
3. Click **“Make Payment”** again
4. Click **“Pay”** again on the Pay Fees dialogue box.

4. You will be taken to Transaction Central, a payment processing website for City of Lewisville. Enter your Visa or MasterCard information then click **“Place Secure Transaction”**. A “Payment Received” confirmation will appear on the screen.

TRANSACTION CENTRAL

Credit Card Information

Do not include spaces or dashes in Credit Card Account Number

Reference ID: 5: 90068-a28e-4f17-b278-5f52 19c4611

Account Number: (Account Number on the card)

CVV2(What's this):

Name on Account: (Name on Credit Card)

Card Holder Street Address:


Zipcode:

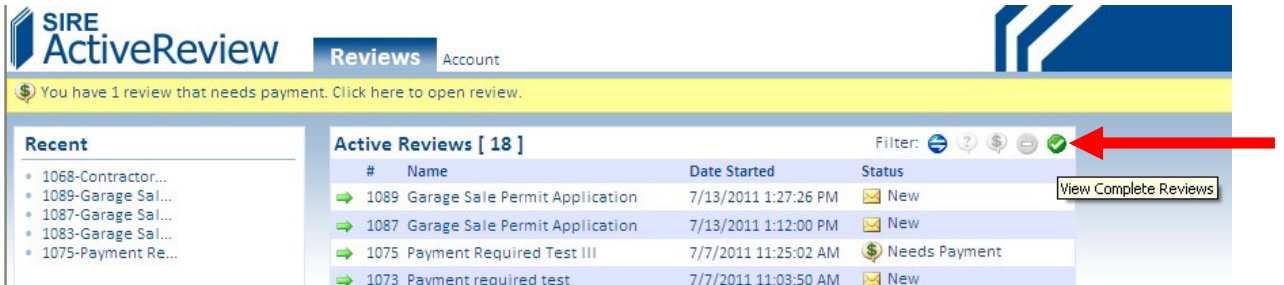
Expires: Jan (01) 2011

Amount: \$2.50

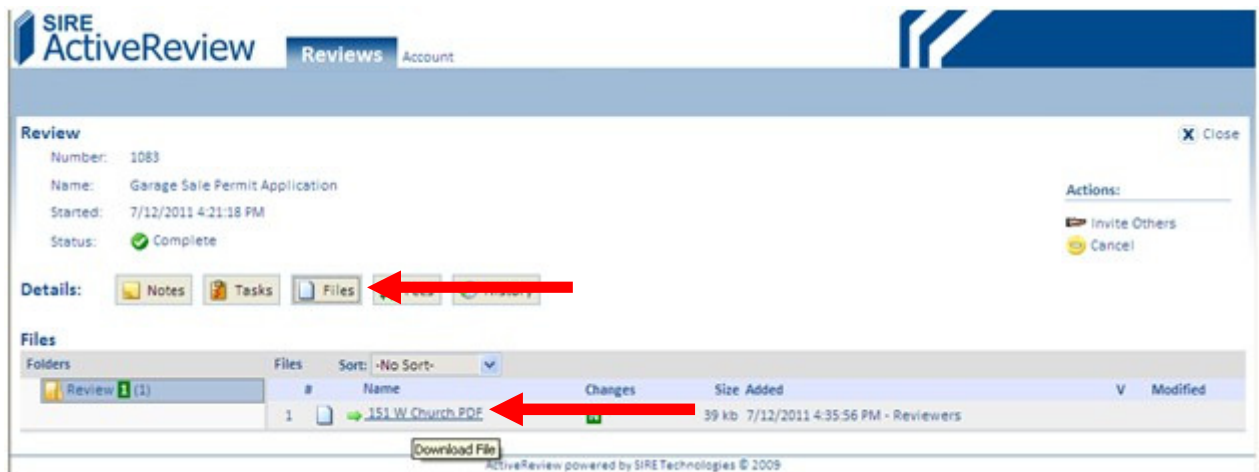
Once your transaction is confirmed, our Staff will finalize your permit and send a copy to your ActiveReview account.

PRINT YOUR PERMIT

1. To access a copy of your permit, login to your ActiveReview account, click the “**View Complete Reviews**” icon  on the Filter menu, then double click on your application file to open:



2. Click on the **FILES** button to access the permit file, then click the **file name** to download the permit. Print a copy of the permit and keep it handy during your garage sale.

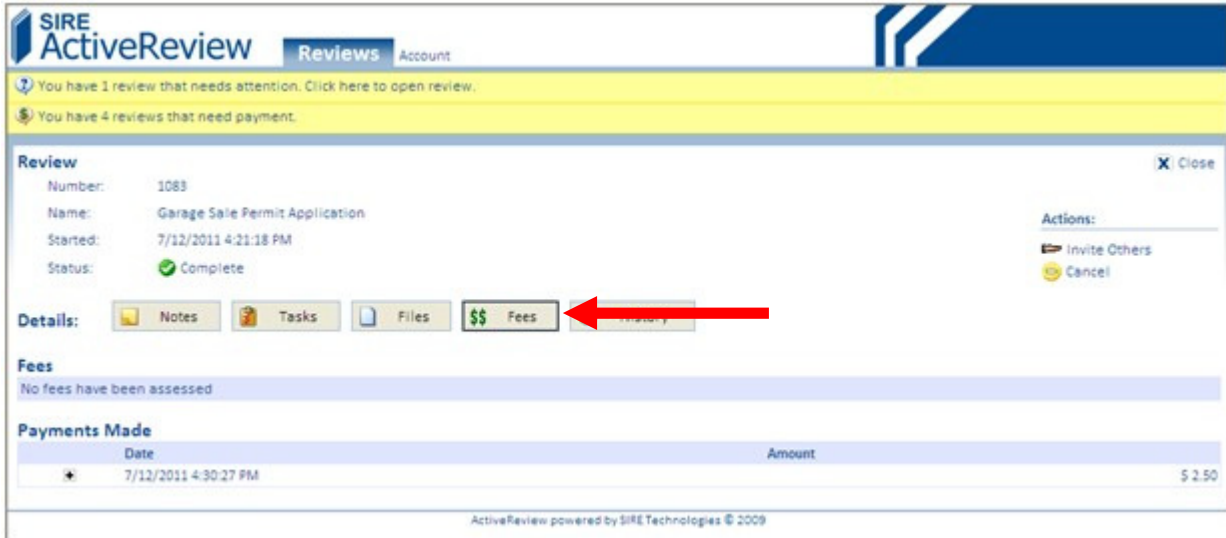


This permit will remain in your ActiveReview account for 180 days.

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VIEW PAYMENT HISTORY

- I. Open the Garage Sale Permit Application, then click the FEES button to view your payment history.



The screenshot shows the SIRE ActiveReview interface. At the top, there are tabs for 'Reviews' and 'Account'. Below the tabs, there are two yellow notification banners: 'You have 1 review that needs attention. Click here to open review.' and 'You have 4 reviews that need payment.' The main content area is titled 'Review' and includes the following information:

- Number: 1088
- Name: Garage Sale Permit Application
- Started: 7/12/2011 4:21:18 PM
- Status: Complete (with a green checkmark icon)

On the right side, there are 'Actions' buttons: 'Invite Others' and 'Cancel'. Below the review details, there is a 'Details' section with several buttons: 'Notes', 'Tasks', 'Files', 'Fees', and 'History'. A red arrow points to the 'Fees' button. Below the 'Details' section, there are two sections: 'Fees' and 'Payments Made'.

The 'Fees' section contains the text: 'No fees have been assessed'.

The 'Payments Made' section contains a table with the following data:

Date	Amount
7/12/2011 4:30:27 PM	\$ 2.50

At the bottom of the interface, there is a footer: 'ActiveReview powered by SIRE Technologies © 2009'.

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If you have questions or need assistance, please call the Building Inspection Division at 972-219-3470.